

# Spring Supplemental Budget

## REQUESTS & RECOMMENDATIONS

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



**MF - Office of Management & Finance****DP Type****General Fund Program Carryover****Request Name:** 8005 -BRFS - Program Carryover to Bridge 1%-Funded Activities**Package Description**

BRFS is requesting Council approval for a program carryover of \$521,500 to provide bridge funding for activities supported by the One Percent / Community Opportunities & Enhancements (COEP) fund in the FY 2019-20 Requested Budget. These activities include the new COEP Program Manager (to be recruited once Council approves the OMF/Prosper MOU), related EMS, and the City's Prime Contractor Development Program (PCDP). In the FY 2018-19 Adopted Budget, Council accepted CBO's recommendation that the PCDP should be funded from the COEP. In the FY 2018-19 Fall BMP, Council approved that a new COEP Program Manager should be funded from the COEP.

**Service Impacts**

All things being equal, BRFS would request that this surplus be transferred into the technology replacement fund in anticipation that Council may choose to use that reserve fund to pay some of the costs of the Integrated Tax System project. Given, however, that a new Council is now seated and that there is significant interest in the nascent COEP program, BRFS wishes to exercise fiscal prudence and carry forward this budget into FY 2019-20 to serve as a short-term funding bridge for COEP activities.

**Equity Impacts**

This request helps provide stability in FY 2019-20 for the Prime Contractor Development and COEP Programs, both of which have specific positive impacts on contracting opportunities in communities of color.

**CBO Analysis**

The Procurement Division within OMF-Bureau of Revenue & Financial Services (BRFS) is requesting program carryover of \$521,500 in current year underspending. The underspending is comprised of \$335,000 in personal services spending and \$186,500 in materials and services spending that would otherwise be directed toward technology replacement reserves. BRFS is requesting to re-appropriate these resources in FY 2019-20 to support a program manager position for the Community Opportunity and Enhancements Program (COEP) and the Prime Contractor Development Program.

The Prime Contractor Development Program (PCDP) is an existing and ongoing program in the Procurement Division that works to increase the number of prime contractors working with the City that are minority-owned or women-owned businesses. As part of FY 2018-19 budget development, an ongoing reduction of \$178,000 (of a \$308,000 total program budget) was made and added back on a one-time basis. At the time of the reduction OMF and OEHR were developing the new Community Opportunities and Enhancements Program. The COEP program shares similar goals to the PCDP, and OMF proposed charging 1% against all public improvement projects to raise over \$1 million per year for this program. Council approved an ongoing reduction to the materials and services portion of the PCDP program budget based on the understanding that efficiencies could be gained via a more holistic approach to contract workforce development and technical assistance in OMF.

Resolution 37331 directed OMF and OEHR to bring forward a COEP program proposal and proposed funding model back to Council for approval (i.e. the proposed 1% charge to public improvement projects). This resolution was passed in November 2017, and no formal action by Council has since been taken regarding this program. In August 2018, the Mayor's Office determined that COEP would be managed by Prosper Portland rather than OMF, though Prosper agreed that a program manager in OMF could still be supported by the presumed 1% resource to manage the COEP IGA with Prosper. During the FY 2018-19 Fall BMP, the CBO review stated, "CBO recommends the establishment of this position and recognition of the presumed revenue from a budgetary perspective, but notes that the Procurement Division should not move forward with hiring this position until the revenues are assured."

As part of its FY 2019-20 Requested Budget, OMF assumed the full cost of a COEP program manager in OMF would be covered by a 1% charge against all public improvement projects for COEP. This is appropriate given the fact that Council conceptually approved the establishment of this new program based on this presumed resource. However, OMF and its partners have not yet developed administrative rules, a program framework, or brought forward a funding proposal for Council approval. It is not clear when this action will take place. OMF has indicated that the program policies, IGA with Prosper Portland, and establishment of a funding source cannot be established until a program manager is brought on board. This is concerning, given that 1) the bureau did not identify that new General Fund resources would be required in the implementation of COEP in the resolution before Council and 2) the permanent position to manage the COEP in OMF was explicitly approved during the Fall BMP based on the presumed availability of non-General Fund resources. CBO does not recommend one-time General Fund resources be carried over to support a COEP manager position. There is uncertainty around when the new program will be implemented and when revenues will be realized, and CBO is concerned funding for this position will not be limited to a one-time General Fund expense.

OMF also assumed that the entire cost of the Prime Contractor Development Program would be covered by a 1% charge against all public improvement projects for COEP. This may have been a risky approach to ensuring this ongoing program is fully funded in FY 2019-20, given that final Council approval of this funding source and related programmatic spending is still pending. CBO does not generally recommend General Fund program carryover to support ongoing programmatic activities. In this case, the bureau is requesting bridge funding support of the PCDP until new '1%' revenues are realized. OMF is requesting to carry over a full year of costs for this program, indicating that the bureau is uncertain whether the PCDP will actually be funded by '1%' resources in the coming fiscal year.

Based on prior year underspending patterns, it seems likely that OMF would be able to absorb some or all of the cost of the PDCP. The bureau is requesting to reallocate more in personal services underspending in the current year (\$335,000) than the current cost of the PCDP program (\$308,000). Alternatively, the bureau could explore internal service trade-offs that would preserve this popular and ongoing program. Generally, CBO would recommend that the bureau attempt to absorb these known and ongoing costs within its existing resources, and request additional resources in the Spring BMP FY 2019-20 if this is not possible.

However, to the degree that there are known program costs in FY 2019-20 that are currently unfunded, CBO would highlight this request for one-time bridge funding for Council consideration. Allocating current year underspending to fund the PDCP would help OMF avoid potential service level trade-offs should the '1%' resource not materialize, or if Council determines that the PDCP is not an eligible use of those funds. Council may wish to carry over resources for this program in FY 2019-20 on a one-time basis, given the ongoing and established nature of the PDCP, the fact that this work is equity-focused, and the uncertainty around the new revenue source. Should Council select this approach, CBO would recommend that carryover funds be used explicitly for one-time bridge funding and that the bureau be directed to absorb the ongoing cost of this program within existing resources going forward.

**Budget Detail**

**Fund**

Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	External Materials and Services	-179,000	0	0
100000	Internal Materials and Services	-7,500	0	0
100000	Personnel	-335,000	0	0
	<b>Sum:</b>	<b>-521,500</b>	<b>0</b>	<b>0</b>

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

Details

Run Time: 4:40:27 PM

**Budget Detail**

**Fund**

		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-521,500	0	0
	<b>Sum:</b>	<b>-521,500</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      General Fund Program Carryover**

**Request Name:** 8006 -BRFS - Program Carryover for Regional Disparity Study

**Package Description**

BRFS is requesting Council approval for a program carryover of \$400,000 to help to fund a regional disparity study. The cost of the study is expected to exceed \$1M. BRFS intends to seek regional partnership in funding this project while also setting its own aside resources. Council approved the carryover of \$335,000 in the FY 2017-18 Spring BMP for this purpose. To this amount, BRFS intends to add \$65,000 of unspent general fund resource from the current fiscal year.

**Service Impacts**

None.

**Equity Impacts**

The City's last disparity study was conducted in 2009. 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."

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		-335,000	0	-335,000
100000	Personnel		-65,000	0	-65,000
		<b>Sum:</b>	<b>-400,000</b>	<b>0</b>	<b>-400,000</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		-400,000	0	-400,000
		<b>Sum:</b>	<b>-400,000</b>	<b>0</b>	<b>-400,000</b>

**MF - Office of Management & Finance                      DP Type                      General Fund Program Carryover**

**Request Name:** 8007 -BRFS - Program Carryover for Rental Registration Program Administration

**Package Description**

BRFS is requesting Council approval to carry over \$150,000 of the Rental Registration program budget into FY 2019-20. Due to the timeline of program initiation, savings are projected in the current fiscal year. Given the CBO's FY 2019-20 recommendation concerning program funding and the challenges of bringing a fee structure to Council by June 30, 2019, BRFS is requesting these funds be carried into FY 2019-20.

**Service Impacts**

None.

**Equity Impacts**

None.

**CBO Analysis**

The Revenue Division is requesting to carryover \$150,000 of underspending in one-time General Fund resources previously allocated for support of the Rental Registration program. Council authorized this program via Ordinance 189086 in July 2018, which amended the Business License Law in order to enact the Residential Rental Registration Program. Total FY 2018-19 resources for this program were \$448,000, and year-end projections indicate \$298,000 of this will be spent. Current year costs were primarily for mailers and postage (\$220,000), while projected personnel expenditures are far lower than had been anticipated.

As part of FY 2019-20 budget development, the Revenue Division and the Housing Bureau were directed to bring forward a fee schedule for the rental registration program that would fully support the program with fee revenue rather than General Fund resources. However, additional action needs to be taken to determine what cost pool the fee schedule will be based on before Council approves it. Both the Revenue Division and the Housing Bureau requested one-time General Fund resources to support the Rental Registration program in FY 2019-20. CBO did not recommend new General Fund resources for this program, and instead encouraged the bureaus to bring forward a fee schedule for Council approval based on direction that the program be entirely fee-funded.

A fee schedule may not be approved by Council prior to the beginning of FY 2019-20. However, FY 2019-20 costs for this program will be incurred, given that Council has formally established this program and Revenue Division's ongoing support is required for it to be successful. Given limited availability of resources in FY 2019-20 and the uncertainty of the fee revenue timeline, CBO recommends carryover of \$150,000 current year Rental Registration program underspending. This bridge funding will help offset currently unfunded program costs until Council approves a fee schedule to fully fund Rental Registration with fee revenues.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		-50,000	0	-50,000
100000	Personnel		-100,000	0	-100,000
		<b>Sum:</b>	<b>-150,000</b>	<b>0</b>	<b>-150,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		-150,000	0	-150,000
		<b>Sum:</b>	<b>-150,000</b>	<b>0</b>	<b>-150,000</b>

**MF - Office of Management & Finance      DP Type      General Fund Program Carryover**

**Request Name:** 8008 -BRFS - Program Carryover for Integrated Tax System

**Package Description**

BRFS is requesting Council approval to carry over \$30,000 of the ITS program budget to FY 2019-20. City Council approved three years of funding for this project in the FY 2017-18 Adopted Budget. The current year's budget includes resources carried forward from the prior year (i.e., vacancy savings that accrued in FY 2017-18 while the division recruited and filled the two positions funded by Council) and the bureau will not spend the entirety of this in the current year. That said, the future funding needs for this project are substantial and, therefore, BRFS is submitting this carryover request.

**Service Impacts**

None.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	External Materials and Services	-30,000	0	-30,000
	<b>Sum:</b>	<b>-30,000</b>	<b>0</b>	<b>-30,000</b>

  

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	General Fund Discretionary	-30,000	0	-30,000
	<b>Sum:</b>	<b>-30,000</b>	<b>0</b>	<b>-30,000</b>

**MF - Office of Management & Finance**      **DP Type**      **New Revenue**  
**Request Name:** 8009 -BFRS - Increase Revenue Division Interagency Revenue

**Package Description**

BFRS is requesting minor increases to three interagency agreements – with the Water Bureau, Auditor's Office and Transportation. These increases are necessary to recover 100% of costs for bureau-specific services.

**Service Impacts**

None.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		17,000	0	17,000
100000	Personnel		12,000	0	12,000
		<b>Sum:</b>	<b>29,000</b>	<b>0</b>	<b>29,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	Interagency Revenue		29,000	0	29,000
		<b>Sum:</b>	<b>29,000</b>	<b>0</b>	<b>29,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8010 -BRFS - Revenue Division Forecast Adjustments

**Package Description**

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

- \$70,000 in the Arts Education & Access Fund
- \$1,288,000 in the Convention & Tourism Fund
- \$753,360 in the Property Management License Fund

**Service Impacts**

None

**Equity Impacts**

None

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
100000	External Materials and Services	25,500	0	25,500
204001	External Materials and Services	602,000	0	602,000
204001	Internal Materials and Services	5,500	0	5,500
204002	External Materials and Services	100,500	0	100,500
204003	External Materials and Services	45,360	0	45,360
209000	External Materials and Services	265,000	0	265,000
209001	External Materials and Services	1,003,000	0	1,003,000
209001	Internal Materials and Services	20,000	0	20,000
223000	External Materials and Services	70,000	0	70,000
<b>Sum:</b>		<b>2,136,860</b>	<b>0</b>	<b>2,136,860</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Interagency Revenue	25,500	0	25,500
204001	Licenses & Permits	600,000	0	600,000
204001	Miscellaneous	7,500	0	7,500
204002	Licenses & Permits	100,000	0	100,000
204002	Miscellaneous	500	0	500
204003	Licenses & Permits	45,360	0	45,360

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

Details

Run Time: 4:40:27 PM

**Budget Detail**

<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>			
209000	Miscellaneous	15,000	0	15,000
209000	Taxes	250,000	0	250,000
209001	Miscellaneous	23,000	0	23,000
209001	Taxes	1,000,000	0	1,000,000
223000	Miscellaneous	70,000	0	70,000
<b>Sum:</b>		<b>2,136,860</b>	<b>0</b>	<b>2,136,860</b>

**CB - Office for Community Technology      DP Type      General Fund Program Carryover**  
**Request Name: 8012 -OCT - Program Carryover For Utility & Franchise Management Audit Support**

**Package Description**

OCT is requesting that the unspent funding amount for this decision package be carried forward into FY 2019-20 to carry out the original intent of the decision package. Because of competing priorities due to the reorganization and reestablishment of OCT as a stand-alone bureau, dealing with federal proposed and actual preemptions affecting future and ongoing general fund revenue, and coping with high level management vacancies, OCT has not had the opportunity to hire for this position.

**Service Impacts**

Delivery of outcomes is delayed until FY 2019-20.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested. OCT was allocated \$118,735 in one-time General Fund resources in the FY 2018-19 Adopted Budget to fund a limited term position to support the Utility & Franchise audit function. This position was supported by Council on the premise that it may be revenue-generating; additional support of OCT's audit function may lead to higher revenues for the City. The position was approved on a one-time basis in order to determine whether or not the position does have a positive ROI prior to converting the position to permanent. Due to senior level staff vacancies and workload associated with the recent reorganization, OCT has been unable to fill this position in the current year. CBO recommends that \$118,735 in General Fund resources be carried over to establish this position in FY 2019-20, based on prior Council action taken to establish this position and the potential for additional revenue generation.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		-20,000	0	-20,000
100000	Personnel		-98,730	0	-98,730
		<b>Sum:</b>	<b>-118,730</b>	<b>0</b>	<b>-118,730</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		-118,730	0	-118,730
		<b>Sum:</b>	<b>-118,730</b>	<b>0</b>	<b>-118,730</b>

**CB - Office for Community Technology      DP Type      New GF Request**

**Request Name:** 8013 -OCT - Relocation Funding Request

**Package Description**

This decision package realigns existing resources and requests new one-time general fund resources to support the relocation of the newly re-established OCT. Physical relocation is necessary and critical because the Integrated Tax System project will soon begin in earnest, and the Revenue Division's staffing levels are expanding substantially and will occupy the space currently filled by OCT staff. Additionally, the security clearance required by Revenue Division for employees and guests is an unnecessary and inequitable hurdle for future employees and community outreach expected to be provided by the bureau. Last, the physical move will help legitimize the bureau. Due to vacancies in the bureau (e.g., newly-created director position, OCT manager) and some materials and services underspending, OCT will be able to contribute \$175,000 of general fund and \$50,000 MHCRC revenue to this project. The balance (\$262,000) is requested from General Fund one-time resources.

This request is informed by a cost estimate provided by OMF Facilities. That estimate included a 30% contingency line-item that OCT is not requesting at this time. Should relocation project costs exceed budget and OCT is unable to absorb the overage, the bureau will return to City Council to request additional resources. Additionally, the estimate signals that OCT may incur INET fiber connectivity costs of \$50,000 ongoing. Again, once actual costs are known and should OCT be unable to absorb that additional cost, the bureau will return to Council with a request for ongoing resources.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. Based on prior Council direction to facilitate the physical relocation of OCT and the fact that the Revenue Division offices will be unable to accommodate both ITS implementation staff and OCT, CBO recommends that \$262,000 in additional General Fund resources be appropriated to OCT. The remaining \$225,000 of project costs will be funded within existing OCT resources. CBO will work with OCT and OMF-Facilities Services in the coming weeks to determine whether these project costs are more likely to be expended in FY 2019-20; to the degree that Council approves this request, it may be more appropriate from a timing perspective to process it as a program carryover.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		82,000	0	82,000
100000	Internal Materials and Services		405,000	0	405,000
100000	Personnel		-225,000	0	-225,000
		<b>Sum:</b>	<b>262,000</b>	<b>0</b>	<b>262,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		262,000	0	262,000
		<b>Sum:</b>	<b>262,000</b>	<b>0</b>	<b>262,000</b>

**CB - Office for Community Technology      DP Type      New Revenue**

**Request Name:** 8014 -OCT - Multnomah County Support for DEAP

**Package Description**

Recognizes new revenue from Multnomah County to support its partnership with OCT in developing Phase II of the Digital Equity Action Plan (DEAP). Multnomah County is providing the funding to assist OCT and the County to engage with underserved communities to identify and understand their technology needs, interests, and barriers, and to design an action plan co-created with those most impacted by the digital divide.

**Service Impacts**

Multnomah County and OCT are leveraging funds and coordinating data collection activities to more deeply engage those communities who are digitally excluded. We will better understand their barriers to accessing and using technology and will have actions designed by those communities.

**Equity Impacts**

See above.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		15,000	0	15,000
		<b>Sum:</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	Intergovernmental		15,000	0	15,000
		<b>Sum:</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>

**CB - Office for Community Technology      DP Type      Other Adjustments**

**Request Name:** 8015 -OCT - Transfer Remaining OCT Budget

**Package Description**

This request furthers the re-establishment of the Office for Community Technology as a stand-alone City bureau. The budgetary aspect of this was initiated in the FY 2018-19 Fall BMP, but that action only moved estimated budget amounts. This action is necessary to shift OCT budget that remains in the Revenue Division's.

**Service Impacts**

The OCT budget will be aligned with the bureau's actual spending and revenue as reflected in the City financial system in FY 2018-19.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		349,522	0	349,522
100000	Personnel		297,433	0	297,433
		<b>Sum:</b>	<b>646,955</b>	<b>0</b>	<b>646,955</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		467,035	0	467,035
100000	Intergovernmental		179,920	0	179,920
		<b>Sum:</b>	<b>646,955</b>	<b>0</b>	<b>646,955</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8018 -BRFS - Transfer Remaining OCT Budget

**Package Description**

This request furthers the re-establishment of the Office for Community Technology as a stand-alone City bureau. The budgetary aspect of this was initiated in the FY 2018-19 Fall BMP, but that action only moved estimated budget amounts. This action is necessary to shift OCT appropriation that remains in the Revenue Division's budget.

**Service Impacts**

None.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		-361,954	0	-361,954
100000	Internal Materials and Services		21,231	0	21,231
100000	Personnel		-306,232	0	-306,232
		<b>Sum:</b>	<b>-646,955</b>	<b>0</b>	<b>-646,955</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		-467,035	0	-467,035
100000	Intergovernmental		-179,920	0	-179,920
		<b>Sum:</b>	<b>-646,955</b>	<b>0</b>	<b>-646,955</b>

**MF - Office of Management & Finance      DP Type      General Fund Program Carryover**

**Request Name:** 8019 -BHR GF - Program Carryover for Executive Recruitment

**Package Description**

BHR General Fund is requesting a program carryover in the amount of \$121,000 to continue funding the executive recruitment program. In the FY 2018-19 budget, BHR was appropriated \$288,307 to run an executive recruitment program on behalf of the City. The \$121,000 represents the projected unspent balance that will remain at the end of the fiscal year.

**Service Impacts**

To date, BHR has completed five executive recruitments (Portland Housing Bureau, City Budget Office, Office of Equity and Human Rights, Portland Parks and Recreation, and the Planning Bureau). Additional upcoming executive recruitments include the Portland Bureau of Emergency Management, PBOT, and Portland Fire & Rescue. There have been a total of 79 focus groups and meetings that engaged over 275 people. This includes City of Portland DEEP affinity groups, City of Portland employees, community-based organizations, and public and private sector organizations and individuals.

**Equity Impacts**

Carrying over the remaining funding for this program will allow BHR to continue the extensive outreach and inclusion efforts being conducted to find high-level candidates for these positions.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel	Expense	-121,000	0	-121,000
		<b>Sum:</b>	<b>-121,000</b>	<b>0</b>	<b>-121,000</b>
<hr/>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	-121,000	0	-121,000
		<b>Sum:</b>	<b>-121,000</b>	<b>0</b>	<b>-121,000</b>

**MF - Office of Management & Finance                      DP Type                      General Fund Program Carryover**

**Request Name:** 8020 -Business Operations - Program Carryover for 311

**Package Description**

In the FY 2017-18 Budget, City Council approved a decision package for \$350,000 in one time only General Fund support for “311 project management and implementation” and directed the Office of Management and Finance (OMF) to oversee the planning effort. The project team, led by OMF’s Strategic Projects & Opportunities Team (SPOT), assessed existing customer service conditions and community preferences within the city, studied best practices from across the country, and considered a variety of service delivery and funding models. This work culminated in a 311 Implementation Plan that recommends a Citywide 311 Program – to be created through a multi-year implementation process – that was reviewed by City Council in November 2018. The 311 Implementation Plan creates a long-term vision and a short-term plan for more integrated customer service and identifies necessary supports. It recommends a phased, three-year implementation – via a partnership between the Office of Management & Finance, the Office of Community and Civic Life and service bureaus – that builds a strong operational foundation while expanding customer service formats and functions. Since September/October 2017, OMF has contributed existing OMF staff for project management and has used a portion of the funds to temporarily expand OMF staff capacity, engage staff in other bureaus with topic expertise; engage community members, and bring in technical expertise in customer service design. This carryover request will fund allow the project team to continue implementation planning – focused on scoping of technology needs and customer service process improvement – using remaining project funds. Based on current projections, approximately \$105,000 will remain unspent at the end of the FY 2018-19. This balance needs to be carried over to FY 2019-20 to support necessary personnel and contractual costs associated with the continued work on this project. This carryover request complements, but is not dependent on the funding of, the Citywide 311 Program decision package submitted as part of the OMF FY 2019-20 Requested Budget.

**Service Impacts**

Once implemented, it is expected that the Citywide 311 Program would:

- Improve community access to City services, while creating more equitable experiences and outcomes for under-represented community members;
- Increase the first contact resolution rate when community members contact the City;
- Reduce the number of non-emergency calls to 911, freeing up 911 call-taker capacity for emergencies;
- Serve as a resource for City employees and provide benefits for Bureaus citywide.

Carrying over this funding will allow continued implementation planning by OMF and Civic Life focused on critical pieces of the 311 Implementation Plan’s overall recommendations.

**Equity Impacts**

The 311 Implementation Plan sets a vision where “Portlanders can easily and effectively access City information and services, regardless of language, ability or resources. They are empowered to contact their government. They get accurate answers quickly and easily and feel confident that their needs and voices are being heard and considered.” However, Portland’s current dispersed customer service model can result in more difficult access for community members as well as inequitable experiences and outcomes. In particular, residents who have a disability, do not speak English well, or have limited internet access face barriers to access City information and services. Implementing a Citywide 311 Program is key to advancing equity; the Implementation Plan details ten strategies to provide a welcoming and inclusive customer service experience that increases equitable access and provision of City services.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-30,000	0	-30,000
100000	Personnel	-75,000	0	-75,000
	<b>Sum:</b>	<b>-105,000</b>	<b>0</b>	<b>-105,000</b>

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**Budget Detail**

<b>Fund</b>			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>				
100000	General Fund Discretionary		-105,000	0	-105,000
	<b>Sum:</b>		<b>-105,000</b>	<b>0</b>	<b>-105,000</b>

**MF - Office of Management & Finance      DP Type      New GF Request**

**Request Name:** 8021 -CAO's Office - Build Portland Funding Request

**Package Description**

This request transfers \$25,000 from Build Portland resources in FY 2018-19 into the Office to Management and Finance, Business Operations, to fund program start-up costs. These costs include materials and services expenditures related to branding, outreach, and interbureau coordination.

**Service Impacts**

Funding this request will allow the start-up work to begin such as branding, outreach, and interbureau coordination.

**Equity Impacts**

Build Portland is connected to the broader equity vision of the City to benefit communities by implementing components of the Citywide Racial Equity Goals and Strategies Plan as well as OMF's Racial Equity Plan. The \$25,000 includes a Professional and Technical Expertise contract, providing an opportunity in contracting to meet or exceed the City's target rate of 20% MWESB. The Build Portland work requires staff to collaborate with staff and leadership throughout City government, with elected officials and their staff, and with community stakeholders to plan and implement the Build Portland program providing opportunities to integrate equitable and effective policies into the program.

**CBO Analysis**

OMF withdrew this request subsequent to submission.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	Expense	25,000	0	0
	<b>Sum:</b>		<b>25,000</b>	<b>0</b>	<b>0</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	25,000	0	0
	<b>Sum:</b>		<b>25,000</b>	<b>0</b>	<b>0</b>

**DS - Bureau of Development Services      DP Type      Other Adjustments**

**Request Name:** 8023 -IA with PBEM for Emergency Management

**Package Description**

This adjustment budgets interagency revenue of \$1,500 for work performed by a BDS employee for PBEM.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
203000	Contingency		1,500	0	1,500
		<b>Sum:</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
203000	Interagency Revenue		1,500	0	1,500
		<b>Sum:</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>

**FR - Portland Fire & Rescue DP Type Compensation Set-Aside**

**Request Name:** 8025 -General Fund Compensation Set Aside

**Package Description**

The bureau is requesting \$3.25 million from the Compensation Set-Aside to offset unfunded cost of living adjustment expenditures in PF&R's personnel services budget.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO recommends this request. To end the year within budgeted appropriations, PF&R is requesting its full budgeted allocation of compensation set-aside to cover higher-than-anticipated retirement payouts and an arbitrator's ruling on retroactive longevity pay.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		3,249,857	0	3,249,857
		<b>Sum:</b>	<b>3,249,857</b>	<b>0</b>	<b>3,249,857</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		3,249,857	0	3,249,857
		<b>Sum:</b>	<b>3,249,857</b>	<b>0</b>	<b>3,249,857</b>

**MY - Office of the Mayor**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8026 -Mayor's Office - Program Carryover for Staffing Support

**Package Description**

The Mayor's Office is proposing carrying over \$100,000 from FY 2018-19 to FY 2019-20. The Office would like to roll over a portion of their vacancy savings in order to hire a limited-duration employee to serve in a constituent services role. The Mayor's Office receives a high volume of calls and emails from community members, and the Mayor's Office needs staffing capacity to be able to respond effectively and in a timely manner. Additionally, a portion of the funds above the cost of the limited-duration position will be used for project management, consultant services, and contracting work that aligns with Mayor's priorities.

**Service Impacts**

Adding funding for this position will allow the Mayor's Office to better serve constituents who call or visit the Mayor's Office.

**Equity Impacts**

The limited-duration position funded through this carryover will be an open recruitment advertised by the Bureau of Human Resources.

**CBO Analysis**

Not recommended. CBO typically only recommends program carryover for discrete one-time projects which have been allocated funding and require additional time to complete, for expenses which align with City financial policy, or for known or required one-time expenses aligned with Council mandate. While this request does not meet CBO's criteria for recommendation, a limited term position is a one-time use and may be considered for approval by Council.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel	Expense	-100,000	0	0
		<b>Sum:</b>	<b>-100,000</b>	<b>0</b>	<b>0</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	-100,000	0	0
		<b>Sum:</b>	<b>-100,000</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      General Fund Program Carryover**

**Request Name:** 8028 -BHR GF - Program Carryover for Casual/Temporary Position Position

**Package Description**

This is a program carryover request in the amount of \$134,197 to fund a limited-term HR Analyst 2 position to post temporary and casual positions through NEOGOV. Historically casual, temporary, and seasonal positions have not been advertised through NEOGOV, which would ensure equitable access and opportunity for interested parties to apply. This has resulted in the inability to generate Affirmative Action reports on the casual/temporary/seasonal workforce, and selection that is not transparent. Reporting on all employees including temporary staff, as well as posting positions with the state employment agency is a requirement of the Office of Federal Contract Compliance Programs (OFCCP).

BHR confirmed with the Affirmative Action consultant, Berkshire Associates, the historical practice outlined above is out of compliance with OFCCP standards. In the event of an audit, the City would be at risk. In addition, BHR met with the City Attorney's Office and confirmed that posting all casual, temporary, and seasonal positions is necessary from a compliance perspective, in addition to ensuring veteran's preference is appropriately applied.

**Service Impacts**

The goal of posting all temporary/casual positions is to meet regulator compliance requirements and increase the visibility of limited term opportunities through competitive selection. In addition, this will allow BHR to generate complete Affirmative Action reports that include the City's temporary workforce.

By adding an additional resource to support temporary hiring, BHR will have the ability to post casual/temporary positions within two days of receive the request. The casual recruitment volume, candidate pool demographics and list generation metrics will be published on the HR Dashboard monthly. Not approving this carryover will result in a delay in posting the positions, which could result in operational impacts to City Bureaus.

Additionally, it is a Federal requirement to post open positions with the state employment agency for positions that are not at the executive level, not slated to be filled internally, and will last more than three days.

**Equity Impacts**

Posting temporary positions through NEOGOV will provide the ability to create talent pipelines and encourage matriculation to regular roles. Advertising casual/temporary roles will allow a competitive process to identify the most qualified candidates for the positions. The increased access to City jobs will create a more equitable experience for job seekers. As stated above, BHR is responsible for generating Affirmative Action reporting. Currently, BHR cannot include temporary workforce information as applicant data is not present in NEOGOV.

**CBO Analysis**

CBO has only recommended program carryover for requests that align with City financial policy and guidance or address known or Council-mandated one-time needs. However, although this request does not meet those limited criteria, CBO highlights this request for Council consideration as it will alleviate a workload component of a mandatory City recruitment and hiring process. As was also recommended in the CBO review of the bureau's Requested Budget submission, the bureau should continue to seek out process improvement strategies that will lessen the impact of this body of work.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Personnel	-134,197	0	0
	<b>Sum:</b>	<b>-134,197</b>	<b>0</b>	<b>0</b>

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	General Fund Discretionary	-134,197	0	0
	<b>Sum:</b>	<b>-134,197</b>	<b>0</b>	<b>0</b>

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**Budget Detail**

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**Fund**

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<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
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**DS - Bureau of Development Services**

**DP Type**

**Other Adjustments**

**Request Name:** 8029 -Adjustment to IA with BPS for Rossi Farms Development Project

**Package Description**

This adjustment reduces the Rossi Farms Development Project IA revenue by \$1,500 due to personnel time billed directly to BPS rather than receiving compensation through IA revenue.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
203000	Personnel		-1,500	0	-1,500
		<b>Sum:</b>	<b>-1,500</b>	<b>0</b>	<b>-1,500</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
203000	Interagency Revenue		-1,500	0	-1,500
		<b>Sum:</b>	<b>-1,500</b>	<b>0</b>	<b>-1,500</b>

**PL - Portland Police Bureau DP Type Compensation Set-Aside**

**Request Name:** 8030 -PL00 Comp Set-Aside

**Package Description**

The bureau requests \$2.8 million of the \$4.8 million in General Fund contingency that was earmarked as compensation set-aside to cover wage and benefit costs increases. Substantial sworn vacancies have severely constrained the number of officers available for patrol, and overtime hours used to meet minimum staffing of patrol shifts has offset a significant portion of vacancy savings to meet this need. To aid in filling this gap, the labor agreement with the Portland Police Association provides the option to rehire members subsequent to retirement for limited periods of time to retain experienced sworn officers to bridge the staffing shortage while the bureau recruits, hires and trains new officers. The bureau also requests \$1.1 million from the contingency Council allocated to cover costs associated with the rehire of these employees. This raises the total amount of this request to \$3.9 million of the \$5.9 million of General Fund contingency set-aside for the Police Bureau in the FY 2018-19 budget.

**Service Impacts**

This request would establish adequate funding for the inflation factors that impact all of the bureau's existing programs and services. Without this additional funding the bureau stands a significant chance of either exceeding its expenditure authorization or constraining its capability to use existing resources for required operating and maintenance needs.

**Equity Impacts**

This package has no equity impact, positive or negative, beyond that of the services provided by the Police Bureau.

**CBO Analysis**

The Police Bureau is requesting a total of \$3.9 million in General Fund contingency to offset personnel services spending that is projected to exceed budget. This request is comprised of a more typical compensation set-aside request (\$2.8 million) and a specific request for \$1.1 million dollars originally set aside during the FY 2017-18 Fall BMP to cover anticipated costs related to the retire-rehire program.

The Police Bureau currently has \$158.5 million budgeted for General Fund-funded personal services expenses. Both CBO and Police Bureau year-end projections indicate that personal services spending will exceed this amount; CBO projections show total personal services spending projected at \$164.3 million, while the Police Bureau's more conservative projections suggest personal services expenses will be as much as \$166.0 million.

A total of \$2.0 million was set aside in a policy reserve for the Police Bureau; \$1.1 million was reserved for anticipated costs related to the retire-rehire program and \$900,000 was set aside to cover anticipated costs related to over-hiring. Ultimately, the Police Bureau did not actually over-hire officers by any amount and is subsequently not requesting any portion of funds set aside for that purpose. The bureau did shift multiple retire-rehire staff from permanent positions to unfunded limited term positions, allowing the bureau to hire into vacated positions with new officer recruits. Year-to-date, the cost of retire-rehire positions (excluding any overtime costs) is \$2.3 million. CBO recommends that the \$1.1 million set aside to help offset these costs be appropriated to the Police Bureau.

The Police Bureau is requesting \$2.8 million in compensation set aside, a portion of the total \$4.8 million set aside for the Police Bureau's cost of living and health benefit cost increases. Inclusive of the \$1.1 million request discussed above, the Police Bureau is projecting to overspend its current personal services budget by \$6.4 million. However, in developing the FY 2018-19 budget, the Police Bureau budgeted several known personnel services costs in external materials and services line items rather than personnel services line items. Some of these line items were internal contingencies for overtime-related costs, while others were known premium and wage costs that were not captured by the budget system's projection engine. Combined, these personal services costs embedded in materials and services line items total \$4.78 million. CBO's analysis assumes that the bureau will reallocate these resources to cover anticipated personnel costs in the Over-Expenditure Ordinance. Assuming this realignment and the \$1.1 million in retire-rehire resources, the actual difference between projected year-end personal services expenses and available resources dedicated to personal services is \$1.6 million. CBO recommends \$1.6 million in compensation set-aside resources be appropriated to the Police Bureau to cover personnel-related expenses in excess of budget.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services			0	0
100000	Personnel		3,946,075	-1,246,075	2,700,000
		<b>Sum:</b>	<b>3,946,075</b>	<b>-1,246,075</b>	<b>2,700,000</b>

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**Budget Detail**

<b>Fund</b>			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>				
100000	General Fund Discretionary		3,946,075	-1,246,075	2,700,000
	<b>Sum:</b>		<b>3,946,075</b>	<b>-1,246,075</b>	<b>2,700,000</b>

**PL - Portland Police Bureau**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8031 -PL00 GF Program Carryover

**Package Description**

The bureau requests a set of program carryovers to FY 2019-20 which will reduce the Spring Revised budget by \$2.8 million. These carryovers are designated for planned purchases and projects that cannot be completed within the current fiscal year for a variety of reasons. Most of these carryovers represent infrastructure and equipment maintenance or replacement activities or related planning and tools necessary to ongoing bureau operations. Two of the carryovers are for third-party review of bureau program performance. One is for an enhanced officer recruitment program, and one is funding for the initial equipment purchase associated with body-worn cameras. The following list outlines the current budget reductions for items requested for carryover:

- (120,000) Electronics upgrade for Central Precinct
- (120,000) Security camera upgrade for Central Precinct
- (20,000) Secure counter (Kelly building)
- (20,000) Secure counter (East Precinct)
- (120,000) Training Division elevator
- (40,000) Dedicated Emergency Operations Center workspace for PPB at PBEM
- (120,000) East Precinct floor & counters
- (120,000) 12th floor flooring
- (200,000) Update and modernize first floor of Kelly Building
- (100,000) Facility Master Plan (FFA)
- (30,000) Replace 072013 with pick-up
- (13,065) Replace 110075 with pick-up
- (35,000) Replace 110011 with pick-up
- (20,000) Replace 092313
- (33,847) New FIU for Community Service Support Specialist program
- (18,143) Replace wrecked vehicle 15-0052
- (32,014) Replace wrecked vehicle 16-0006
- (27,832) Replace wrecked vehicle 16-0010
- (34,805) Replace wrecked vehicle 17-0031
- (40,583) Replace wrecked vehicle 17-0081
- (13,607) Replace wrecked vehicle 15-0022
- (14,363) Replace wrecked vehicle 15-0032
- (43,583) Replace wrecked vehicle 17-0044
- (12,569) Replace wrecked vehicle 15-0010
- (31,211) Replace wrecked vehicle 17-0103
- (71,500) Replace 65 patrol bicycles >12 years of age
- (200,000) Consultant for protest/ crowd management policy review
- (50,000) Stops data consultant review (FY18-19 package push to FY19-20)
- (100,000) Fuel station at Training Complex
- (125,000) Recruitment program
- (125,000) Equipment inventory system
- (834,619) Body-worn camera equipment carryover

**Service Impacts**

The program areas associated with these carryovers are each favorably impacted by the requested program carryovers.

**Equity Impacts**

The carryovers ensure continuity of the associated programs, and therefore preserve the established equity impacts of the respective programs.

**CBO Analysis**

The Police Bureau is requesting combined program carryover of \$2.9 million. Embedded in this request are 19 distinct carryover requests. Several of these projects were budgeted in the current year, while approximately \$800,000 of project costs are being funded from underspending on interagency agreements with CityFleet for fuel, vehicle replacement, and repair.

The Police Bureau has historically utilized underspending to opportunistically address materials and services expenses that are not annual, or for which there is no current mechanism for life-cycle replacement funding (e.g. one-off facilities improvements, or one-off equipment purchases). The bureau recently established an equipment reserve to begin setting aside resources to fund life-cycle equipment replacement costs, but is still working toward a full understanding of its asset base and replacement needs.

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. However, several of the bureau's current year requests are not in alignment with standard guidelines around use of program carryover. Requests are discussed in more detail below.

**Facilities Improvements and Upgrades**

The Police Bureau is requesting \$980,000 in combined carryover requests to address facilities-related needs. These requests include upgrades to security and physical space at Central Precinct, installing secure counters at several locations, upgrading flooring, installing an elevator and fuel station at the Training Center, and general building updates. The Police Bureau has indicated that these are planned projects that cannot be completed in the current year. Given this, and the one-time nature of the projects, CBO recommends program carryover for these projects.

**Vehicle and Bicycle Replacement**

The Police Bureau is requesting \$366,775 in program carryover to fund the cost of replacing 14 police vehicles, \$33,847 in program carryover to purchase a new vehicle for the Public Safety Support Specialist (PS3) program, and \$71,500 to replace 65 patrol bicycles that are over 12 years old.

CBO does not recommend for program carryover to purchase a PS3 program vehicle; given that the PS3 cohort will likely not be hired until September 2019, programmatic resources will be available in FY 2019-20 to fund this purchase.

CBO does recommend carry over for the bicycle replacement. The bureau has a small number of officers that regularly patrol by bicycle, but utilizes large numbers of bicycles for crowd management and patrol at large events. CBO recommends the request for program carryover to replace bicycles, but notes that the bureau should consider establishing an annual set aside to fund this foreseeable future replacement costs.

The bureau is requesting to carry over \$366,775 to cover the difference between life-cycle reserves and new vehicle cost to replace 14 vehicles. Updated information from the bureau indicates that the cost for replacing these vehicles will be charged in the current year, so CBO is not recommending program carryover for this request.

**New Requests**

The Police Bureau is requesting to repurpose \$450,000 in bureau underspending for new projects. CBO does not recommend program carryover for any of these requests, given that they are funded from general underspending and were not part of the bureau's FY 2018-19 budget plan. However, CBO would highlight these requests to retain underspending for Council, as they are one-time in nature and may meaningfully advance Council and bureau goals:

- \$200,000 for an external consultant to review policies around protest and crowd management.
- \$125,000 to augment the bureau's recruitment program. These resources would support more detailed tracking of recruitment data, including when and why applicants drop out of the process, as well as fund additional marketing efforts. Current marketing materials are approximately three years old.
- \$125,000 for an equipment inventory program. These resources would help the bureau advance its understanding of its asset base and begin tracking out-year life-cycle cost replacement needs. Greater accuracy in planning for equipment replacement costs will assist the bureau in establishing and maintaining an equipment replacement reserve, which is in alignment with financial policy.

**Other**

The Police Bureau is requesting to carry over \$50,000 in one-time resources for an external assessment of stops data. Funds for this work were allocated in the FY 2018-19 Adopted Budget, but due to changes in data categorization at the state level, the bureau intends to begin this project in FY 2019-20. CBO recommends this request for carryover.

The bureau is also requesting to carry over \$834,619 in one-time resources originally allocated to procure body worn camera equipment. The bureau has requested to carry over this resource multiple times. Given that the body worn camera program is still ostensibly under development, CBO recommends this resource be carried forward to support eventual implementation.

Finally, the Police Bureau is requesting \$100,000 for work on the Facilities Master Plan. New information from the Police Bureau indicates the full cost associated with the Facilities Master Plan will be encumbered in the current fiscal year, so CBO does not recommend this request for carryover.

**Summary**

Combined, CBO recommends program carryover totaling \$1,936,119. CBO would highlight \$450,000 in new projects for Council consideration; these projects do not generally meet guidelines for program carryover, but may meaningfully advance Council and bureau goals.

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	External Materials and Services	-2,886,741	950,622	-1,936,119
	<b>Sum:</b>	<b>-2,886,741</b>	<b>950,622</b>	<b>-1,936,119</b>

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<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-2,886,741	950,622	-1,936,119
	<b>Sum:</b>	<b>-2,886,741</b>	<b>950,622</b>	<b>-1,936,119</b>

**PL - Portland Police Bureau** **DP Type** **New Revenue**

**Request Name:** 8032 -PL00 New GF Revenue

**Package Description**

The Police Bureau requests an increase in General Fund program revenue to support requirements for the associated programs that generate the revenue. There are two programs. The first relates to policing services performed on contract using overtime that are reimbursed under those contracts. This program is referred to as secondary employment overtime. Additional revenue to support overtime appropriation is required to meet the projected service level to be provided through the end of the fiscal year. The second program is photo traffic enforcement to support the Vision Zero initiative. An increase in fee and fine revenue will support program expense projected through the end of the fiscal year.

**Service Impacts**

These increases in program revenue will fund programs and public safety services that benefit the community.

**Equity Impacts**

The increase in reimbursement for both of these programs increases the flexibility and availability of general revenue sources to provide broader public benefit. These impacts facilitate programs that enhance equity.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		300,000	0	300,000
100000	Personnel		250,000	0	250,000
		<b>Sum:</b>	<b>550,000</b>	<b>0</b>	<b>550,000</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Charges for Services		550,000	0	550,000
		<b>Sum:</b>	<b>550,000</b>	<b>0</b>	<b>550,000</b>

**FR - Portland Fire & Rescue**

**DP Type**

**New Revenue**

**Request Name:** 8033 -State Conflagration Reimbursement

**Package Description**

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

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		305,273	0	305,273
100000	Personnel		299,795	0	299,795
		<b>Sum:</b>	<b>605,068</b>	<b>0</b>	<b>605,068</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	Intergovernmental		605,068	0	605,068
		<b>Sum:</b>	<b>605,068</b>	<b>0</b>	<b>605,068</b>

**CL - Portland Children's Levy**

**DP Type**

**Other Adjustments**

**Request Name:** 8034 -Move from PACO to CL00

**Package Description**

Move remaining budget authority, within fund, to the Children's Levy business area.

**Service Impacts**

No service impacts. This is a technical housekeeping move.

**Equity Impacts**

No equity impacts.

**CBO Analysis**

CBO recommends this transfer of funds as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
216000	External Materials and Services		2,080,191	0	2,080,191
216000	Internal Materials and Services		0	0	0
216000	Personnel		10,189	0	10,189
		<b>Sum:</b>	<b>2,090,380</b>	<b>0</b>	<b>2,090,380</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
216000	Taxes		2,090,380	0	2,090,380
		<b>Sum:</b>	<b>2,090,380</b>	<b>0</b>	<b>2,090,380</b>

**FR - Portland Fire & Rescue**

**DP Type**

**New GF Request**

**Request Name:** 8035 -Arbitrator's Decision on Retroactive Longevity Pay

**Package Description**

An arbitrator's decision in October 2018 required the City to make whole eligible members of the Portland Fire Fighters Association (PFFA) for longevity premiums they did not receive for the period from July 1, 2016 through December 29, 2017. PF&R made these payments, totaling \$600,000, to eligible PFFA employees on November 21, 2018.

The retroactive longevity payment compensated PFFA employees for the increase in longevity pay included in the 2016-2019 bargaining agreement. The City's position was that the higher longevity pay only applied after the new contract was ratified on December 29, 2017. The arbitrator decided, however, that the increased pay should apply to the entire contract period and be paid retroactively to July 1, 2016.

This one-time expenditure of \$600,000 was not expected nor included in PF&R's FY 2018-19 budget.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

These costs have been incurred and were paid out of PF&R's Personal Services budget in November 2018. Assuming the request for compensation set-aside is approved, PF&R will have a Personal Services budget of \$107,576,420 to fund a projected final cost of \$107,500,000. While there are risks to this final projection, CBO are recommending only the compensation set-aside request to cover the projected final personnel costs. Not recommended.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		600,000	0	0
		<b>Sum:</b>	<b>600,000</b>	<b>0</b>	<b>0</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		600,000	0	0
		<b>Sum:</b>	<b>600,000</b>	<b>0</b>	<b>0</b>

**PK - Portland Parks & Recreation DP Type General Fund Program Carryover**

**Request Name:** 8036 -PK General Fund Program Carryover

**Package Description**

This package is to carry over seven General Fund one-time packages within the current year's budget that won't be fully utilized in the current fiscal year. The programs and carryover amounts are:

- Strategic Parking Assessment - \$15,000
- Preschool Scholarships - \$20,000
- Long Range Vision Plan - \$261,970
- Cost of Service & Financial Sustainability Plan - \$150,000
- IFCC Community Engagement - \$25,000
- PEN 1 Draining Master Plan - \$75,000
- Street Tree Task Force Funding - \$100,000

**Service Impacts**

Strategic Parking Assessment - Paid parking programs at strategic locations will allow PP&R to: 1) create a funding source for ongoing maintenance directly related to a site where parking is being charged, and 2) reduce the burden on General Fund tax dollars for asset maintenance of a site. Preschool Scholarships - This proposal will allow the bureau to continue to allow scholarships for the preschool program which had to raise fees in the current year in order to attain 100% direct cost recovery. Long Range Vision Plan - Funding for this proposal will allow PP&R to develop the research and public engagement needed to guide the future of Portland's parks and recreation system, as identified in City's recent comprehensive plan update. Completion of the updated vision is central to guiding PP&R in reaching its key performance measures related to ensuring that all households are within a half mile of a park and within three miles of a full-service community center. Additionally, the updated vision will position us to be responsive to a changing and more diverse population. Cost of Service & Financial Sustainability: This will allow the bureau to complete the financial sustainability plan and cost recovery policy update, both of which will help us balance financial sustainability needs with meeting equitable access and maintenance goals. Peninsula Drainage District - This effort will examine the most cost-effective alternatives to invest in drainage infrastructure that will sustain services at the existing venues.

**Equity Impacts**

As noted in last year's budget request, parking fees have the potential to limit access to parks, particularly for those experiencing lower incomes. Preschool scholarships have allowed the bureau to better serve low income populations while also having to raise fees in the program to reach 100% direct cost recovery. Interstate Firehouse Cultural Center funding will continue work with the community to meet bureau and city equity goals. Street Tree Task Force - This study will bring options for city maintenance of street trees to Council for consideration, with the aim to provide equitable service throughout the city.

**CBO Analysis**

Partially recommended, \$571,970

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-646,970	75,000	-571,970
	<b>Sum:</b>	<b>-646,970</b>	<b>75,000</b>	<b>-571,970</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-646,970	75,000	-571,970
	<b>Sum:</b>	<b>-646,970</b>	<b>75,000</b>	<b>-571,970</b>

**CL - Portland Children's Levy**

**DP Type**

**Contingency**

**Request Name:** 8037 -Move funds from contingency to personnel

**Package Description**

Moves fund from salary adjustment contingency and unrestricted contingency to Personnel to cover projected personnel expenditures.

**Service Impacts**

None

**Equity Impacts**

None

**CBO Analysis**

Recommended as requested. The adjustments are all within the same fund and have a net zero effect.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
216000	Contingency		-54,371	0	-54,371
216000	External Materials and Services		0	0	0
216000	Personnel		54,371	0	54,371
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FR - Portland Fire & Rescue**

**DP Type**

**Mid-Year Reduction**

**Request Name:** 8038 -Prevention Revenue Adjustments

**Package Description**

This request recognizes a \$30,000 expected revenue shortfall in Prevention from plan review and permits. The reduced revenue is offset by reduced expenditures in overtime.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

This request reduces anticipated Licenses & Permit revenue by \$30,000, or 0.88%, to bring it in line with current projections. This amount is \$67,000 lower than prior year actuals and brings budgeted revenue closer to projected amounts. The bureau is absorbing this reduction in Personnel Services, where it is also requesting compensation set aside resources. CBO recommends this request.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		-30,000	0	-30,000
		<b>Sum:</b>	<b>-30,000</b>	<b>0</b>	<b>-30,000</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Licenses & Permits		-30,000	0	-30,000
		<b>Sum:</b>	<b>-30,000</b>	<b>0</b>	<b>-30,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**New Revenue**

**Request Name:** 8039 -PK New Revenue

**Package Description**

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. This package consists of an increased projection in System Development Charges (SDC) revenues, a cash transfer to GF of trued-up Parks Levy balance, a cash transfer from the Washington Park Parking Trust to the SDC Fund for the Parking Meter Loan repayment, an increase in the IA from Water Bureau for PP&R collaboration on the Washington Park Reservoir project, and new DEQ funding for Thomas Cully Park.

**Service Impacts**

New SDC revenues allow for additional Parks capacity growth.

**Equity Impacts**

**CBO Analysis**

CBO recommends as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		312,443	0	312,443
215000	Fund Transfers - Expense		312,443	0	312,443
217007	External Materials and Services		12,264	0	12,264
220059	External Materials and Services		-181,600	0	-181,600
402000	External Materials and Services		537,500	0	537,500
402001	Contingency		11,800,000	0	11,800,000
402001	External Materials and Services		707,833	0	707,833
		<b>Sum:</b>	<b>13,500,883</b>	<b>0</b>	<b>13,500,883</b>

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	Fund Transfers - Revenue		312,443	0	312,443
100000	Interagency Revenue		0	0	0
100000	Miscellaneous		0	0	0
215000	Beginning Fund Balance		300,822	0	300,822
215000	Miscellaneous		10,862	0	10,862
215000	Taxes		759	0	759
217007	Intergovernmental		12,264	0	12,264
220059	Fund Transfers - Revenue		-181,600	0	-181,600
402000	Interagency Revenue		200,000	0	200,000
402000	Miscellaneous		337,500	0	337,500
402001	Charges for Services		8,000,000	0	8,000,000

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<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>			
402001	Fund Transfers - Revenue	181,600	0	181,600
402001	Intergovernmental	0	0	0
402001	Miscellaneous	4,326,233	0	4,326,233
<b>Sum:</b>		<b>13,500,883</b>	<b>0</b>	<b>13,500,883</b>

**PN - Bureau of Planning & Sustainability      DP Type      Program Carryover**

**Request Name:** 8040 -Public Trash Cans Expansion

**Package Description**

BPS contracts for collection of garbage from approximately 700 public trash cans located downtown and in nine other business districts. A decision package in FY16-17 extended public-place garbage collection to all high-pedestrian traffic business districts throughout the city. The total expansion will add approximately 950 additional garbage cans citywide.

**Service Impacts**

This carryover request is for the purchase and installation of 200 trash cans for East Portland.

**Equity Impacts**

The public trash can expansion project prioritizes rolling out collections services to underserved areas with more people of color and lower income levels.

**CBO Analysis**

Recommended as requested. Some of the contracts associated with this project have expired or are near expiration and will not be spent this fiscal year. The delay is due in part to City Council's direction to use a new procurement process for the waste collection of the new cans. Cans are expected to be installed in Fall 2019-20, and public trash can program will continue to expand to additional targeted areas of the city until FY 2021-22.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
605000	Ending Fund Balance		412,000	0	412,000
605000	External Materials and Services		-412,000	0	-412,000
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**FR - Portland Fire & Rescue DP Type Mid-Year Reduction**

**Request Name:** 8041 -FPDR Reimbursement Adjustments

**Package Description**

Fire & Police Disability & Retirement (FPDR) reimburses PF&R for the bureau's payroll contributions to the Oregon Public Employees Retirement System (PERS) for sworn employee's hired after 2006. Pension contribution costs and the associated reimbursement are expected to be \$250,000 less than originally forecasted for the year.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		-250,000	0	-250,000
		<b>Sum:</b>	<b>-250,000</b>	<b>0</b>	<b>-250,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Interagency Revenue		-250,000	0	-250,000
		<b>Sum:</b>	<b>-250,000</b>	<b>0</b>	<b>-250,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Compensation Set-Aside**

**Request Name:** 8043 -PK Compensation Set Aside

**Package Description**

The bureau is requesting Compensation Set-Aside due to unbudgeted COLA increases for full-time employees, a minimum wage increase impacting the bureau's \$10 million seasonal budget, unbudgeted retirement payouts, and pay equity impacts beginning on January 1. The bureau is currently tracking to overspend personnel services by more than \$2.7 million. Full compensation set-aside allocation and the pay equity increase in conjunction with materials and services holdbacks are necessary to ensure the bureau does not overspend its discretionary allocation.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	Personnel		1,806,382	0	1,806,382
		<b>Sum:</b>	<b>1,806,382</b>	<b>0</b>	<b>1,806,382</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		1,806,382	0	1,806,382
		<b>Sum:</b>	<b>1,806,382</b>	<b>0</b>	<b>1,806,382</b>

**HC - Portland Housing Bureau**

**DP Type**

**Other Adjustments**

**Request Name:** 8044 -Technical Adjustments

**Package Description**

Various adjustments netting to zero at the fund or subfund level realigning appropriations for more accurate cost tracking.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Expense</b>				
100000	External Materials and Services		-518,500	0	-518,500
100000	Fund Transfers - Expense		280,000	0	280,000
100000	Internal Materials and Services		166,000	0	166,000
100000	Personnel		72,500	0	72,500
213000	Contingency		-10,000	0	-10,000
213000	External Materials and Services		0	0	0
213000	Fund Transfers - Expense		0	0	0
213000	Personnel		10,000	0	10,000
213004	Personnel		0	0	0
213009	External Materials and Services		-4,000	0	-4,000
213009	Personnel		4,000	0	4,000
213010	External Materials and Services		0	0	0
213010	Personnel		0	0	0
213011	External Materials and Services		-2,000	0	-2,000
213011	Personnel		2,000	0	2,000
213020	Contingency		154,000	0	154,000
213020	Fund Transfers - Expense		-154,000	0	-154,000
218000	External Materials and Services		0	0	0
219000	External Materials and Services		0	0	0
221001	Personnel		5,000	0	5,000
221002	Internal Materials and Services		33,000	0	33,000
221002	Personnel		12,000	0	12,000
221003	Internal Materials and Services		149,000	0	149,000
221003	Personnel		50,000	0	50,000
221004	Personnel		5,000	0	5,000

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<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Expense</b>			
221005	Capital Outlay	0	0	0
221005	External Materials and Services	0	0	0
221005	Internal Materials and Services	220,000	0	220,000
221005	Personnel	70,000	0	70,000
221006	Internal Materials and Services	-203,000	0	-203,000
221006	Personnel	-72,000	0	-72,000
221007	Internal Materials and Services	-55,000	0	-55,000
221007	Personnel	-20,000	0	-20,000
221008	Internal Materials and Services	-75,000	0	-75,000
221008	Personnel	-25,000	0	-25,000
221009	Internal Materials and Services	-69,000	0	-69,000
221009	Personnel	-25,000	0	-25,000
221103	External Materials and Services	0	0	0
225010	External Materials and Services	0	0	0
225011	External Materials and Services	0	0	0
225031	External Materials and Services	0	0	0
226001	Contingency	-325,000	0	-325,000
226001	External Materials and Services	325,000	0	325,000
226006	External Materials and Services	11,000	0	11,000
226006	Internal Materials and Services	-11,000	0	-11,000
<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Interagency Revenue	0	0	0
213000	Beginning Fund Balance	0	0	0
213000	Fund Transfers - Revenue	0	0	0
213004	Charges for Services	0	0	0
213010	Charges for Services	0	0	0
218000	Intergovernmental	0	0	0
219000	Intergovernmental	0	0	0
219001	Intergovernmental	0	0	0
221001	Intergovernmental	5,000	0	5,000
221002	Intergovernmental	45,000	0	45,000
221003	Beginning Fund Balance	199,000	0	199,000
221004	Intergovernmental	5,000	0	5,000
221005	Intergovernmental	290,000	0	290,000

**F4 - BMP Amendment Request Report**

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**Budget Detail**

<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>			
221006	Intergovernmental	-275,000	0	-275,000
221007	Intergovernmental	-75,000	0	-75,000
221008	Intergovernmental	-100,000	0	-100,000
221009	Intergovernmental	-94,000	0	-94,000
221103	Fund Transfers - Revenue	0	0	0
225010	Miscellaneous	0	0	0
225010	Taxes	0	0	0
225011	Taxes	0	0	0
225031	Beginning Fund Balance	0	0	0
<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**PN - Bureau of Planning & Sustainability      DP Type      Internal Transfer**

**Request Name:** 8045 -Portland Clean Energy Community Benefits Fund

**Package Description**

The Portland Clean Energy Community Benefits Fund is the result of a ballot initiative pass by Portland voters in November 2018 (Measure 26-201) that places a 1% business licensing surcharge on certain large retailers. Once at scale, the Fund represents an estimated \$50-70 million in new annual revenue for clean energy and clean energy jobs in Portland. Non-profit organizations, alone or in partnership with for-profit companies, schools and/or other government agencies, can apply for grants from this revenue to weatherize homes, install solar and other renewable energy projects, provide job and contractor training, expand local food production and build green infrastructure.

**Service Impacts**

Four staff positions are being created to lead the design, development and ultimate implementation of the Fund. The positions include a Program Manager, a Community Oversight Committee Coordinator, a Capacity Building and Engagement Coordinator and a Communications, Outreach and Evaluation Coordinator. The budget includes the salary and benefits of the four positions, along with expenses associated with getting the staff set up (computers, desks, etc.) and some limited materials, services, and resources needed for near-term program development activities. Because the program is new and in the process of being built, performance measures do not exist at this time but will be developed over FY19/20 through a public process.

**Equity Impacts**

The Fund is the first-ever clean energy fund for climate justice in the nation and marks the first environmental initiative created and led by communities of color in Oregon. The Fund has a fundamental commitment to Portlanders who are most impacted by climate change but have been excluded from the emerging low-carbon economy. At least 50% of grant-funded energy efficiency/renewable energy projects “should specifically benefit low-income residents and communities of color;” and at least 20% of all grants “shall be awarded to nonprofit organizations with a mission and track record of programs that benefit economically disadvantaged community members.”

**CBO Analysis**

Recommended as requested. Transfer of \$297,790 from the Solid Waste Management Fund contingency to the Portland Clean Energy Community Benefits Fund. Budget reflects the interfund loan process; \$297,760 from the Solid Waste Management Fund (Fund 605) for the internal loan remittance and received by the Portland Clean Energy Community Benefits Fund (Fund 229) as internal loan proceeds. Four positions in request were granted position authority by Council ordinance. The bureau is also recognizing additional beginning fund balance for the Solid Waste Management Fund, which it is appropriating to Contingency and Ending Fund Balance, in order to have enough resources to fulfill this request.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
224000	External Materials and Services		0	0
224000	Personnel		0	0
229000	External Materials and Services	106,000	0	106,000
229000	Personnel	191,790	0	191,790
605000	Contingency	-297,790	0	-297,790
605000	Debt Service	297,790	0	297,790
605000	Ending Fund Balance	0	0	0
	<b>Sum:</b>	<b>297,790</b>	<b>0</b>	<b>297,790</b>

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
224000	Bond & Note Proceeds		0	0

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**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Revenue			
229000	Bond & Note Proceeds	297,790	0	297,790
605000	Beginning Fund Balance	0	0	0
<b>Sum:</b>		<b>297,790</b>	<b>0</b>	<b>297,790</b>

**Position Detail**

Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003028 - Coordinator II	3.00	38,022	0	2,908.71	15,168	56,099
30003029 - Coordinator III	1.00	14,059	0	1,075.52	5,300	20,435
<b>Total</b>	<b>4.00</b>	<b>52,081</b>	<b>0</b>		<b>20,468</b>	<b>76,534</b>

**PN - Bureau of Planning & Sustainability      DP Type      General Fund Program Carryover**

**Request Name:** 8046 -Housing Emergency Code Project

**Package Description**

BPS proposes to carry over \$115,000 in salary savings to support work on zoning code changes related to the Housing Emergency. BPS was asked to undertake this work by City Council as part of their vote to extend the Housing Emergency. Allowing this carryover will reduce the amount needed to fund the Housing Emergency add package requested by BPS in the FY 19-20 budget and allow BPS to undertake the work described in Task 1. As identified in the budget request, additional one-time funding would be needed to undertake Task 2.

**Service Impacts**

The proposed work requires a Senior Planner for Task 1. The carryover would fund this at .7 to 1 FTE depending on the incumbent's seniority. We estimate that Task 1 and Task 2 combined would require 2 FTE (a Senior Planner and Planning Assistant) to complete the work by the expiration date of the housing emergency extension. The decision package estimates this cost at \$220,000. Allowance of this carryover would enable reducing the decision package by \$115,000.

**Equity Impacts**

The work supported by this carryover would result in Zoning Code changes that enable the production of shelters, single room occupancy housing, short-term living, group living arrangements, and affordable micro-apartments to provide much needed housing resources for extremely low income and homeless Portlanders.

Tackling code changes to address the housing emergency would provide broad equity benefits and help achieve our citywide racial equity goals. People of color comprise over 40% of the unsheltered population in Multnomah County, compared to under 30% for the general population. Members of the Black community are almost three times more likely to experience homelessness than their white counterparts, and Native Americans are almost five times more likely.

In addition to disparities in households experiencing homelessness, there are structural inequalities in household income. While 60% of White households are above the low-income threshold, only 40% of households of color have moderate or higher incomes. Low-income is defined as 80% of the median family income, or about \$74,000 per year in Portland in 2015 for a family of four. Households who are most at risk of experiencing homelessness are those at extremely low-income levels, or less than 30% of the median family income. In 2015, this was \$24,000 for a family of four.

**CBO Analysis**

Recommended as requested. Salary savings are due to a Senior Economic Planner vacancy as of April 2019 and a Chief Planner position. This decision package is related to the bureau's FY 2019-20 request for \$220,000 and 2.00 FTE for this project. Carrying over these funds would reduce the FY 2019-20 request to \$105,000 and between 1.0-1.3 FTE (contingent on the employee's salary). CBO does not typically recommend program carryover where it is unclear how the program carryover relates to the original purpose. However, due to limited General Fund discretionary resources for FY 2019-20 and the alignment of this work with Council priorities, its time-sensitivity, and that it is a discrete project with a clearly defined scope, timeline and budget, CBO recommends this request.

<b>Budget Detail</b>				
<b>Fund</b>				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000 Personnel		-115,000	0	-115,000
	<b>Sum:</b>	<b>-115,000</b>	<b>0</b>	<b>-115,000</b>

  

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000 General Fund Discretionary		-115,000	0	-115,000
	<b>Sum:</b>	<b>-115,000</b>	<b>0</b>	<b>-115,000</b>

**PN - Bureau of Planning & Sustainability      DP Type      Other Adjustments**

**Request Name:** 8047 -SWMF Fund Balance

**Package Description**

To true up 2018-19 Solid Waste Management Fund beginning fund balance to match CAFR ending balance ended 06/30/2018.

**Service Impacts**

n/a

**Equity Impacts**

n/a

**CBO Analysis**

Recommended as requested. Recognized increase of \$490,759 in beginning fund balance to match CAFR, appropriating \$192,969 to unappropriated ending fund balance and \$297,790 to Contingency.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
605000	Contingency		297,790	0	297,790
605000	Ending Fund Balance		192,969	0	192,969
		<b>Sum:</b>	<b>490,759</b>	<b>0</b>	<b>490,759</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
605000	Beginning Fund Balance		490,759	0	490,759
		<b>Sum:</b>	<b>490,759</b>	<b>0</b>	<b>490,759</b>

**PN - Bureau of Planning & Sustainability      DP Type      New Revenue**

**Request Name:** 8048 -Rossi Families Grant

**Package Description**

Appropriate \$20,000 Rossi Families Grant: This is the \$20,000 matching fund from Joe Rossi, Albert Garre, Dominic Giusto, Christine Kugel, Nick Rossi, Paulette Rossi, and Angela Schilleriff to pay for a portion of the consulting services for the Rossi Farms Development Plan. The Rossi Farms Development Plan, also known as the "Parkrose-Argay Development Study", is a project to develop a concept master plan for the 30+ acre property, jointly funded by a Metro 2040 Planning and Development Grant (Ordinance 188881) and this \$20,000 match fund.

**Service Impacts**

The goal of the project is to explore options to create a complete community on the site, which can bring the benefits of new commercial services, community services, employment and housing to the site. Communities, including adjacent neighborhoods, business districts, Parkrose School District, and people from other non-geographic communities will be invited to participate in the study and concept planning for the site.

**Equity Impacts**

n/a

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
217007	External Materials and Services		20,000	0	20,000
		<b>Sum:</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
217007	Intergovernmental		20,000	0	20,000
		<b>Sum:</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>

**WA - Portland Water Bureau**

**DP Type**

**Contingency**

**Request Name:** 8049 -Cash Transfer Adjustment

**Package Description**

Adjust cash transfers between water bureau funds for additional capital revenue received in the prior year that will be transferred to the construction fund and reduced capital expenditures expected in FY 2018-19.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. The bureau has historically adjusted cash transfers during the Spring BMP. It notes that going forward, prior year transfer adjustments will now be made in the Fall BMP. \$4,002,368 of additional capital revenue is transferred to the Water Construction Fund from the bureau's operating fund; this is simply a true-up of funds received in the prior year. In regards to the \$15 million related to reduced capital expenditures, PWB states that normally it would not reduce the cash transfers for current year expenses, but that the adjustment was required in order to prevent a negative fund balance in the Water Construction Fund if the planned bond sale was removed.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
602000	Contingency		-19,002,368	0	-19,002,368
602000	Fund Transfers - Expense		4,002,368	0	4,002,368
615000	Contingency		-6,208,614	0	-6,208,614
615000	Ending Fund Balance		25,210,982	0	25,210,982
615000	Fund Transfers - Expense		-15,000,000	0	-15,000,000
		<b>Sum:</b>	<b>-10,997,632</b>	<b>0</b>	<b>-10,997,632</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
602000	Fund Transfers - Revenue		-15,000,000	0	-15,000,000
615000	Fund Transfers - Revenue		4,002,368	0	4,002,368
		<b>Sum:</b>	<b>-10,997,632</b>	<b>0</b>	<b>-10,997,632</b>

**ES - Bureau of Environmental Services      DP Type      Other Adjustments**

**Request Name:** 8050 -Grant Adjustments

**Package Description**

This package of adjustments aligns all bureau grants to current expectations.

**Service Impacts**

The adjustments align with the requirements of each grant and include:

- \$200,000 EPA Brownfield Revolving Loan Fund Grant - ES000037  
This grant relies on partners willing to conduct Brownfield Clean Up actions. Additional funds are needed to cover new sub-recipient expenses. Sub-recipient, Bridge Housing, plans to clean up hazardous substance contamination remaining from the site's historical use, including as a battery facility, and develop the site for approximately 60 units of affordable housing.
- \$220,700 FEMA Winter Storm – ES000042  
Additional budget is needed to cover allowable expenses related to 2015 Winter Storm Emergency costs incurred under BES emergency project E10854 FEMA Luther Road Restoration.
- \$6,000 Metro Lower Errol Heights - ES000046  
This Watershed Investment Program (E08782) project was completed in FY17/18. Budget is needed to cover final charges posted to this grant early in the fiscal year.
- (\$13,736) Metro Willamette River Restoration Partnership – ES000048  
This grant reimburses revegetation and volunteer stewardship coordination activities performed by Portland Parks & Recreation and Bureau of Environmental Services. Adjustments are needed to this grant for final closeout. Work will shift from BES to PP&R management for this final phase and PP&R will budget their work directly to this grant.
- \$10,000 PBOT's Milwaukie Light Rail - TR000094  
BES charges directly to this PBOT grant that covers expenses related to Milwaukie Light Rail project E09163. Personal services and capital overhead expense budgets are required.

**Equity Impacts**

The adjustment for the EPA Brownfield grant provides a grant to the Bridge Housing sub-recipient which will be used to clean up hazardous substance contamination to provide approximately 60 units of affordable housing. The remaining adjustments contained within this decision package do not change equity considerations that may have been originally established with the grants.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
217001	External Materials and Services	211,000	0	211,000
217001	Internal Materials and Services	139,300	0	139,300
217001	Personnel	80,400	0	80,400
217007	External Materials and Services	-7,736	0	-7,736
217007	Personnel	841	0	841
600000	Capital Outlay	-155,900	0	-155,900
600000	Contingency	238,200	0	238,200
600000	Internal Materials and Services	-82,300	0	-82,300
<b>Sum:</b>		<b>423,805</b>	<b>0</b>	<b>423,805</b>

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**Budget Detail**

<b>Fund</b>			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>				
217001	Intergovernmental		430,700	0	430,700
217007	Intergovernmental		-6,895	0	-6,895
	<b>Sum:</b>		<b>423,805</b>	<b>0</b>	<b>423,805</b>

**PA - Commissioner of Public Affairs                      DP Type                      Mid-Year Reduction**

**Request Name:** 8051 -CPA - Children's Levy Cleanup

**Package Description**

In FY 2018-19, the Children's Levy, which had been part of the Commissioner of Public Affairs budget, was moved to a stand-alone fund. This package reduces the Children's Levy budget within PA to match the actuals that have been billed. The budget appropriation that is being reduced within the PA business area is being added to the Children's Levy (CL) business area. This is a net zero transaction across fund 216 but hits multiple business areas, thus creating the need for a decision package. Any subsequent charges hitting this business area will be moved before year-end into the correct place.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
216000	External Materials and Services		-2,080,968	0	-2,080,968
216000	Internal Materials and Services		777	0	777
216000	Personnel		-10,189	0	-10,189
		<b>Sum:</b>	<b>-2,090,380</b>	<b>0</b>	<b>-2,090,380</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
216000	Taxes		-2,090,380	0	-2,090,380
		<b>Sum:</b>	<b>-2,090,380</b>	<b>0</b>	<b>-2,090,380</b>

**WA - Portland Water Bureau** **DP Type** **Contingency**

**Request Name:** 8052 -Hydroelectric Power Division Adjustment

**Package Description**

Increase appropriation \$75,864 for tree trimming expense and transmission line maintenance as well as \$197,266 for Oregon Department of Fish and Wildlife fees.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. A couple of the bureau’s Spring BMP adjustments affect its Hydroelectric Power Division which, although comprising a relatively small portion of PWB’s entire budget and is quite separate from the bureau’s water-providing function, deserve mention simply because its primary funding source – power sales – is projected to be significantly below budget at year-end. As noted above, PWB is drawing \$273,130 from the Hydroelectric Power Operating Fund’s contingency to pay for additional tree trimming and transmission line maintenance expenses (\$75,864) and to pay the Oregon Department of Fish and Wildlife fees related to fish hatcheries in the Bull Run watershed (\$197,266). The draw amounts to about 11.0% of the fund’s pre-Spring BMP contingency. However, the division is also realizing an additional \$123,432 in interagency revenue from PWB’s water-providing division for engineering services (\$85,500) and line maintenance work performed in the watershed (\$37,932), which the bureau is budgeting back into the Hydroelectric Power Operating Fund’s contingency.

Nevertheless, CBO is highlighting these adjustments because the Hydroelectric Power Division’s primary revenue source – that of power sales – is projected to be significantly below budget at year-end; PWB projects to collect only \$1,350,000 out of \$2,261,677 originally budgeted (or 59.7%) in the fund’s miscellaneous revenues, where power sales revenue is budgeted. The bureau attributes the reduction in power sales to lower rainfall in the watershed during the fall and winter months, and its projection assumes a continuing but not worsening trend through the end of the fiscal year. As a consequence, the bureau has to utilize more resources from the Fund’s beginning balance to pay for operating expenditures than it had initially planned.

PWB states that the combination of additional expenses and lower revenues will impact the amount of reserves available for the Hydroelectric Division in the near term. The first three contract (calendar) years under the new Power Purchase Agreement were the most susceptible to adverse impacts from low power sales or greater than anticipated costs. Contracted power prices rise after year three, meaning lower sales is less likely to require utilization of reserves. However, a sustained multi-year drought or major equipment failure would require further utilization of the reserves than currently planned. CBO recommends that the bureau continue to pay attention to the long-term financial sustainability of the division.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
601000	Contingency	-273,130	0	-273,130
601000	External Materials and Services	273,130	0	273,130
<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**NI - Office of Community and Civic Life      DP Type      General Fund Program Carryover**

**Request Name:** 8053 -EPAP FY 19 Grant Carryover

**Package Description**

The East Portland Action Plan is moving out of Civic Life and to Commissioner Eudaly's office (see FY 19-20 Proposed Budget). Grant management responsibilities will be transferring to the Grants Office. Current year grants will be identified in this fiscal year, but the distribution of the funds will be handled by the Grants Office starting in July. We are reducing our budget by \$150,000 in external M&S and the Grants Office will receive the funds to begin FY19-20.

**Service Impacts**

No service impacts. Most grantees were receiving their funds after July 1 in prior years.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		-150,000	0	-150,000
		<b>Sum:</b>	<b>-150,000</b>	<b>0</b>	<b>-150,000</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		-150,000	0	-150,000
		<b>Sum:</b>	<b>-150,000</b>	<b>0</b>	<b>-150,000</b>

**WA - Portland Water Bureau**

**DP Type**

**Internal Transfer**

**Request Name:** 8054 -Hydro Interagency Adjustments

**Package Description**

A. Interagency with Risk Management: This is a request to transfer the commercial insurance portion of the Risk Management interagency agreement for \$1,243 to the Water Division. This was loaded by OMF in error to the Hydroelectric Power Division.

B. This is a request to adjust the interagency agreements between the Hydroelectric Power Division and Water Division \$85,500 for engineering services provided by Hydro and \$37,932 for line maintenance work performed in the Bull Run Watershed.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. A couple of the bureau's Spring BMP adjustments affect its Hydroelectric Power Division which, although comprising a relatively small portion of PWB's entire budget and is quite separate from the bureau's water-providing function, deserve mention simply because its primary funding source – power sales – is projected to be significantly below budget at year-end. As noted above, PWB is drawing \$273,130 from the Hydroelectric Power Operating Fund's contingency to pay for additional tree trimming and transmission line maintenance expenses (\$75,864) and to pay the Oregon Department of Fish and Wildlife fees related to fish hatcheries in the Bull Run watershed (\$197,266). The draw amounts to about 11.0% of the fund's pre-Spring BMP contingency. However, the division is also realizing an additional \$123,432 in interagency revenue from PWB's water-providing division for engineering services (\$85,500) and line maintenance work performed in the watershed (\$37,932), which the bureau is budgeting back into the Hydroelectric Power Operating Fund's contingency.

Nevertheless, CBO is highlighting these adjustments because the Hydroelectric Power Division's primary revenue source – that of power sales – is projected to be significantly below budget at year-end; PWB projects to collect only \$1,350,000 out of \$2,261,677 originally budgeted (or 59.7%) in the fund's miscellaneous revenues, where power sales revenue is budgeted. The bureau attributes the reduction in power sales to lower rainfall in the watershed during the fall and winter months, and its projection assumes a continuing but not worsening trend through the end of the fiscal year. As a consequence, the bureau has to utilize more resources from the Fund's beginning balance to pay for operating expenditures than it had initially planned.

PWB states that the combination of additional expenses and lower revenues will impact the amount of reserves available for the Hydroelectric Division in the near term. The first three contract (calendar) years under the new Power Purchase Agreement were the most susceptible to adverse impacts from low power sales or greater than anticipated costs. Contracted power prices rise after year three, meaning lower sales is less likely to require utilization of reserves. However, a sustained multi-year drought or major equipment failure would require further utilization of the reserves than currently planned. CBO recommends that the bureau continue to pay attention to the long-term financial sustainability of the division.

**Budget Detail**

Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
601000	Contingency	124,675	0	124,675
601000	Internal Materials and Services	-1,243	0	-1,243
602000	Contingency	-124,675	0	-124,675
602000	Internal Materials and Services	124,675	0	124,675
<b>Sum:</b>		<b>123,432</b>	<b>0</b>	<b>123,432</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
601000	Interagency Revenue	123,432	0	123,432

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**Budget Detail**

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**Fund**

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<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Sum:</b>	123,432	0	123,432

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**PA - Commissioner of Public Affairs                      DP Type                      General Fund Program Carryover**

**Request Name:** 8055 -CPA - Program Carryover for Community Events and Engagement

**Package Description**

The Commissioner of Public Affairs is requesting a \$50,000 program carryover in unspent FY 2018-19 resources into the FY 2019-20 budget for Commissioner Hardesty's office for community events and engagement. The Office plans to hold at least five listening sessions to engage community members about issues that are important to them. This funding will allow the Office to rent space for events, pay for interpretation services, and other associated materials and services. Savings exist, primarily within personnel services, to fully fund this request. The resources to hold these events will not be available in the FY 2019-20 budget without this carryover.

**Service Impacts**

Funding this program carryover will allow the Office to hold listening sessions with the community. These sessions should result in the Commissioner's Office better serving the voters they represent.

**Equity Impacts**

These listening sessions will be held through the City allowing the Office to hear from a diverse set of constituents. The funding will also allow for translation services at these events so that all Portlanders will be able to interact and participate in these events with the Commissioner and staff.

**CBO Analysis**

Not recommended. CBO typically only recommends program carryover for discrete one-time projects which have been allocated funding and require additional time to complete, for expenses which align with City financial policy, or for known or required one-time expenses aligned with Council mandate. While the above request does not meet CBO's criteria for recommendation, Council may consider approving this allocation with the knowledge that additional requests for carryover for this purpose may occur in subsequent budget cycles.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel	Expense	-50,000	0	0
		<b>Sum:</b>	<b>-50,000</b>	<b>0</b>	<b>0</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	-50,000	0	0
		<b>Sum:</b>	<b>-50,000</b>	<b>0</b>	<b>0</b>

**DS - Bureau of Development Services                      DP Type                      Contingency**

**Request Name:** 8056 -Adjustment to IA with City Fleet

**Package Description**

This is an adjustment of \$230,000 to the interagency agreement with Fleet for the purchase of new vehicles, replacement of existing vehicles, and to prevent over-expenditure.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested. BDS was charged for the purchase of 5 vehicles in FY 2018-19. These vehicles were budgeted and ordered in the previous fiscal year, but the charge did not hit BDS's books until this fiscal year. The bureau has not ordered any more vehicles this year. BDS is drawing \$1,159,000 from contingency to pay OMF-Internal Services for additional services and to prevent over-expenditure. The amount is about 1.6% of the contingency in the Development Services Fund prior to any Spring supplemental adjustments. The current slowdown in development is resulting in revenue collection below the originally budgeted amounts and the bureau is having to draw on its reserves for most programs. Despite this, BDS states that the spending in the IAs with OMF cannot wait or be delayed. The bureau states that the original budgets were provided by OMF during budget creation and in many cases, the budgeted amounts are too low. Instead of adjusting the budgets during the Requested Budget phase, BDS would rather make the budget adjustments during the Spring supplemental once actual expenditure levels are more certain. The bureau notes that most of the adjustments are for actual services provided and are thus, intended to prevent overspending. CBO notes that even without the IA adjustments, BDS's own projections for spending on internal materials & services will be within the pre-Spring supplemental budget. However, the percent of expenditure would be close, at 99.0%. With the increases in the IAs, BDS projects to spend about 90.8% of the internal materials & services budget. Furthermore, BDS states that it also wants to keep the budget for POPS whole and thus, does not want to transfer budget from that program even though it is projected to be underspent at year-end. CBO, therefore, recommends the adjustments, also considering that unspent funds would fall to balance in the Development Services Fund and will be available for future years.

<b>Budget Detail</b>				
<b>Fund</b>				
		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
203000	Contingency	-230,000	0	-230,000
203000	Internal Materials and Services	230,000	0	230,000
	<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**DS - Bureau of Development Services      DP Type      Contingency**

**Request Name:** 8057 -Adjustment to IA with Printing & Distribution

**Package Description**

This is an adjustment of \$65,000 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.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested. BDS states that it does not have an estimate of the number of print jobs. The main P&D adjustment is to Copier Services. The bureau notes that at the current rate BDS will overspend the budget in this category. BDS is drawing \$1,159,000 from contingency to pay OMF-Internal Services for additional services and to prevent over-expenditure. The amount is about 1.6% of the contingency in the Development Services Fund prior to any Spring supplemental adjustments.

The current slowdown in development is resulting in revenue collection below the originally budgeted amounts and the bureau is having to draw on its reserves for most programs. Despite this, BDS states that the spending in the IAs with OMF cannot wait or be delayed. The bureau states that the original budgets were provided by OMF during budget creation and in many cases, the budgeted amounts are too low. Instead of adjusting the budgets during the Requested Budget phase, BDS would rather make the budget adjustments during the Spring supplemental once actual expenditure levels are more certain. The bureau notes that most of the adjustments are for actual services provided and are thus, intended to prevent overspending.

CBO notes that even without the IA adjustments, BDS's own projections for spending on internal materials & services will be within the pre-Spring supplemental budget. However, the percent of expenditure would be close, at 99.0%. With the increases in the IAs, BDS projects to spend about 90.8% of the internal materials & services budget. Furthermore, BDS states that it also wants to keep the budget for POPS whole and thus, does not want to transfer budget from that program even though it is projected to be underspent at year-end. CBO, therefore, recommends the adjustments, also considering that unspent funds would fall to balance in the Development Services Fund and will be available for future years.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
203000	Contingency		-65,000	0	-65,000
203000	Internal Materials and Services		65,000	0	65,000
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**DS - Bureau of Development Services      DP Type      Contingency**

**Request Name:** 8058 -Adjustment to IA with Facilities

**Package Description**

This is an adjustment of \$560,000 to the interagency agreement with Facilities for security services at the 1900 Building, project management costs, and to prevent over-expenditure.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested. BDS has had increased Facilities project management expenditures due to the 1900 Building restack project, additional security enhancements installed (duress buttons), and 2nd floor conference room work. Operations & Maintenance expenditures are higher than original budget due to increased work orders and permit center security. BDS is drawing \$1,159,000 from contingency to pay OMF-Internal Services for additional services and to prevent over-expenditure. The amount is about 1.6% of the contingency in the Development Services Fund prior to any Spring supplemental adjustments. The current slowdown in development is resulting in revenue collection below the originally budgeted amounts and the bureau is having to draw on its reserves for most programs. Despite this, BDS states that the spending in the IAs with OMF cannot wait or be delayed. The bureau states that the original budgets were provided by OMF during budget creation and in many cases, the budgeted amounts are too low. Instead of adjusting the budgets during the Requested Budget phase, BDS would rather make the budget adjustments during the Spring supplemental once actual expenditure levels are more certain. The bureau notes that most of the adjustments are for actual services provided and are thus, intended to prevent overspending.

CBO notes that even without the IA adjustments, BDS's own projections for spending on internal materials & services will be within the pre-Spring supplemental budget. However, the percent of expenditure would be close, at 99.0%. With the increases in the IAs, BDS projects to spend about 90.8% of the internal materials & services budget. Furthermore, BDS states that it also wants to keep the budget for POPS whole and thus, does not want to transfer budget from that program even though it is projected to be underspent at year-end. CBO, therefore, recommends the adjustments, also considering that unspent funds would fall to balance in the Development Services Fund and will be available for future years.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
203000	Contingency		-560,000	0	-560,000
203000	Internal Materials and Services		560,000	0	560,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**DS - Bureau of Development Services                      DP Type                      Contingency**

**Request Name:** 8059 -Adjustment to IA with Bureau of Technology Services

**Package Description**

This is an adjustment of \$304,000 to the interagency agreement with the Bureau of Technology Services to add an appropriation for expenditures associated with additional server costs, replacement of existing equipment, purchase of new equipment, and to prevent over-expenditure.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested. The three largest categories for the adjustment are for Desktop Support, Server Support, and Operations Passthrough. The Desktop Support amount is higher than budgeted primarily due to an increase the amount billed for replacement of laptops, PCs and tablets resulting from the actual number of devices being larger than the amount assumed by BTS in the Adopted Budget. Server Support is higher because the number of servers BDS is using has increased. Operations Passthrough expenditures are for the purchase of new equipment (as opposed to replacement of existing equipment) and BTS work orders. BDS is drawing \$1,159,000 from contingency to pay OMF-Internal Services for additional services and to prevent over-expenditure. The amount is about 1.6% of the contingency in the Development Services Fund prior to any Spring supplemental adjustments. The current slowdown in development is resulting in revenue collection below the originally budgeted amounts and the bureau is having to draw on its reserves for most programs. Despite this, BDS states that the spending in the IAs with OMF cannot wait or be delayed. The bureau states that the original budgets were provided by OMF during budget creation and in many cases, the budgeted amounts are too low. Instead of adjusting the budgets during the Requested Budget phase, BDS would rather make the budget adjustments during the Spring supplemental once actual expenditure levels are more certain. The bureau notes that most of the adjustments are for actual services provided and are thus, intended to prevent overspending.

CBO notes that even without the IA adjustments, BDS's own projections for spending on internal materials & services will be within the pre-Spring supplemental budget. However, the percent of expenditure would be close, at 99.0%. With the increases in the IAs, BDS projects to spend about 90.8% of the internal materials & services budget. Furthermore, BDS states that it also wants to keep the budget for POPS whole and thus, does not want to transfer budget from that program even though it is projected to be underspent at year-end. CBO, therefore, recommends the adjustments, also considering that unspent funds would fall to balance in the Development Services Fund and will be available for future years.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
203000	Contingency	-304,000	0	-304,000
203000	Internal Materials and Services	304,000	0	304,000
	<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WA - Portland Water Bureau**

**DP Type**

**New Revenue**

**Request Name:** 8060 -Cash Transfers

**Package Description**

a. Housing Bureau revenue: Transfer \$3,350,000 from the Housing bureau for the purchase of Water bureau's Carey Boulevard property per resolution #189134. b. Office of Community & Civic Life: The Water Bureau will bill Office of Community & Civic Life for the Hazelwood Lease through an interagency.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. PWB states that the purchase amount for the Carey Blvd. property was determined by an appraisal on the property. The bureau notes that the amount will be reflected in the Water Construction Fund's beginning balance for FY 2019-20 and may be used to fund additional capital work and/or to reduce the issuance amount of the next planned bond sale.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
602000	Contingency		4,830	0	4,830
615000	Ending Fund Balance		3,350,000	0	3,350,000
		<b>Sum:</b>	<b>3,354,830</b>	<b>0</b>	<b>3,354,830</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
602000	Interagency Revenue		4,830	0	4,830
615000	Fund Transfers - Revenue		3,350,000	0	3,350,000
		<b>Sum:</b>	<b>3,354,830</b>	<b>0</b>	<b>3,354,830</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8061 -Risk - Transfer appropriation to cover increased claims payments

**Package Description**

The purpose of this budget adjustment request is to transfer \$700,000 from the Workers' Compensation Fund's actuarial reserve to the claims payment account in EMS. The most recent actuarial study has total claims costs at \$3.3M, an increase of over \$500,000 from the prior study upon which the budget was based.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
705000	Contingency		-700,000	0	-700,000
705000	External Materials and Services		700,000	0	700,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance**

**DP Type**

**Contingency**

**Request Name:** 8062 -Transfer from Workers' Comp Contingency for administrative initiatives

**Package Description**

The purpose of this budget adjustment request is to transfer \$40,542 from the Workers' Compensation Fund's administrative reserve to various accounts in EMS and IMS. This is 50% of the costs of two one-time initiatives Risk Management is embarking on. These are temporary staffing via the Activate Staffing contract to supplement the Loss Prevention program for a 6-month timeframe in the amount of \$39,000 and a Technology Process-Improvement Project for \$19,430.

In addition, the fund is purchasing laptops and iPhones, and beginning to pay monthly service fees, to allow telework activities.

**Service Impacts**

Individually, the three items for the fund transfer request will result in the following positive service impacts:

- Temporary Staffing: The placement of temporary staff via the Activate Staffing contract allows for significant project work in the Loss Prevention program, including the Pressure Vessel Program, DEQ Bond process, Self-Insured Certificate process improvement and assistance with the City's insurance renewal, which requires the management of renewing over 20 current insurance policies.
- Technology Process-Improvement Project: Costs necessary for this project center on integration of third-party data to tie directly with and share information into the current Risk Management Information System. Completion of this implementation will eliminate significant staff effort to obtain 3rd party information on claims from an existing vendor, and manually input such information into the current system. This process improvement will affect both Workers' Compensation and Liability claims handling.
- Technology Needs: The purchase of laptops and iPhones allow necessary support for telework staff, and ensure data and increased cyber security for staff on telework schedules. Telework has significant advantages for many Risk staff and allows for increased large project completion overall.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
705000	Contingency		-40,542	0	-40,542
705000	External Materials and Services		29,215	0	29,215
705000	Internal Materials and Services		11,327	0	11,327
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance**

**DP Type**

**Contingency**

**Request Name:** 8063 -Risk - Transfer from Insurance & Claims Contingency for administrative initiative

**Package Description**

The purpose of this budget adjustment request is to transfer \$29,215 from the Workers' Compensation Fund's administrative reserve to various accounts in EMS and IMS. This is 50% of the costs of two one-time initiatives Risk Management is embarking on. These are temporary staffing via the Activate Staffing contract to supplement the Loss Prevention program for a 6-month timeframe in the amount of \$39,000 and a Technology Process-Improvement Project for \$19,430.

**Service Impacts**

Individually, the two items for the fund transfer request will result in the following positive service impacts:

- Temporary Staffing: The placement of temporary staff via the Activate Staffing contract allows for significant project work in the Loss Prevention program, including the Pressure Vessel Program, DEQ Bond process, Self-Insured Certificate process improvement and assistance with the City's insurance renewal, which requires the management of renewing over 20 current insurance policies.
- Technology Process-Improvement Project: Costs necessary for this project center on integration of third-party data to tie directly with and share information into the current Risk Management Information System. Completion of this implementation will eliminate significant staff effort to obtain 3rd party information on claims from an existing vendor, and manually input such information into the current system. This process improvement will affect both Workers' Compensation and Liability claims handling.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
704000	Contingency		-29,215	0	-29,215
704000	External Materials and Services		29,215	0	29,215
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WA - Portland Water Bureau DP Type Contingency**

**Request Name:** 8064 -Water Interagency Adjustments

**Package Description**

a. Interagency with Facilities: Increase interagency with Facilities \$150,000 for Mt. Tabor Preservation work, rental property, and maintenance work orders. b. Interagency with Facilities: Increase interagency with Facilities \$100,000 for customer services security. c. Interagency with Revenue Bureau: This request is to increase the interagency with the Revenue Bureau \$12,000 for trailing water-related charges from BTS subsequent to the Cayenta move to water on 7/1/18. BTS is working to correct the issue. d. Interagency with City Budget Office \$10,000 for additional PUB support.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. The bureau is transferring savings from external materials & services, as well as savings from an IA for printing & distribution services, to pay for the IA increases with Facilities. The other two IA increases are funded by a \$22,000 draw from the Water Fund's contingency. Additional details on the IA increases are as follows. Mt. Tabor: \$120,000 is for Mt. Tabor Preservation work that is being performed by Facilities internal services rather than external services, rental property work, and \$30,000 is for additional maintenance work orders. Work at Mt. Tabor is ultimately funded by the General Fund. Facilities: \$100,000 is the estimated cost for customer services security services at Interstate facility and is funded with reductions in postage /IA and professional services. Revenue bureau: \$12,000 is trailing BTS water-related charges subsequent to the Cayenta staff move on 7/1/18. These charges are one-time only and will not be incurred again in the future. CBO: \$10,000 per CBO for PUB: Due to the addition of the 0.5 FTE, CBO is projecting our year-end costs to increase by about \$15,000 to \$20,000 for PUB support. (Total materials and services costs are comparable with prior year costs.) To cover these costs, CBO has increased the IA by \$10,000 for each bureau (PWB and BES). The amount billed will reflect actual costs. Future costs for PUB support will be determined by the PUB and CBO.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
602000	Contingency		-22,000	0	-22,000
602000	External Materials and Services		-200,000	0	-200,000
602000	Internal Materials and Services		222,000	0	222,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NI - Office of Community and Civic Life      DP Type      General Fund Program Carryover**

**Request Name:** 8065 -Disability Data Project

**Package Description**

\$75,000 EM&S Carryover for the Disability Data Project. We were awarded \$55,000 in one-time money in FY18-19, and would like to combine it with \$20,000 of ongoing funds to support this project beginning in FY19-20. A competitive Request for Proposals has been conducted and the consultants identified for contracting.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-75,000	0	-75,000
	<b>Sum:</b>	<b>-75,000</b>	<b>0</b>	<b>-75,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-75,000	0	-75,000
	<b>Sum:</b>	<b>-75,000</b>	<b>0</b>	<b>-75,000</b>

**NI - Office of Community and Civic Life      DP Type      New Revenue**

**Request Name:** 8066 -Recognize revenues from NPCW for programs

**Package Description**

The North Portland Neighborhood Services office employs people to run the North Portland Tool Library, and other special projects for the North Portland Community Works Program. The City is fully reimbursed by NPCW for these employee costs. This entry recognizes the revenues we expect to collect to offset the personnel costs.

**Service Impacts**

NPNS can facilitate these programs at no cost to the City.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	Personnel		18,727	0	18,727
		<b>Sum:</b>	<b>18,727</b>	<b>0</b>	<b>18,727</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Miscellaneous		18,727	0	18,727
		<b>Sum:</b>	<b>18,727</b>	<b>0</b>	<b>18,727</b>

**FR - Portland Fire & Rescue DP Type New Revenue**

**Request Name:** 8067 -Transfer from Apparatus Replacement Reserve

**Package Description**

PF&R requests to transfer \$429,210 from the bureau's apparatus replacement reserve to contribute toward the cost of four new engines purchased in FY 2018-19. The use of reserve funds will allow PF&R to maintain its apparatus replacement cycle of 15 years or 120,000 miles.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO recommends this request. This request is in alignment with Resolution 36835, which establishes that Fire may draw on the apparatus reserve for 10 years, starting from FY 2015-16. This request is contributing funding for the purchase of 4 new engines. The ending fund balance after this transfer will be \$6,967,300.

<b>Budget Detail</b>				
<b>Fund</b>				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Capital Outlay	429,210	0	429,210
210005	Fund Transfers - Expense	0	0	0
	<b>Sum:</b>	<b>429,210</b>	<b>0</b>	<b>429,210</b>

  

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Fund Transfers - Revenue	429,210	0	429,210
210005	Fund Transfers - Revenue	0	0	0
	<b>Sum:</b>	<b>429,210</b>	<b>0</b>	<b>429,210</b>

**DS - Bureau of Development Services                      DP Type                      Other Adjustments**

**Request Name:** 8069 -Adjustment for PHB interfund loan

**Package Description**

BDS currently has \$15,600,000 in outstanding loan remittances to PHB. This adjustment carries forward the \$15,100,000 loan with PHB recorded in FY 2017-18 to FY 2018-19 as loan proceeds, offset by a reduction in beginning fund balance and a contingency adjustment. The remaining \$500,000 loan remittance was budgeted in FY 2018-19 Fall BMP, along with \$350,000 in loan proceeds. This adjustment also budgets an additional \$150,000 in loan proceeds, bringing the total budgeted proceeds in line with the total \$15,600,000 remittance. The adjustment also removes the budgeted remittance of \$3,500,000 from the FY 2018-19 Fall BMP because that transaction will no longer occur.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested. There are three components to BDS's Spring supplemental adjustments related to interfund loans to the Portland Housing Bureau. Please refer to CBO's review of BDS's Fall BMP submission for additional details not repeated here. First, BDS is budgeting \$15.1 million in repayment on a loan initiated in FY 2017-18. The second component budgets another \$150,000 in partial repayment of the \$500,000 remittance for the 5826 NE Prescott Street acquisition, with \$350,000 in repayment already budgeted during the Fall BMP. Lastly, at the request of the Housing Bureau, BDS is removing (or reversing) the \$3.5 million originally intended for pre-construction costs for the 30th & Powell acquisition also originally budgeted during the Fall supplemental. CBO notes that per the interfund loan resolution from June 13th, 2018, authorizing interfund loans up to \$48 million between the Development Services Fund and the Housing Capital Fund to provide interim financing for affordable housing property purchases, repayment of principal is due no later than December 31st, 2019.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
203000	Contingency		7,234,552	0	7,234,552
203000	Debt Service		-3,500,000	0	-3,500,000
		<b>Sum:</b>	<b>3,734,552</b>	<b>0</b>	<b>3,734,552</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
203000	Beginning Fund Balance		-11,515,448	0	-11,515,448
203000	Bond & Note Proceeds		15,250,000	0	15,250,000
		<b>Sum:</b>	<b>3,734,552</b>	<b>0</b>	<b>3,734,552</b>

**FR - Portland Fire & Rescue**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8070 -SCBA Carryover

**Package Description**

PF&R requests to carryover \$2.45 million in General Fund appropriated for SCBA replacement in the FY 2018-19 Adopted Budget because the selection and procurement of the SCBAs is not yet complete. Additionally, PF&R requests that a portion of the carryover be retained in a reserve fund for future critical equipment purchases, recognizing that the entire General Fund appropriation is no longer needed for the current purchase because PF&R received the Assistance to Firefighter grant in October 2018.

In the FY 2018-19 Adopted Budget, Council appropriated \$2.45 million for SCBA replacement with the following funding sources:

- \$642,000 - General Fund (GF) discretionary
- \$1,100,000 - GF capital set aside
- \$707,000 - carryover from PF&R's 2017-18 budget primarily through delays of purchases and facility maintenance projects

In October 2018, PF&R received a \$2 million Assistance to Firefighters grant from FEMA. Combining the grant and General Fund appropriations, total SCBA funding is now \$4.45 million.

PF&R has recently completed the SCBA evaluation and vendor selection, and is now working on the contract with the selected vendor. The contract and purchase will not be completed until next fiscal year, so PF&R is requesting to carryover the available funds.

At this time, however, PF&R estimates that the total cost of the SCBA replacement will be about \$3.5 million, resulting in a "surplus" of about \$950,000. PF&R requests that the surplus is retained in a new equipment reserve.

PF&R's FY 2019-20 Requested Budget includes a Direction to Develop to create a Personal Protective Equipment Reserve with \$300,000 in annual ongoing resources. The reserve would support the ongoing replacement of damaged or worn out personal protective equipment and the eventual replacement of the bureau's entire SCBA stock. Using the surplus funds from the SCBA project to start this reserve means that the annual ongoing appropriation could be less or delayed for a few years.

**Service Impacts**

Creating a reserve for the replacement of personal protective equipment will ensure that PF&R has sufficient resources to replace and upgrade this vital safety equipment at the end of its useful life rather than relying on one-time General Fund or grants. PF&R was fortunate last year that City Council could dedicate one-time resources and that it was awarded an Assistance to Firefighters Grant for SCBA replacement, but recognizes that a dedicated reserve is the responsible strategy for the financing of such critical equipment.

**Equity Impacts**

Ongoing funding for the replacement of personal protective equipment will mean that these items are paid for by those who are currently benefiting from the service rather than passing that cost along to future generations.

**CBO Analysis**

Fire requests that it retain its entire General Fund allocated resources appropriated in the Fiscal Year 2018-19 adopted budget. The funding was composed of \$1.1 million in Capital set-aside resources, \$707,000 in a Program Carryover, and \$642,511 in new General Fund discretionary resources. The Bureau also received a \$2 million "Assistance for Firefighters" grant from FEMA for SCBA replacement in FY 2018-19, bringing their total funding for the project to just over \$4.5 million. Solicitation for the equipment is still underway, but the bureau expects it to cost approximately \$3.5 million, leaving a roughly \$1 million surplus in funding. The bureau plans for the first dollars out of the door to be the grant funding, which is bound to that project. PF&R is requesting the entire amount so they can put the surplus in a capital reserve fund to cover the next replacement cycle of the equipment, and reducing its necessary annual allocation to replace the equipment from \$300,000 to \$233,000 which they will request as a program carryover of projected underspending in outyears. The Fire Bureau received direction from the City Council to create a capital reserve fund to fund the replacement of this equipment in the future, and this request is in line with City priorities to sustain critical infrastructure. CBO recommends this request.

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Capital Outlay	-2,449,511	0	-2,449,511
	<b>Sum:</b>	<b>-2,449,511</b>	<b>0</b>	<b>-2,449,511</b>

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

Details

Run Time: 4:40:27 PM

**Budget Detail**

**Fund**

		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
<b>Major Object Name</b>	<b>Expense</b>			
		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	General Fund Discretionary	-2,449,511	0	-2,449,511
	<b>Sum:</b>	<b>-2,449,511</b>	<b>0</b>	<b>-2,449,511</b>

**PL - Portland Police Bureau****DP Type****Other Adjustments****Request Name:** 8071 -PL00 Equipment Replacement Reserve**Package Description**

The Police Bureau operates predominantly on General Fund discretionary resources within the General Fund, and it establishes replacement reserve funding for most vehicles as well as information technology and communications equipment within the Fleet and Technology Funds as part of the interagency arrangements with those bureaus. This allows establishment of reserve funding for items with multi-year lifecycles to be spread more evenly across the bureau's General Fund annual operating budgets.

The bureau also owns a substantial amount and variety of pieces of essential operating equipment that have multi-year lifecycles which do not have replacement reserve funding mechanisms. A new General Reserve sub-fund, Police Equipment Replacement, was established this month as a preliminary step to developing the mechanism to accumulate funding for those pieces of equipment not otherwise covered by existing reserves or annual operating expenditures. This action by the bureau is part of a larger City-wide effort to improve financial planning for the maintenance and replacement of assets and equipment. The bureau is working with the City Budget Office to ensure that appropriate policy and procedures are drafted for the funding and use of the reserve fund.

The bureau is now in the process of replacing its law-enforcement records management system (RMS) and has engaged a consultant to craft a solicitation and guide the implementation. The bureau requests \$2.0 million from General Fund contingency that had been earmarked for compensation set-aside but not required for that purpose to establish seed funding for the RMS replacement. It would be transferred into the Police Equipment Reserve. The consultant provided a low-confidence estimate for implementation of a new RMS of \$5.0 million. The expenditure is estimated to be required in FY 2021-22. This \$2.0 million would be designated for that particular use.

**Service Impacts**

Binding City Policy FIN 2.03 Financial Planning requires that financial plans shall be based on current service levels and funding sources; shall include reasonable cost assumptions to manage and replace capital assets and equipment critical to deliver and maintain established or Council-approved service levels; and shall clearly call out anticipated changes to service levels and funding that are not yet approved by City Council. FIN 2.03 further directs that in the event that a bureau determines that it has periodic funding needs that are large relative to its base budget and cannot be accommodated within an annual budget allocation, that bureau shall work with the City Budget Office and the Bureau of Revenue and Financial Services to establish a mechanism to set aside resources on an annual basis such that a balance is built up for eventual replacement. The additional requirement for replacement of the RMS has been identified, and appropriation of \$2.0 million from General Fund contingency that isn't required for compensation set-aside will address a portion of this critical need. The bureau is now in the process of expanding an existing property and evidence inventory system to include a module that will track quartermaster stock as well as all equipment. The information will facilitate better estimation of the bureau's equipment replacement requirements over the course of successive five-year plans.

**Equity Impacts**

This request facilitates ongoing provision, and preventing any lapse of current service levels. In that respect it sustains the equity component of all bureau programs that rely on the RMS and the data it makes available.

**CBO Analysis**

The Police Bureau is pursuing a large technology project to replace its records management system, RegJIN. The low-confidence estimate for replacement is \$5.0 million; the bureau has yet to formally issue a request for proposals, so this estimate is based on the average cost of records management systems in similar jurisdictions. The bureau put forward a request in FY 2019-20 budget development for \$5.0 million in one-time General Fund resources for RegJIN replacement, but it is not yet clear what, if any, portion of that request will be funded by Council. CBO has identified the bureau's asset forfeiture reserves as an available resource to partially fund the RegJIN replacement project, but this resource is unlikely to fully fund the cost of replacement. The balance of this reserve is \$4.4 million; CBO is working with the Police Bureau to identify what portion of these resources, if any, has been pre-dedicated for other bureau purchases.

In order to begin setting aside resources for this future replacement cost, the Police Bureau is requesting \$2.0 million in resources from General Fund contingency. These resources would be set aside in a replacement reserve, available only for future RegJIN replacement costs. CBO is supportive of the request to set aside available resources for known future replacement costs, a practice that is in alignment with the City's financial policies. However, in analyzing the bureau's current materials and services spending relative to available materials and services budget, the bureau is expected to have sufficient underspending to set aside \$2.0 million in resources for RegJIN replacement from its current-year resources rather than via a request for new General Fund resources.

The bureau's FY 2018-19 revised General Fund budget for external materials and services is \$28.6 million. As of March 1st, the bureau had expended only \$9.4 million of its external materials and services budget. CBO projections indicate that year-end spending may reach \$18.4 million, though these projections are considered conservative. The bureau's actual annual external materials and services expenditures have not exceeded \$15.0 million in recent history. The bureau's year-end external materials and services projection is \$21.4 million, and is inclusive of the requested \$2 million. Accounting for the \$4.78 million discussed above (external materials and services line items actually meant to cover personal services expenses), the bureau is unlikely to exceed \$24.2 million in total external materials and services spending. Given the \$4.4 million in conservatively projected underspending, CBO recommends that \$2.0 million in external materials and services' underspending be de-appropriated and transferred to a replacement reserve to fund the future costs of RegJIN replacement.

F4 - BMP Amendment Request Report

Details

**Budget Detail**

<b>Fund</b>			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Expense</b>				
100000	External Materials and Services		0	-2,000,000	-2,000,000
100000	Fund Transfers - Expense		2,000,000	0	2,000,000
210007	External Materials and Services		2,000,000	0	2,000,000
	<b>Sum:</b>		<b>4,000,000</b>	<b>-2,000,000</b>	<b>2,000,000</b>

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>				
100000	General Fund Discretionary		0	0	0
210007	Fund Transfers - Revenue		2,000,000	0	2,000,000
	<b>Sum:</b>		<b>2,000,000</b>	<b>0</b>	<b>2,000,000</b>

**PA - Commissioner of Public Affairs                      DP Type                      General Fund Program Carryover**

**Request Name:** 8072 -CPA - Program Carryover for Office projects

**Package Description**

The Commissioner of Public Affairs is requesting a \$75,000 program carryover in unspent FY 2018-19 resources into the FY 2019-20 budget for Commissioner Hardesty's office to pay for planned and unplanned maintenance and upgrades to the office space that were not possible to complete in the current fiscal year. Due to the transition, the Commissioner's Office has additional one-time resources available resulting from members of Commissioner Saltzman's staff leaving before December 31st and the new staff for Commissioner Hardesty's office not incurring PERS costs during the six-month waiting period. The funding for these maintenance and upgrades will not be available in the FY 2019-20 budget without this carryover.

**Service Impacts**

Funding this program carryover will allow the Office to complete projects that will not be financially feasible in future years.

**Equity Impacts**

This request is similar to program carryovers that have been approved for Commissioner Eudaly's Office and the Mayor's Office. The Commissioner's Office has taken this first few months to strategically plan what projects would best suite the Office instead of rushing the complete projects before they were settled in.

**CBO Analysis**

Not recommended. CBO acknowledges that this is a valid one-time expense and that security for council offices is a priority for elected officials. Moreover, Estimates gathered are reasonable and there is a high degree of confidence that this project will not lead to future or continued need for resources. However, CBO typically only recommends program carryover for discrete one-time projects which have been allocated funding and require additional time to complete. While the above request does not meet CBO's criteria for recommendation, Council may consider approving this allocation with the knowledge that additional requests for carryover for this purpose may occur in subsequent budget cycles.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		-75,000	0	0
		<b>Sum:</b>	<b>-75,000</b>	<b>0</b>	<b>0</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		-75,000	0	0
		<b>Sum:</b>	<b>-75,000</b>	<b>0</b>	<b>0</b>

**WA - Portland Water Bureau**

**DP Type**

**New Revenue**

**Request Name:** 8074 -Johnson Creek Grant

**Package Description**

Budget projected revenues and expenses for the Johnson Creek Bridge Replacement Grant #TR000256.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested. \$85,244 in grant revenue from ODOT and associated expenses are budgeted for reimbursement for the bureau's work on the Johnson Creek Bridge Replacement project.

**Budget Detail**

Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
217001	Capital Outlay	85,244	0	85,244
	<b>Sum:</b>	<b>85,244</b>	<b>0</b>	<b>85,244</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
217001	Intergovernmental	85,244	0	85,244
	<b>Sum:</b>	<b>85,244</b>	<b>0</b>	<b>85,244</b>

**ES - Bureau of Environmental Services      DP Type      New Revenue**

**Request Name:** 8076 -New Revenue - Program Related

**Package Description**

This decision package reflects additional revenues including interagency revenues, charges for services and sale of property.

**Service Impacts**

\$860,000 reflects additional Coordinated Site Assessment and Pollution Control Laboratory services to support the Portland Bureau of Transportation and Fire Bureau.

\$1,000,000 is for the sale of the Pope Property.

\$500,000 is for additional Offsite Stormwater Fees expected to be received from the Portland Bureau of Transportation.

**Equity Impacts**

Coordinated Site Assessment and laboratory services provided on behalf of other bureaus will lower environmental exposure in the City.

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
600000	Contingency	1,500,000	0	1,500,000
600000	External Materials and Services	860,000	0	860,000
	<b>Sum:</b>	<b>2,360,000</b>	<b>0</b>	<b>2,360,000</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
600000	Interagency Revenue	860,000	0	860,000
600000	Miscellaneous	1,500,000	0	1,500,000
	<b>Sum:</b>	<b>2,360,000</b>	<b>0</b>	<b>2,360,000</b>

**FM - Fund & Debt Management**

**DP Type**

**Other Adjustments**

**Request Name:** 8077 -Build Portland Adjustments

**Package Description**

This package reallocates Build Portland funding from the General Fund contingency to a newly created Build Portland subfund within the General Fund reserve (210006). Moving forward, Build Portland resources will now budget the resources and financing as transfers to and from this reserve.

**Service Impacts**

No service impacts.

**Equity Impacts**

As part of the allocation process, the ranking committee considered how the proposed Build Portland projects would advance the City's equity goals. While this technical adjustment does not impact services, this adjustment will improve the accounting of these resources for future capital investments in underserved communities.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Contingency		-3,930,937	0	-3,930,937
100000	Fund Transfers - Expense		3,930,937	0	3,930,937
210006	Contingency		3,630,937	0	3,630,937
210006	Fund Transfers - Expense		0	0	0
		<b>Sum:</b>	<b>3,630,937</b>	<b>0</b>	<b>3,630,937</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
210006	Fund Transfers - Revenue		3,630,937	0	3,630,937
		<b>Sum:</b>	<b>3,630,937</b>	<b>0</b>	<b>3,630,937</b>

**NI - Office of Community and Civic Life      DP Type      Program Carryover**

**Request Name:** 8078 -Cannabis Tax Revenue - Carryover for grants

**Package Description**

\$700,000 Cannabis Tax Revenue funds were allocated to the Office of Community & Civic Life in the FY18-19 budget. Implementation of this new funding source will result in \$490,000 in grants being issued at the beginning of the FY19-20 fiscal year. The remaining \$210,000 will be sent to Prosper Portland through IGA for providing support and technical assistance to minority-owned cannabis businesses.

**Service Impacts**

Grants will be funded in FY19-20.

**Equity Impacts**

**CBO Analysis**

CBO recommends Civic Life carryover the full \$700,000 for community grants, and does not recommend the request to transfer \$210,000 to Prosper Portland.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
227020	External Materials and Services	-490,000	-210,000	-700,000
	<b>Sum:</b>	<b>-490,000</b>	<b>-210,000</b>	<b>-700,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
227020	Miscellaneous Fund Allocation	-490,000	-210,000	-700,000
	<b>Sum:</b>	<b>-490,000</b>	<b>-210,000</b>	<b>-700,000</b>

**NI - Office of Community and Civic Life      DP Type      General Fund Program Carryover**

**Request Name:** 8079 -Census grant carryover

**Package Description**

Carryover \$225,000 census grant funding to FY19-20. This one-time funded project was newly created in the current fiscal year, but grants will not be executed in the current fiscal year. Civic Life is a member of the Census Equity Funders Committee of Oregon (CEFCO). CEFCO selected a statewide census coordinator through a competitive Request for Proposals process (November 2018-February 2019). \$20,000 of the \$225,000 will be dedicated to co-funding the statewide coordinator position. Civic Life, with CEFCO partners, will release a second competitive Request for Proposals in FY 18-19 for community partners to implement the 2020 Census field operations plan to increase the rate of return among "hard-to-count" Census tracts through a coordinated effort. Grants will be executed in early FY 19-20.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-225,000	0	-225,000
	<b>Sum:</b>	<b>-225,000</b>	<b>0</b>	<b>-225,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-225,000	0	-225,000
	<b>Sum:</b>	<b>-225,000</b>	<b>0</b>	<b>-225,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Mid-Year Reduction**

**Request Name:** 8080 -PK Mt. Scott New Revenue

**Package Description**

This package replaces the original estimated budget of \$832,353 with a Cash Transfer that covers this fiscal year's \$300,000 refined expenditure projection. This change does not reduce the total Build Portland Program funding for PP&R's Mt. Scott Community Center Improvement Project.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
402000	Capital Outlay	-832,353	0	-832,353
402000	External Materials and Services	300,000	0	300,000
	<b>Sum:</b>	<b>-532,353</b>	<b>0</b>	<b>-532,353</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
402000	Bond & Note Proceeds	-832,353	0	-832,353
402000	Fund Transfers - Revenue	300,000	0	300,000
402000	Miscellaneous	0	0	0
	<b>Sum:</b>	<b>-532,353</b>	<b>0</b>	<b>-532,353</b>

**BO - City Budget Office**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8081 -Capital Analyst Position Carryover

**Package Description**

CBO is requesting to carryover funding for a limited term analyst position that was initially approved as part of the FY 2018-19 Adopted Budget. Due to delays in hiring, this position was filled at the end of January. CBO is requesting carryover of \$118,000 in projected unspent funds to complete the one-year term of the position, which includes resources for position costs and related materials and services costs.

**Service Impacts**

CBO received funding for this position in order to expand capacity to plan, prioritize, and evaluate the City's major maintenance and capital asset needs. In addition, this position will increase the level of support for the Citywide Asset Managers Group and the capital set-aside allocation process. This position will also work closely with OMF to help implement the Build Portland Initiative, particularly around the development and implementation of criteria that will guide budget allocation decisions. The position will also lay the groundwork for a citywide five-year Capital Improvement Plan and the development of Citywide funding solutions to achieving a sustainable level of service for City assets.

If carryover resources are not approved, CBO would end this position but continue to support the capital set-aside process and the City Asset Managers Group at prior year levels within current bureau staff resources.

**Equity Impacts**

This position supports CBO's equity goals in two ways: first, through additional analysis, the position will identify how the geographic location of assets results in different service levels for Portlanders. Due to the correlation between location and other demographic factors of residents, the analysis provided by this position will be important to identifying how infrastructure investments impact historically underserved communities. This position will advance CBO's equity goals in another way: as part of the capital set-aside methodology refresh project, there will be greater emphasis on how equity impacts are incorporated into the process of prioritizing capital projects. As part of this project, this position will collaborate with asset managers and the Office of Equity and Humans to incorporate equity considerations into the updated methodology.

**CBO Analysis**

If carryover resources are not approved, CBO would end this position but continue to support the capital set-aside process and the City Asset Managers Group at prior year service levels with current staff. Given that Council already approved one-time funding for this project, CBO recommends that the requested amount be carried over in FY 2019-20.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000 Personnel		-118,619	0	-118,619
	<b>Sum:</b>	<b>-118,619</b>	<b>0</b>	<b>-118,619</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000 General Fund Discretionary		-118,619	0	-118,619
	<b>Sum:</b>	<b>-118,619</b>	<b>0</b>	<b>-118,619</b>

**NI - Office of Community and Civic Life      DP Type      New Revenue**

**Request Name:** 8082 -Spirit of Portland Revenue

**Package Description**

The Commissioners' joint fund reimbursed Civic Life for additional expenses related to Spirit of Portland Awards.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		2,500	0	2,500
		<b>Sum:</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Miscellaneous		2,500	0	2,500
		<b>Sum:</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>

**AT - Office of the City Attorney**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8083 -Technology Fund Carryover

**Package Description**

This carryover request for \$300,000 will continue the office's technology replacement fund. The office is currently working with a consultant to identify and document its matter management software requirements. The consultant is presently drafting specifications and a request for proposals, which is planned for release in the current fiscal year. The office is planning for software implementation and training expenses in FY19-20.

**Service Impacts**

The office began a replacement fund a few years ago because it's unlikely the office could pay for software replacement and implementation within its annual budget. With the increasing frequency of technological changes and advances, the need for upgrading and replacing software on a more frequent basis is also increasing. Similar to the hardware replacement fund with BTS, the office benefits from this software replacement fund to help pay for the costs of new software implementation and upgrades as needed. The office currently uses a critical matter management software program that has become obsolete in part due to the City's implementation of Office 365. This system is critical for managing litigation cases, deadlines, legal advice, and other work. It also contains a knowledgebase of all City Attorney legal opinions and advice. Because timeliness is very important to providing good legal advice, the ability to quickly locate pertinent records and data is critical to the office's core mission of providing excellent legal services to the City. Having up-to-date, functioning legal software is a necessity.

**Equity Impacts**

The City Attorney's Office works to ensure that all Portlanders have access to City services, benefits and programs free from discrimination, and that the civil rights of all Portlanders are legally recognized and protected by the City and its contractors and grantees. The office advises the City in programmatic areas such as the ADA and Title VI, the sick leave ordinance, fair contracting, hiring practices and implementation of the City's civil rights ordinance, and provides antidiscrimination training on civil rights and related issues to City employees. Office attorneys are trained to incorporate an equity lens into legal advice to help ensure compliance with equity related laws and policies. Having quick and easy access to office records is necessary for attorneys to provide timely legal advice to the City including advice on equity impacts.

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
100000	External Materials and Services	-300,000	0	-300,000
	<b>Sum:</b>	<b>-300,000</b>	<b>0</b>	<b>-300,000</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	General Fund Discretionary	-300,000	0	-300,000
	<b>Sum:</b>	<b>-300,000</b>	<b>0</b>	<b>-300,000</b>

**BO - City Budget Office**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8084 -Budget System Carryover

**Package 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 \$1.0 million for the replacement of the current enterprise budgeting system. During FY 2017-18 initial stakeholder engagement was performed and CBO began to work toward formal project kickoff. Project funding was then carried forward into FY 2018-19 budget to continue the work.

The software selected during the RFP process is Budget Formulation Management, BFM. The contract includes an ongoing service level agreement associated with BFM. Total projected contract costs are \$680,000 through the end of the fiscal year in addition to costs associated with staff support.

Although the new budget software system has 'gone live' for the FY 2019-20 development process, CBO is requesting resources to finalize and troubleshoot functionality, following this year's budget process. CBO anticipates the additional need for vendor project support and staff time in the next fiscal year. CBO requests to carryover \$361,000 in one-time project funds for continued software implementation costs in the FY 2019-20 budget.

**Service Impacts**

CBO is a small bureau with a constrained budget. If funds are not carried forward, there may be insufficient funds for troubleshooting final issues and the development of additional training materials.

**Equity Impacts**

BFM was configured to accommodate efforts to better incorporate equity considerations into the budget process, such as including fields for bureaus to provide descriptions of how decision packages impact their equity goals and fields for describing how bureau programs advance equity goals. In addition, having a more robust performance management module within the system will allow for more clear connections between how budget decisions impact bureau performance goals, including service goals related to bureaus' equity initiatives.

**CBO Analysis**

With these resources, CBO will continue to support a dedicated staff member that will: (1) troubleshoot BFM functionality issues, (2) build new reports based upon bureau feedback, (3) increase the reporting system to better allow for ad hoc reporting in the system, and (4) create and refine training materials for budget development and the BMP processes, and specifically, training materials related to personnel adjustments and forecasting. CBO plans to survey stakeholders following the FY 2019-20 process, which will help the bureau to further refine its workplan for the second year of the implementation.

To note: CBO has requested ongoing funding of \$52,000 for the support services contract of the system in its FY 2019-20 requested budget. If funding is not approved, CBO would use the carryover resources to fund this contract amount in FY 2019-20 on a one-time basis.

Given that Council already approved one-time funding for this project, CBO recommends that the requested amount be carried over in FY 2019-20.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Capital Outlay		-206,387	0	-206,387
100000	Personnel		-155,331	0	-155,331
	<b>Sum:</b>		<b>-361,718</b>	<b>0</b>	<b>-361,718</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		-361,718	0	-361,718
	<b>Sum:</b>		<b>-361,718</b>	<b>0</b>	<b>-361,718</b>

**NI - Office of Community and Civic Life      DP Type      Internal Transfer**

**Request Name:** 8085 -Prior year excess cannabis revenues to reserves

**Package Description**

Cannabis revenues in FY 16-17 exceeded cannabis expenses by \$480,486. Revenues in FY17-18 exceeded expenses by 614,372. This \$1,094,858 in beginning fund budget is currently showing as External M&S, but should really be set-aside as a funding reserve for the Cannabis fund. This request will move the funding out of the operating budget.

**Service Impacts**

None

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
228000	Ending Fund Balance		1,094,858	0	1,094,858
228000	External Materials and Services		-1,094,858	0	-1,094,858
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
228000	Beginning Fund Balance		0	0	0
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NI - Office of Community and Civic Life      DP Type      Mid-Year Reduction**

**Request Name:** 8086 -Reduce Noise revenue projection

**Package Description**

Noise revenues have been running at historically high levels for the past 3 fiscal years. The current fiscal year noise revenues have regressed slightly from years past. This reduction is a reflection of this trend.

**Service Impacts**

Hiring of a vacant position may be delayed.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	Personnel		-50,000	0	-50,000
		<b>Sum:</b>	<b>-50,000</b>	<b>0</b>	<b>-50,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	Charges for Services		-50,000	0	-50,000
		<b>Sum:</b>	<b>-50,000</b>	<b>0</b>	<b>-50,000</b>

**NI - Office of Community and Civic Life      DP Type      Other Adjustments**

**Request Name:** 8087 -IA with Water for Hazelwood Lease

**Package Description**

Lease with Portland Water Bureau for East Portland Community Office at 1017 NE 117th Avenue.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		-4,830	0	-4,830
100000	Internal Materials and Services		4,830	0	4,830
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NI - Office of Community and Civic Life      DP Type      General Fund Program Carryover**

**Request Name:** 8088 -Carryover for continuing the Code Change Position

**Package Description**

The "Code Change" is a one-time, time-limited project to convene a committee to recommend changes to Chapter 3.96 in City Code per Resolution 37373 adopted July 18, 2018. Per the resolution, recommendations are to be presented to City Council in July 2019. This carryover of salary savings from ongoing funds will allow the Coordinator I position to continue to be funded through September 2019 to conclude community and project activities. These include but are not limited to reporting back to participating community members, organizations and city bureaus regarding adopted recommendations, and documenting and finalizing all project materials.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000 Personnel		-30,000	0	-30,000
	<b>Sum:</b>	<b>-30,000</b>	<b>0</b>	<b>-30,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000 General Fund Discretionary		-30,000	0	-30,000
	<b>Sum:</b>	<b>-30,000</b>	<b>0</b>	<b>-30,000</b>

**PN - Bureau of Planning & Sustainability      DP Type      New Revenue**

**Request Name:** 8090 -Inter-Agency Agreements

**Package Description**

(1) Request \$55,740 in IAA with PBOT to support PUDL Pilots: Portland Urban Data Lake (PUDL) pilot – PBOT received \$250,000 of funding in FY17-18 to support the pilot of a data management system to support emerging Smart Cities systems. \$75,000 was given to Portland State University (PSU) in FY17-18 to assist with this effort. The remaining \$175,000 will be used by BPS to partially fund a PUDL pilot in partnership with PSU, TriMet, Metro, Microsoft, Cloudera, ESRI and other 3rd-party partners, as well as to develop a communications and engagement strategy for PUDL and related Smart City PDX projects. BPS spent a total of \$43,372.39 of these funds in FY17-18 and will spend a total of \$55,740 in FY18-19.

(2) Request \$15,000 in IAA w/ OMF to provide Equity Analyses: This is BPS-OMF IA for the Floodplain Management Update Program for BPS staffs to complete a vulnerability analysis, and housing and job impact analyses related to new floodplain regulations.

(3) Request \$2,484 in IAA w/ PBEM: BPS provides graphic design services to PBEM.

**Service Impacts**

(1) The PUDL Pilots project will create Urban Analytics products to demonstrate effective use of Smart Cities data, including data from new sensor installations; explore technologies and architectures for providing standardized, documented access to Smart Cities data sources for public sector agencies and local innovators; collect and store data from a variety of sources. The housing and job impact analyses will guide the creation of new development standards and will provide information that can be used to mitigate impacts to residents, workers and businesses.

(2) The housing and job impact analyses will guide the creation of new development standards and provide information that can be used to mitigate impacts to residents, workers, and businesses.

(3) n/a

**Equity Impacts**

(1) The PUDL pilot is focused on use cases that have known equity impacts: safety of pedestrians along high-crash corridors, better bus arrival times for transit-dependent community members, and better assessment of the equity impacts of new mobility technologies like dockless scooters.

(2) The housing and job equity analyses will assess the demographic composition of vulnerable communities located in the floodplain, and examine the housing conditions and job opportunities in the floodplain.

(3) n/a

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		55,740	0	55,740
100000	Personnel		17,484	0	17,484
		<b>Sum:</b>	<b>73,224</b>	<b>0</b>	<b>73,224</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	Interagency Revenue		73,224	0	73,224

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

Details

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**Budget Detail**

**Fund**

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
	Sum:	73,224	0	73,224

**ES - Bureau of Environmental Services      DP Type      Contingency**

**Request Name:** 8092 -Program Adjustments

**Package Description**

This decision package reflects the changes to program budgets requiring use of contingency.

**Service Impacts**

When the Biosolids Inventory Reduction Program (BIRP) was added in the FY 2019-20 Fall Budget Monitoring Process, it was estimated that half of the total \$7 million project would be spent in the current fiscal year and the other half in FY 2019-20. Work is progressing faster than expected resulting in the need to move \$1 million of appropriation from FY 2019-20 to the current fiscal year.

The Environmental Policy Manager has been working exclusively on the Portland Harbor Superfund project which is being funded in the Environmental Remediation Fund (ERF). As a result, the budget is being adjusted to reflect where the time is being charged. Going forward, the position will be budgeted 100 percent in the ERF. This adjustment also includes approximately \$60K of additional personnel appropriation for investigation work being done by other bureau staff ad hoc to support the Portland Harbor Superfund project.

**Equity Impacts**

This decision package keeps the BIRP contract on pace to complete the work and help to meet the service delivery goals. The equity considerations remain unchanged.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
600000	Contingency		-1,000,000	0	-1,000,000
600000	External Materials and Services		1,000,000	0	1,000,000
608000	Contingency		-210,000	0	-210,000
608000	Personnel		210,000	0	210,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**AT - Office of the City Attorney DP Type General Fund Program Carryover**

**Request Name:** 8096 -Portland Harbor Nat Res. Trustees Carryover

**Package Description**

This carryover request is for \$108,001 for the FY19-20 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.

**Service Impacts**

NA

**Equity Impacts**

NA

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	External Materials and Services	-108,001	0	-108,001
	<b>Sum:</b>	<b>-108,001</b>	<b>0</b>	<b>-108,001</b>

  

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	General Fund Discretionary	-108,001	0	-108,001
	<b>Sum:</b>	<b>-108,001</b>	<b>0</b>	<b>-108,001</b>

**ES - Bureau of Environmental Services      DP Type      Internal Transfer**

**Request Name:** 8097 -Fund Level Transfers and Adjustments

**Package Description**

This decision package updates transfers among the BES family of funds to match current expectations.

**Service Impacts**

This request includes the following adjustments to the BES family of funds:

- Removal of the \$5 million transfer from the Rate Stabilization Fund to the Operating Fund. The Bureau has assessed the current year balances and determined this transfer will not be necessary.
- Increases the SDC transfer to the Sewer System Debt Redemption by \$5.7 million as a result of additional SDC revenues collected over estimates and cash received from contract payments from current and prior year accruals. By increasing the SDC transfer for debt service, the Operating Fund will reduce the transfer by the same amount less an allowance to cover for timing of interest earnings collected.
- Reduces the cash transfer from the Operating Fund to the Rate Stabilization Fund by \$6 million as it is not necessary to meet coverage targets. The balance will instead be transferred to the construction fund to cash fund CIP.
- Increases the cash transfer to the Construction Fund from the Operating fund by \$22 million supported by approximately \$5.7 million of additional SDC collections, \$1 million net reduction to the Rate Stabilization Fund, Bureau operating underspending of \$2.9 million, additional revenues of \$2.6 million, and approximately \$9 million reduction of unrestricted fund balance from the prior fiscal year. The resources deposited into the construction fund will be placed in contingency and serve to delay future bond sales, which may ultimately reduce or delay future debt service expenses.

**Equity Impacts**

Equity considerations remain unchanged as a result of these adjustments.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Expense</b>				
600000	Contingency		-15,300,000	0	-15,300,000
600000	Fund Transfers - Expense		11,300,000	0	11,300,000
600001	Contingency		-2,900,000	0	-2,900,000
600001	Fund Transfers - Expense		5,700,000	0	5,700,000
609000	Debt Service Reserves		1,000,000	0	1,000,000
614000	Contingency		22,000,000	0	22,000,000
617000	Contingency		-1,000,000	0	-1,000,000
617000	Fund Transfers - Expense		-5,000,000	0	-5,000,000
	<b>Sum:</b>		<b>15,800,000</b>	<b>0</b>	<b>15,800,000</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>				
600000	Fund Transfers - Revenue		-5,000,000	0	-5,000,000

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

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**Budget Detail**

<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>			
600000	Miscellaneous	1,000,000	0	1,000,000
600001	Charges for Services	2,800,000	0	2,800,000
609000	Fund Transfers - Revenue	1,000,000	0	1,000,000
614000	Fund Transfers - Revenue	22,000,000	0	22,000,000
617000	Fund Transfers - Revenue	-6,000,000	0	-6,000,000
	<b>Sum:</b>	<b>15,800,000</b>	<b>0</b>	<b>15,800,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8098 -Facilities - Increase IA with OCT for move and TI's

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with the Office of Community Technology as receiver and Facilities Services as provider for \$355,000 for a project to relocate them to new office space. This IA includes project management and property management services, move costs, permits and fees and tenant improvements. This project was not in the original IA with OCT.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Originally recommended as requested, but based on new info, CBO has reduced this interagency payment from OCT to \$50,000. This is to help facilitate a program carryover for the remaining \$437,000 of the relocation project budget.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	355,000	-305,000	50,000
	<b>Sum:</b>	<b>355,000</b>	<b>-305,000</b>	<b>50,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	355,000	-305,000	50,000
	<b>Sum:</b>	<b>355,000</b>	<b>-305,000</b>	<b>50,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8099 -Facilities - Increase IA with BES for roof replacement

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with BES as receiver and Facilities Services as provider for \$105,000 for a project to reroof the Materials Testing Lab. This projects cost was split between BES and PBOT. This project was not in the original IA with BES.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	105,000	0	105,000
	<b>Sum:</b>	<b>105,000</b>	<b>0</b>	<b>105,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	105,000	0	105,000
	<b>Sum:</b>	<b>105,000</b>	<b>0</b>	<b>105,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8100 -Facilities - Increase IA with Commissioner Fish for carpet replacement

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with Commissioner Fish's office as receiver and Facilities Services as provider for \$23,000 for a project to replace the carpet in the commissioner's office. This project was not in the original IA with the Commissioner's Office.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	23,000	0	23,000
	<b>Sum:</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	23,000	0	23,000
	<b>Sum:</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8101 -Facilities - Increase IA with DAM for security/reception services

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with the Division of Asset Management as receiver and Facilities Services as provider for \$60,000 for security/reception services to the 5th floor of the Congress Center temporary space. The original plan was for a limited-term position to provide these services and they would be funded with IA's with tenants and Facilities Services. The person in the position moved to another bureau early in the fiscal year and was replaced by a contract security guard.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	60,000	0	60,000
	<b>Sum:</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	60,000	0	60,000
	<b>Sum:</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8102 -Facilities - Increase IA with Water for various projects

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with Water as receiver and Facilities Services as provider for \$250,000 for Mt Tabor Preservation project work, rental property work, maintenance technician work orders. These services were not in the original IA with Water.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	250,000	0	250,000
	<b>Sum:</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	250,000	0	250,000
	<b>Sum:</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>

**ZD - Prosper Portland**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8104 -Brownfield Program Carry Over

**Package Description**

This request asks that funds are carried over for the Brownfield Property Tax Exemption Program, as further described below. The program is working through the design phase and is in need of some legislative fixes as well as approval from Multnomah County and Portland Public Schools. These steps are targeted for late Spring, after which Prosper Portland can begin to implement the program. Resolution 37307 passed by City Council on July 19, 2017, directed the Bureau of Environmental Services, Bureau of Planning and Sustainability and Prosper Portland to evaluate development of a Brownfields Cleanup Tax Incentive authorized by HB 4084 to support the remediation of contaminated property within the City. Work is underway now to identify the costs and benefits of a brownfields property tax exemption, draft the proposed code amendments and administrative rules and develop an implementation plan for City Council as directed in July 2018. Prosper Portland has been identified by the inter-bureau team as the likely administer of the program once it is designed and approved by City Council. This request supports 1 FTE at Prosper Portland to implement the program, conduct outreach to eligible property owners, process and approve application requests, monitor compliance with program requirements, produce periodic program reports and interface annually with the County Tax Assessor to certify tax exemptions to the tax rolls.

**Service Impacts**

- Return dormant land to the supply of developable land within the Urban Growth boundary. It is estimated that brownfield properties account for approximately 1/3 of the growth capacity (in estimated 910 acres.)
- Potentially generate \$240 million in economic activity, which could result in 31,000 new jobs and over \$40 million in additional annual Portland tax revenue.
- In the 2035 Comprehensive Plan in the section on Industrial and Employment Districts, it calls for new strategies to expand capacity for employment growth while also meeting environmental and other objectives and in particular new tools to accelerate brownfield redevelopment. Policy 6.45 calls to provide incentives, investments, technical assistance and other direct support to overcome financially-feasibility gaps to enable remediation and redevelopment of brownfields for industrial growth.

**Equity Impacts**

- The objectives of Prosper Portland’s Equity Policy are pursued by: 1) managing all investments, projects and programs in a manner which explicitly considers beneficiaries, addresses disparities and supports equitable outcomes, and 2) ensuring that significant Prosper Portland investments provide opportunities for living wage construction jobs, career advancement and business opportunities for historically disadvantaged populations.
- The program would be available citywide, with an added incentive available for projects in “vulnerable neighborhoods” as defined by BPS.

**CBO Analysis**

Recommended as requested. Prosper Portland, in conjunction with Multnomah County and Portland Public Schools, is working through designing the program and any legislative fixes that may be necessary.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services		-123,000	0	-123,000
	<b>Sum:</b>		<b>-123,000</b>	<b>0</b>	<b>-123,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		-123,000	0	-123,000
	<b>Sum:</b>		<b>-123,000</b>	<b>0</b>	<b>-123,000</b>

**MF - Office of Management & Finance**

**DP Type**

**New Revenue**

**Request Name:** 8105 -Facilities - Increase IA with BDS for security services and projects

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with BDS as receiver and Facilities Services as provider for \$560,000. This is for security services at the 1900 Building (\$180,000) and various projects for BDS space at the 1900 Building and their leased space (\$380,000). These services were not in the original IA with BDS.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	560,000	0	560,000
	<b>Sum:</b>	<b>560,000</b>	<b>0</b>	<b>560,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	560,000	0	560,000
	<b>Sum:</b>	<b>560,000</b>	<b>0</b>	<b>560,000</b>

**MF - Office of Management & Finance**

**DP Type**

**New Revenue**

**Request Name:** 8106 -Facilities - Increase IA with Auditor's Office for security enhancements

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with the Auditor's Office as receiver and Facilities Services as provider for \$70,000 for a project to construct security enhancements in Auditor's Office at City Hall. This project was not in the original IA with the Commissioner's Office. This amount is for cost projected to be incurred in FY 2018-19. The balance of the project will be completed, and billed to the Auditor's Office, in FY 2019-20.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
701000 External Materials and Services		261,122	0	261,122
	<b>Sum:</b>	<b>261,122</b>	<b>0</b>	<b>261,122</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
701000 Interagency Revenue		261,122	0	261,122
	<b>Sum:</b>	<b>261,122</b>	<b>0</b>	<b>261,122</b>

**MF - Office of Management & Finance**

**DP Type**

**New Revenue**

**Request Name:** 8107 -Facilities - Increase IA with Fleet for Fuel Stations projects

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with the Fleet as receiver and Facilities Services as provider for \$33,000. A project to replace fuel stations is taking more time to design, permit, bid and contract than anticipated and as a result is requiring more project management services from Facilities Services.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	External Materials and Services		33,000	0	33,000
		<b>Sum:</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
701000	Interagency Revenue		33,000	0	33,000
		<b>Sum:</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>

**MF - Office of Management & Finance                      DP Type                      New Revenue**

**Request Name:** 8108 -Facilities - Appropriate payment from insurance carrier

**Package Description**

The purpose of this budget adjustment request is to appropriate an anticipated payment from the City's property insurance carrier to Facilities Services for \$215,000. A fire in the Kelly Building caused considerable damage and Facilities incurred costs to repair and clean the building. Police Bureau incurred costs for replacing equipment and is covering the \$100,000 deductible.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	215,000	0	215,000
	<b>Sum:</b>	<b>215,000</b>	<b>0</b>	<b>215,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Miscellaneous	215,000	0	215,000
	<b>Sum:</b>	<b>215,000</b>	<b>0</b>	<b>215,000</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8109 -Facilities - Internal transfer in case project work accelerates

**Package Description**

The purpose of this budget adjustment request is to transfer \$7 million of appropriation from contingency to the Portland Building reconstruction project. This is case pace of construction accelerates and exceed current projection. This includes \$100,000 for BTS services. This would be not an increase in the project's budget but a move of costs from FY 2019-20 to FY 2018-19.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	Capital Outlay		5,033,000	0	5,033,000
701000	Contingency		-7,000,000	0	-7,000,000
701000	External Materials and Services		1,867,000	0	1,867,000
701000	Internal Materials and Services		100,000	0	100,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8110 -Facilities - Increase IA with Mayor's Office for additional security services

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with the Mayor's Office as receiver and Facilities Services as provider for \$66,000. The Mayor's Office is requesting a level of security services that the original IA did not anticipate.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	External Materials and Services		66,000	0	66,000
		<b>Sum:</b>	<b>66,000</b>	<b>0</b>	<b>66,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
701000	Interagency Revenue		66,000	0	66,000
		<b>Sum:</b>	<b>66,000</b>	<b>0</b>	<b>66,000</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8111 -Facilities -Transfer from contingency for new vehicle

**Package Description**

The purpose of this budget adjustment request is to transfer \$48,500 of appropriation from contingency to a Fleet IMS account for the purchase of a new truck.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	Contingency		-48,500	0	-48,500
701000	Internal Materials and Services		48,500	0	48,500
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance**

**DP Type**

**New Revenue**

**Request Name:** 8112 -Facilities - Update bond sale revenue for new financing plan

**Package Description**

The purpose of this budget adjustment request is to appropriate bond sale proceeds for the Portland Building reconstruction project. The original financing plan, upon which the FY 2018-19 budget was based, had the project funded with a line of credit and the line taken out with bonds in FY 2019-20. In order to lock in low interest rates the bond sale was moved up to November and was for all but the last \$10 million of project costs. The resulting appropriation will be placed in contingency for FY 2019-20 costs and in debt service accounts, since the debt service on the bonds is greater than what was included in the budget for the line of credit. This request also makes adjustments Note Sales revenue and Interest on Notes and Bonded Debt Interest accounts to reflect the change in the financing plan.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	Contingency		21,999,000	0	21,999,000
701000	Debt Service		-79,000	0	-79,000
		<b>Sum:</b>	<b>21,920,000</b>	<b>0</b>	<b>21,920,000</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
701000	Bond & Note Proceeds		21,920,000	0	21,920,000
		<b>Sum:</b>	<b>21,920,000</b>	<b>0</b>	<b>21,920,000</b>

**EC - Bureau of Emergency Communications**

**DP Type Compensation Set-Aside**

**Request Name:** 8114 -BOEC Set Aside

**Package Description**

Compensation Set Aside is needed as BOEC has filled all existing Dispatch FTE and four additional training over-hires to meet staffing needs.

**Service Impacts**

Call answering times have improved with additional staffing.

**Equity Impacts**

BOEC provides equal access to all emergency services for all community members

**CBO Analysis**

BOEC is requesting the entirety of its compensation set-aside allocation due to increased costs related to having full staffing plus 4 over-hires and premium pay and overtime costs. CBO recommends this request.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
202000	Personnel	370,000	0	370,000
	<b>Sum:</b>	<b>370,000</b>	<b>0</b>	<b>370,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
202000	Fund Transfers - Revenue	370,000	0	370,000
	<b>Sum:</b>	<b>370,000</b>	<b>0</b>	<b>370,000</b>

**EC - Bureau of Emergency Communications**

**DP Type      New Revenue**

**Request Name:** 8115 -Additional Revenue MSAG

**Package Description**

The State Office of Emergency Management reimburses 911 centers for work completed on mapping and GIS. This request includes funds that were not received last fiscal year.

**Service Impacts**

BOEC completes updates to the Master Street Address Guide (MSAG), which ensures accurate mapping in the Computer Aided Dispatch (CAD) system.

**Equity Impacts**

BOEC provides equal access to all emergency services for all community members

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
202000	External Materials and Services		96,000	0	96,000
		<b>Sum:</b>	<b>96,000</b>	<b>0</b>	<b>96,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
202000	Charges for Services		96,000	0	96,000
		<b>Sum:</b>	<b>96,000</b>	<b>0</b>	<b>96,000</b>

**MF - Office of Management & Finance                      DP Type                      New Revenue**

**Request Name:** 8116 -Facilities - Increase IA with Government Relations for requested services

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with the Government Relations Office as receiver and Facilities Services as provider for \$14,500 for requested services. The Mayor's Office is requesting a level of security services that the original IA did not anticipate.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	External Materials and Services	14,500	0	14,500
	<b>Sum:</b>	<b>14,500</b>	<b>0</b>	<b>14,500</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue	14,500	0	14,500
	<b>Sum:</b>	<b>14,500</b>	<b>0</b>	<b>14,500</b>

**EC - Bureau of Emergency Communications**

**DP Type Contingency**

**Request Name:** 8117 -Contingency Transfer

**Package Description**

These funds are required to cover costs incurred for professional services, which addressed internal timekeeping issues and GATR mandated development of a scheduling forecasting system. In addition, Computer Aided Dispatch (CAD) updates were completed which were previously unbudgeted. Furthermore, prior budgets did not address overtime expenditures. This request includes estimated operational overtime.

**Service Impacts**

BOEC can implement timekeeping business continuity and staffing-related GATR mandates. Additionally, CAD updates are completed. Furthermore, a strategic use of overtime ensures adequate staffing as needed. These costs, with the exception of overtime expenditures, will not be incurred in the future.

**Equity Impacts**

BOEC provides equal access to all emergency services for all community members

**CBO Analysis**

BOEC is requesting to draw down its Contingency to pay for Personal Services and External Materials & Services costs. The personnel costs are tied to BOEC reaching full staffing and incurring additional premium costs and overtime costs over budget. EMS costs are related to professional services, including consultant services related to timekeeping. CBO recommends this request.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
202000	Contingency		-709,107	0	-709,107
202000	Personnel		709,107	0	709,107
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PU - Commissioner of Public Utilities      DP Type      General Fund Program Carryover**

**Request Name:** 8118 -CPU - Program Carryover for Office Furnishings

**Package Description**

The Commissioner of Public Utilities is requesting a \$20,000 program carryover in unspent FY 2018-19 resources into the FY 2019-20 budget for Commissioner Fritz's office for office furnishings. The office furnishings were already well-worn when Commissioner Fritz won the 2008 election. Significant savings exist within current appropriation to fully fund this request.

**Service Impacts**

N/A

**Equity Impacts**

The office furnishings have not received a major update since the Commissioner began her term. Funding this request will help bring the furnishings up to the standards of the other Council Offices.

**CBO Analysis**

Recommended. CBO recommends that the Office expedite use or encumbrance of available current year resources towards these efforts against the Office's current year external materials and services budget. However, because the Office anticipate expending only a portion of those resources this fiscal year, CBO recommend this carryover to complete the facility upgrade in FY 2019-20.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		0	-20,000	-20,000
100000	Personnel		-20,000	20,000	0
		<b>Sum:</b>	<b>-20,000</b>	<b>0</b>	<b>-20,000</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		-20,000	0	-20,000
		<b>Sum:</b>	<b>-20,000</b>	<b>0</b>	<b>-20,000</b>



**AT - Office of the City Attorney**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8120 -Contract Approval Paralegal

**Package Description**

This carryover request for \$131,000 will continue funding one paralegal to assist with the contract review process improvement project. The City Code requires the City Attorney's Office to review every City contract. The number of contracts has more than doubled in the last ten years from 5,000 to over 11,000. Moreover, the complexity of many contracts has increased as they involve complicated technology and software purchases. Paralegal support is the most efficient use of resources to handle routine contract reviews. The office has requested ongoing funds for this position in the FY19-20 Budget, however the position has not been recommended. In the event the position is not approved, the office requests carryover funds to continue the project for an additional year. With paralegal support this year, the office has been able to improve contract review turnaround time and make process improvements. However, the office has not yet been able to address the quality of contract submissions coming into the office. With another year of paralegal support, attorneys will have time to continue developing Citywide training to help address this problem. Additionally, the office expects to have unusually high vacancy savings this year due to higher than normal staff turnover. Therefore, the impact to the General Fund should be minimal.

**Service Impacts**

The office has implemented several internal process improvements including a dedicated email address for contract submittal (streamlined intake), electronic signatures (less printing, signing and scanning), website resources for bureau staff (fewer questions), and developing new SAP reports (quicker routing), all of which reduce attorney time and improve efficiency. Additionally, using a paralegal for routine reviews has been a cost-effective and efficient process improvement. YTD the paralegal has reviewed insurance and other regulatory documents related to over 2,500 City permits, bonding documents, and contract amendments, allowing the attorneys to focus on more complex agreements. Turnaround time on routine contracts is improving and the primary attorney is no longer required to work excessive and unsustainable overtime to keep up with the demand. However, the number of contracts that take more than five days to review has increased from 200 to more than 1,000. Many of these more complex contracts involve complicated technology projects. On the other hand, other contracts submittals are incomplete and/or inaccurate resulting in multiple reviews and inefficient use of attorney time. To address this problem, the attorneys need time to develop and provide Citywide training. The office realigned internal resources to assign an additional attorney to help with complex contract reviews. However, the paralegal is funded with one-time carryover funds and the only other General Fund paralegal position in the office manages the public records program. Realigning resources from that program is not feasible.

With continued paralegal support, the office expects to substantially decrease the turnaround time on many contracts and provide contract submittal training to bureaus to increase the quality of submittals to the office. More accurate and complete submittals will both reduce the number of contract reviews needed and the amount of time required for each review, increasing efficiency even more.

Without this paralegal position, contract review turnaround time will increase dramatically, additional training will not be possible, and the office is at risk of losing highly qualified attorneys to other job opportunities with more reasonable workload demands.

**Equity Impacts**

Smaller firms generally have a more difficult time absorbing a delay when contracting with the City. Therefore, delays in contracting likely disproportionately impact smaller firms, which is not equitable. The paralegal position devoted to contract reviews can help reduce this inequitable impact.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000 Personnel		-131,000	0	-131,000
	<b>Sum:</b>	<b>-131,000</b>	<b>0</b>	<b>-131,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

Details

Run Time: 4:40:27 PM

**Budget Detail**

<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary	-131,000	0	-131,000
	<b>Sum:</b>	<b>-131,000</b>	<b>0</b>	<b>-131,000</b>

**BO - City Budget Office**

**DP Type**

**Request Name:** 8121 -Convert limited-term position to permanent

**Package Description**

Currently, CBO has one limited term Financial Analyst I position that has been funded with ongoing resources for a number of years. The position is currently filled, and since the ongoing resources are available, CBO is requesting to convert the position to permanent to provide greater stability across the staff. Notably, CBO has requested to convert this position to permanent in its FY 2019-20 requested budget; this Spring BMP request would convert this position to permanent two months prior to the adoption of the FY 2019-20 budget. No additional resources are required to support the conversion of this position.

**Service Impacts**

If this reallocation is not approved, CBO would continue to fund this position in its limited-term status.

**Equity Impacts**

This limited-term position is typically filled by newer staff members. To the degree that these newer staff members identify as persons of color, then converting this position to permanent would provide greater stability for employees of color.

**CBO Analysis**

Recommended as requested.

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total	
100000	Personnel		0	0	0
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003054 - Financial Analyst I	1.00	9,629	0	736.59	4,518	14,884
<b>Total</b>	<b>1.00</b>	<b>9,629</b>	<b>0</b>		<b>4,518</b>	<b>14,884</b>

**EC - Bureau of Emergency Communications**

**DP Type Other Adjustments**

**Request Name:** 8122 -Adjust Beginning Fund Balance to Match CAFR

**Package Description**

Every year BOEC adjusts its Beginning Fund Balance in the Spring BMP to match the ending fund balance published in the CAFR.

**Service Impacts**

None.

**Equity Impacts**

None.

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
202000	Contingency	-124,394	0	-124,394
	<b>Sum:</b>	<b>-124,394</b>	<b>0</b>	<b>-124,394</b>

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
202000	Beginning Fund Balance	-124,394	0	-124,394
	<b>Sum:</b>	<b>-124,394</b>	<b>0</b>	<b>-124,394</b>

**BO - City Budget Office**

**DP Type**

**Other Adjustments**

**Request Name:** 8124 -Budget System Replacement Reserve

**Package Description**

In alignment with proposed improvements to financial policies, CBO requests to allocate \$100,000 in projected underspending to the technology replacement reserve for the eventual replacement of the budget software system (OMF 4.03.01 Internal Services Fund Reserves Procedures). Assuming comparable costs to the current system, a seven year replacement cycle, and inflationary increase of 5% per year, approximately \$1.5 million will be required for the new system. While CBO is unlikely to have sufficient budget capacity to fund the entire replacement, the amount in the reserve fund could significantly offset the expected replacement costs.

**Service Impacts**

Funding available for this reserve would be funded from current year vacancy savings that result from an unusually high turnover in staff. If this request is not approved, these savings would fall to General Fund balance in FY 2019-20. Additionally, if not approved, there would be fewer available resources to fund the eventual system replacement.

**Equity Impacts**

BFM was configured to accommodate efforts to better incorporate equity considerations into the budget process, such as including fields for bureaus to provide descriptions of how decision packages impact their equity goals and fields for describing how bureau programs advance equity goals. In addition, having a more robust performance management module within the system will allow for more clear connections between how budget decisions impact bureau performance goals, including service goals related to bureaus' equity initiatives. It is expected that future budget system would incorporate and build upon these efforts.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	Internal Materials and Services		100,000	0	100,000
100000	Personnel		-100,000	0	-100,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8125 -BHR Health - Contingency Move

**Package Description**

Adjust the Health Insurance Fund Appropriation for unanticipated medical claims. This request reduces contingency by \$2,848,428 to fund potential unanticipated medical claims. Approval of this adjust will align the current appropriation with projected spending. The move from contingency is balanced by increasing appropriations in External Materials and Services and Personnel Services.

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
700000	Contingency		-2,848,428	0	-2,848,428
700000	External Materials and Services		2,807,725	0	2,807,725
700000	Personnel		40,703	0	40,703
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8126 -BHR Health - Limited-Term to Permanent

**Package Description**

The Health Fund is requesting to convert a limited-term position to a full time permanent position within total rewards program. Originally this position was a lower level position within deferred compensation and was upgraded to an HR Technician. Subsequently, through the classification and compensation study, it was reclassified as a HR Analyst 1. This position was upgraded due to the increased complexity of the work performed. This position is now responsible for the administration of the Life Insurance, long-term disability claims processing and benefits payment functions. Sufficient appropriation exists within the total rewards program to fund this position on a permanent basis.

**Service Impacts**

Making this position permanent will help ensure the smooth processing of life insurance, disability, and benefit payments and claims.

**Equity Impacts**

Work performed by this position ensures equitable access to Citywide benefits within the City's Total Rewards Program.

**CBO Analysis**

Recommended. This position is budgeted in fund 700; it is recommended this permanent body of work be reflected by the authorization of a permanent ongoing position.

<b>Budget Detail</b>					
<b>Fund</b>					
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total	
700000	Personnel		0	0	0
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>Position Detail</b>						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003063 - Human Resources Analyst I	1.00	0	0	0	0	0
<b>Total</b>	<b>1.00</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8127 -Facilities - Increase IA with Special Appropriations

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with Special Appropriations as receiver and Facilities Services as provider for \$1,000 for requested services.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	Contingency		1,000	0	1,000
		<b>Sum:</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
701000	Interagency Revenue		1,000	0	1,000
		<b>Sum:</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>

**NI - Office of Community and Civic Life      DP Type      Mid-Year Reduction**

**Request Name:** 8129 -Cannabis Tax Revenue - Transfer to Prosper Portland

**Package Description**

\$210,000 of the \$700,000 (30%) Cannabis Tax Revenue Fund was directed by Commissioner Eudaly to go to Prosper Portland as dedicated to providing support and technical assistance to minority-owned cannabis businesses.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO does not recommend the transfer to Prosper Portland. CBO recommends Civic Life carryover the full \$700,000 one-time Recreational Cannabis Tax Fund allocation and include it in the upcoming round of community grants.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
227020	External Materials and Services	-210,000	0	0
	<b>Sum:</b>	<b>-210,000</b>	<b>0</b>	<b>0</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
227020	Miscellaneous Fund Allocation	-210,000	0	0
	<b>Sum:</b>	<b>-210,000</b>	<b>0</b>	<b>0</b>

**HC - Portland Housing Bureau**

**DP Type**

**Program Carryover**

**Request Name:** 8131 -Rebudget

**Package Description**

This request adjusts non-General Fund budgets for affordable housing projects (multi-family and single family) across fiscal years to better reflect when funds will be spent, taking advantage of better construction schedule information. In addition, funding is being allocated for the completion of the Carey Boulevard property transaction from the Water Bureau.

**Service Impacts**

The carryover of these funds from FY 2018-19 to FY 2019-20 will ensure that the construction of new affordable housing units will continue.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
213030	External Materials and Services	-85,000	0	-85,000
218000	External Materials and Services	-4,760,724	0	-4,760,724
219000	External Materials and Services	-300,495	0	-300,495
221002	External Materials and Services	-560,000	0	-560,000
221004	External Materials and Services	-2,312,846	0	-2,312,846
221005	Capital Outlay	6,850,000	0	6,850,000
221005	External Materials and Services	-9,094,442	0	-9,094,442
221005	Fund Transfers - Expense	3,350,000	0	3,350,000
221005	Internal Materials and Services	11,000	0	11,000
221006	External Materials and Services	-670,335	0	-670,335
221008	External Materials and Services	5,818	0	5,818
221505	External Materials and Services	-1,000,000	0	-1,000,000
<b>Sum:</b>		<b>-8,567,024</b>	<b>0</b>	<b>-8,567,024</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
213030	Beginning Fund Balance	-85,000	0	-85,000
218000	Intergovernmental	-4,760,724	0	-4,760,724
219000	Intergovernmental	-300,495	0	-300,495
221002	Intergovernmental	-560,000	0	-560,000
221004	Intergovernmental	-2,312,846	0	-2,312,846
221005	Intergovernmental	1,116,558	0	1,116,558
221006	Intergovernmental	-670,335	0	-670,335

**F4 - BMP Amendment Request Report**

Run Date: 4/18/19

Details

Run Time: 4:40:27 PM

**Budget Detail**

<b>Fund</b>			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>				
221008	Intergovernmental		5,818	0	5,818
221505	Intergovernmental		-1,000,000	0	-1,000,000
	<b>Sum:</b>		<b>-8,567,024</b>	<b>0</b>	<b>-8,567,024</b>

**HC - Portland Housing Bureau**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8132 -GF Program Carryover

**Package Description**

This request would carryover funds for two renter services contracts, as well as funding for two existing positions in FY 2019-20.

**Service Impacts**

Complete services started in FY 2017-18 in FY 2019-20.

**Equity Impacts**

**CBO Analysis**

As a carryover of one-time allocated project funding, CBO recommends the requested carryover. Notably, the bureau has requested one-time funds for this purpose in the FY 2019-20 budget and this carryover would fund approximately half of that General Fund request. This would also increase the total CDBG resources allocated for Fair Housing contracts in FY 2019-20 by approximately 11%. CBO also recommends that PHB work with providers to analyze spending data and develop updated ongoing service capacity and cost estimates, which would help to inform both the required bridge funding to maintain current service levels and the costs that should be included in the Rental Registration fee.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		-299,000	0	-299,000
100000	Personnel		-120,000	0	-120,000
		<b>Sum:</b>	<b>-419,000</b>	<b>0</b>	<b>-419,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		-419,000	0	-419,000
		<b>Sum:</b>	<b>-419,000</b>	<b>0</b>	<b>-419,000</b>



**HC - Portland Housing Bureau**

**DP Type**

**Other Adjustments**

**Request Name:** 8134 -Housing Program Resource Adjustments

**Package Description**

This request adjusts budgets for non-General Fund programs, including adjustments to various bond project budgets to repay inter fund loans, cover interim bond staffing costs, and reset funding structures for the new bond delivery model.

**Service Impacts**

The primary resource adjustment facilitates the repayment of interim financing to BDS for the acquisition of the East Burnside apartments, a 51 unit property that is intended to serve 35 residents at up to 60% AMI, and 16 residents at up to 30% AMI. Up to 9 of the units will be dedicated to permanent supportive housing.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		5,000	0	5,000
213000	External Materials and Services		-1,400,000	0	-1,400,000
213000	Fund Transfers - Expense		280,000	0	280,000
213004	Personnel		4,000	0	4,000
213010	External Materials and Services		5,000	0	5,000
213010	Personnel		3,500	0	3,500
213020	External Materials and Services		-537,139	0	-537,139
213020	Fund Transfers - Expense		537,139	0	537,139
221103	External Materials and Services		126,000	0	126,000
225010	External Materials and Services		250,000	0	250,000
225011	External Materials and Services		-660,000	0	-660,000
225031	External Materials and Services		80,000	0	80,000
226003	External Materials and Services		15,000	0	15,000
404107	Debt Service		560,000	0	560,000
404107	External Materials and Services		1,000	0	1,000
404108	Capital Outlay		-14,640,000	0	-14,640,000
404108	External Materials and Services		-2,000	0	-2,000
404108	Internal Materials and Services		-2,000	0	-2,000
404108	Personnel		-2,611	0	-2,611
404109	Debt Service		14,565,000	0	14,565,000
404109	External Materials and Services		-10,000	0	-10,000
404110	Debt Service		220,000	0	220,000
404110	External Materials and Services		-400,000	0	-400,000

F4 - BMP Amendment Request Report

Run Date: 4/18/19

Details

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**Budget Detail**

<b>Fund</b>		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Expense</b>			
404110	Personnel	3,179	0	3,179
404203	Capital Outlay	-2,465,913	0	-2,465,913
404203	Debt Service	30,000	0	30,000
404203	External Materials and Services	-634,087	0	-634,087
	<b>Sum:</b>	<b>-4,068,932</b>	<b>0</b>	<b>-4,068,932</b>

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Interagency Revenue	5,000	0	5,000
213000	Beginning Fund Balance	-1,400,000	0	-1,400,000
213000	Fund Transfers - Revenue	280,000	0	280,000
213004	Charges for Services	4,000	0	4,000
213010	Charges for Services	8,500	0	8,500
221103	Fund Transfers - Revenue	126,000	0	126,000
225010	Miscellaneous	25,000	0	25,000
225010	Taxes	225,000	0	225,000
225011	Taxes	-660,000	0	-660,000
225031	Beginning Fund Balance	80,000	0	80,000
226003	Fund Transfers - Revenue	15,000	0	15,000
404001	Bond & Note Proceeds	-500,000	0	-500,000
404001	Fund Transfers - Revenue	500,000	0	500,000
404107	Bond & Note Proceeds	560,000	0	560,000
404107	Fund Transfers - Revenue	1,000	0	1,000
404108	Beginning Fund Balance	293,668	0	293,668
404108	Bond & Note Proceeds	-14,650,000	0	-14,650,000
404108	Fund Transfers - Revenue	9,721	0	9,721
404108	Miscellaneous	-300,000	0	-300,000
404109	Bond & Note Proceeds	14,555,000	0	14,555,000
404110	Beginning Fund Balance	210,961	0	210,961
404110	Bond & Note Proceeds	-400,000	0	-400,000
404110	Fund Transfers - Revenue	11,418	0	11,418
404110	Miscellaneous	800	0	800
404203	Bond & Note Proceeds	-3,070,000	0	-3,070,000
	<b>Sum:</b>	<b>-4,068,932</b>	<b>0</b>	<b>-4,068,932</b>

**NI - Office of Community and Civic Life      DP Type      General Fund Program Carryover**

**Request Name:** 8136 -Carryover for census activities

**Package Description**

o This carryover of savings in external materials and services and personnel will be applied toward 2020 Census staffing and community grantmaking aligned with the proposed activities for this project in the FY 19-20 proposed budget. Civic Life has proposed an investment of \$528,292 in FY 19-20 to increase the count among hard-to-count (HTC) populations. Of this amount, \$475,000 is requested for grants to invest in community partners and led by and embedded within targeted HTC populations to implement a field operations plan coordinated and aligned with broader regional partnerships, including the Census Equity Funders Committee of Oregon, the tri-county Portland Metropolitan region, and the state of Oregon, Office of Diversity, Equity and Inclusion. \$53,292 is requested for a 0.5 FTE Coordinator I staff position to support three existing staff positions whose efforts have been partially reassigned to 2020 Census preparation.

**Service Impacts**

Hard to Count Populations will be properly counted in the 2020 census, leading to more federal funding for the City and State.

**Equity Impacts**

**CBO Analysis**

CBO recommends the carryover request of \$225,000 as previously allocated by Council, and as a true carryover request. However, CBO does not recommend the carryover request of \$125,000, as this would reflect a program expansion for an undefined program need. CBO recommends Council review this carryover request, and the already allocated \$225,000 holistically with the bureau's FY 2019-20 request and determine what it wants the bureau to accomplish and in what timeframe, balanced with available resources. The City needs to know the plan to accomplish "x" and what it will cost in total, and its proportional share, in order to make a well-informed decision.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		-100,000	0	0
100000	Personnel		-25,000	0	0
		<b>Sum:</b>	<b>-125,000</b>	<b>0</b>	<b>0</b>

  

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		-125,000	0	0
		<b>Sum:</b>	<b>-125,000</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance**

**DP Type**

**New Revenue**

**Request Name:** 8137 -Facilities - Increase IA with Commissioner Fritz Office for requested services

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with Commissioner Fritz as receiver and Facilities Services as provider for \$30,000 for requested services.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	External Materials and Services		30,000	0	30,000
		<b>Sum:</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
701000	Interagency Revenue		30,000	0	30,000
		<b>Sum:</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>

**TR - Portland Bureau of Transportation      DP Type      Contingency**

**Request Name:** 8138 -Maximo Upgrade Project

**Package Description**

The enterprise asset management system for PBOT is IBM Maximo. The Maximo 7.6 Upgrade project includes many components to improve our work order management system and help formalize our enterprise asset management system capabilities for the bureau. The catalyst for the upgrade project is the replacement of PBOT servers that support Maximo, which will be out of compliance by December 31, 2019. Additionally, we will be focusing on implementing as much "out-of-the-box" or standard configuration as possible to ensure we're following best practice, creating a system that can be maintained well and adapt to changes in our business.

**Service Impacts**

Project needs to be completed by December31, 2019 for compliance.  
 Project will add reliability, improved functionality and improve user interface.  
 Provide employees reliable data and enhanced reporting features.  
 Provide access to new system capabilities, which will improve business effectiveness and efficiency.

**Equity Impacts**

The Maximo 7.6 Upgrade project will improve the Technology Services Division ability to support requests from the bureau's staff about data to inform their analysis of communities served. Additionally, the Maximo 7.6 Upgrade project will provide accurate, up-to-date data to bureau staff in order to support the bureau's Racial Equity Plan Strategy and the bureau's Strategic Asset Management Plan (being released at the end of fiscal year 2019).

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
200000	Contingency		-300,000	0	-300,000
200000	External Materials and Services		300,000	0	300,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TR - Portland Bureau of Transportation      DP Type      Contingency**

**Request Name:** 8139 -Mt Calvary Landslide Repair

**Package Description**

The landslide caused damage to the slope on the Archdiocese Property and the Right of Way. The landslide comprised the stability of the remaining slope. The majority of the landslide materials were deposited in the Right of Way. The City immediately removed the landslide debris from W Burnside St and removed the remaining trees from the Archdiocese property and the Right of Way that posed a threat to the traveling public and the remaining slope. The Archdiocese installed erosion control on the Archdiocese property and in the Right of Way to reduce the ability for storm water to enter the slope. The City is paying for a proportional amount of the repairs and slope stabilization.

**Service Impacts**

The slide posed a hazard to the traveling public and remaining slope. The slide repairs need to be done to prevent further erosion of the slope.

**Equity Impacts**

No Equity Impact

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
200000	Contingency		-123,683	0	-123,683
200000	External Materials and Services		123,683	0	123,683
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TR - Portland Bureau of Transportation      DP Type      Contingency**

**Request Name:** 8140 -Wildwood Ped Crossing

**Package Description**

The Wildwood Trail is a heavily used walking trail in the Southwest Hills, with up to 80,000 trail users annually in the most recent count at the at-grade crossing of W. Burnside Street, which counts 10,000 cars passing daily. The intersection of the Wildwood Trail and West Burnside Street was identified in the City of Portland's 1998 Pedestrian master plan as a hazard.

The Portland Parks Foundation, working with local community members, seeks to construct a footbridge over West Burnside Street that will provide continuity of the Wildwood Trail and safe passage above the street traffic. The Portland Parks Foundation is currently working with private and public sector partners to identify funding for the bridge.

In the FY 2016 Budget, City council allocated GF Capital Set Aside fund for safety improvements on W Burnside stipulating that a portion on those funds be directed towards the Footbridge Over Burnside.

**Service Impacts**

The intersection of the Wildwood Trail and West Burnside St is a hazard for 80,000 pedestrians. The footbridge would eliminate vehicle and pedestrian hazard at the intersection.

**Equity Impacts**

No Equity Impact

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
200000	Contingency		-1,050,000	0	-1,050,000
200000	External Materials and Services		1,050,000	0	1,050,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
200000	Charges for Services		0	0	0
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TR - Portland Bureau of Transportation      DP Type      Other Adjustments**

**Request Name:** 8141 -N Rivergate Freight Project

**Package Description**

Per ordinance 189107. The City agreed to transfer \$4.0 mil to Metro in exchange for Metro applying \$5 mil in Federal Highway Improvement Funds to the North Rivergate Freight Projects. Additionally, Ordinance 189106, the Port of Portland agreed to transfer/reimburse the City for the \$4.0 mil payment to Metro.

**Service Impacts**

There is no financial impact to the bureau with this financial transaction. The Port of Portland is reimbursing the City for the payment to Metro.

**Equity Impacts**

No Equity Impact

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
200000	External Materials and Services	4,000,000	0	4,000,000
	<b>Sum:</b>	<b>4,000,000</b>	<b>0</b>	<b>4,000,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
200000	Intergovernmental	4,000,000	0	4,000,000
	<b>Sum:</b>	<b>4,000,000</b>	<b>0</b>	<b>4,000,000</b>

**TR - Portland Bureau of Transportation      DP Type      Other Adjustments**

**Request Name:** 8142 -Senior Planner - Transportation

**Package Description**

This package would convert a limited term Senior Planner – Transportation to a full-time position. Budget for this position in the current fiscal year would be covered through current savings within the Transportation Planning Group. This position is fully funded in next years budget. This position will act as a team leader within APP and the Planning Division of PBOT. The Senior City Transportation Planner will lead, manage and provide the highest-level expertise to complex and politically sensitive planning studies, projects, and assignments. The position will represent the bureau in inter-agency, local, regional and state meetings and planning efforts, and will be expected to exercise expert independent judgment, initiative and decision-making authority to develop timely solutions to complex problems. Projects and assignments will require a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing City codes and policy, and maintaining effective contacts and relationships with elected and appointed officials and the general public. The range of projects will include transportation planning in support of land use plans, area and corridor transportation plans, concept design and project development, grant applications, and land use and transportation research and policy development. As project lead, the Senior Planner will be the primary point of contact for decision makers, consultants, neighborhood and business associations, advocacy groups and other stakeholders.

**Service Impacts**

The reasoning for why this position is needed now is because the Area and Project Planning (APP) group needs additional staff to further assist PBOT in the development of area plans and transportation corridor projects to implement the City’s Comprehensive Plan. This position allows APP to develop more planning concepts and advance them to a greater level of detail than has been the norm. This will allow projects to advance to the Capital Delivery Division for final design and construction according to PBOT’s newly established Project Delivery (Stage-Gating) methodology. Presently the Area and Project Planning section has in its portfolio several complex projects in need of a Senior Planner for management and execution.

**Equity Impacts**

With this action there are no negative impacts and there are positive impacts. As PBOT needs to plan and invest in areas of high equity concern and high transportation infrastructure deficiencies, including safety, this position will provide the organization the resources to plan and invest in high equity concern areas and meet its stated equity goals.

**CBO Analysis**

CBO recommends this request as the position is already filled, should assist with high project delivery expectations, and is project funded without a GTR impact. However, CBO notes PBOT has not identified an equilibrium point or methodology for how many FTE are needed to make a substantial impact on project delivery and performance measure outcomes.

CBO has concerns with the bureau’s internal process for identifying a need for each incremental FTE add, and notes that the bureau has added 15 new limited term positions in the current fiscal year outside of the budget process, totaling \$755,258 in additional personnel costs.

CBO strongly recommends the bureau conduct an internal needs assessment of project delivery and required FTE to meet this demand, and an assessment of reallocating current vacancies to fill urgent positional needs. CBO also recommends the bureau identify a long-term plan for managing additional FTE costs as should, project funding resources decline.

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total	
200000	Personnel		0	0	0
	<b>Sum:</b>		0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000396 - Planner, Sr City- Transportation	1.00	14,248	0	1,089.97	5,334	20,672

**F4 - BMP Amendment Request Report**

Details

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Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
Total	1.00	14,248	0		5,334	20,672

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**OE - Office of Equity & Human Rights                      DP Type                      General Fund Program Carryover**

**Request Name: 8144 -OEHR Program Carryover**

**Package Description**

This request is for program carryover \$82,500 to cover the following programs and projects:

- Software Pilot (\$50,000) - Subscribe to a software application to collect data and report on the implementation of the Citywide Equity performances 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.
- Professional Services (\$15,000) - Contract a trainer to administer a City-wide training on making documents, publications, and websites ADA accessible for people have disabilities. Bureaus have been requesting support in this area and with one staff person who is proficient in screen-reader technology it has become clear that we need to invest in a City-wide training. ADA Title II compliance is a federal requirement of all City Bureaus and this training will help us get the City in better alignment with ADA Title II and The Disability Equity Initiatives in The Portland Comprehensive Plan.
- Professional Services (\$17,500) - The scope of this project is for program development, recruitment, and implementation for the Black Male Achievement Summer Youth Experience. Black Male Achievement Summer Youth Experience (BMASYE) is a youth driven culturally specific mentoring and professional development program that provides an atmosphere for Black youth between the ages of 16 – 24 to explore career opportunities in the areas of construction, technology, design, entrepreneurship, and public service. We aim to provide the young men with emotional and social intelligence skills that help them recognize emotional cues in themselves and others. We know that the young men will encounter structural and institutional racism in school and the workplace. This program is designed to help young Black men understand the issues that they will encounter in the workplace and how to handle those issues in a positive and constructive manner as they grow their knowledge and understanding of who they are and what they want to be in a professional setting.

**Service Impacts**

The carryover of these funds from FY 2018-19 to FY 2019-20 will ensure that the projects can be completed. It also ensures that the quality of equity related services are delivered in an efficient and timely manner. The carryover further continues to maintain the OEHR commitment to service inside and outside the City of Portland.

**Equity Impacts**

**CBO Analysis**

Partially recommended. CBO recommends carrying over underspending to fund the ADA Title II one-time training, as it is a cost-effective, one-time investment to help meet a known Citywide training and resource gap related to ADA compliance. CBO recommends the carryover for the BMASYE as the bureau is entering into a contract that spans fiscal years for a one-time service. CBO does not recommend carrying over the software pilot resources for an additional year as there is not a clear plan at this point for how that funding would be spent; two bureaus have already independently procured software subscriptions, a cost that was always intended to be funded by individual bureaus in the long-term.

<b>Budget Detail</b>				
<b>Fund</b>				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000 External Materials and Services		-82,500	50,000	-32,500
	<b>Sum:</b>	<b>-82,500</b>	<b>50,000</b>	<b>-32,500</b>

  

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000 General Fund Discretionary		-82,500	50,000	-32,500
	<b>Sum:</b>	<b>-82,500</b>	<b>50,000</b>	<b>-32,500</b>



**OE - Office of Equity & Human Rights      DP Type      New Revenue**

**Request Name:** 8145 -OEHR Service Level Agreement with PCCEP

**Package Description**

This agreement covers the period July 1, 2018 through June 31, 2019. The following services will be provided by the Office of Equity & Human Rights (OEHR) to the Special Appropriation for the Portland Committee on Community-Engaged Policing (PCCEP) program for the period of the agreement.

- HR Functions - OEHR's staff will provide the following services: supervision, approving time in SAP; conducting annual evaluations; and initiating & processing necessary personnel actions.
- Payroll, P-card & Facilities/IT/Phone Coordination - The executive assistant in OEHR will provide the following services to the two City staff positions in the PCCEP office: processing and submitting SAP payroll transactions; receiving and reconciling procurement card expenditures; coordinating Facilities & BTS requests for service and troubleshooting.

**Service Impacts**

This agreement will ensure that PCCEP has adequate administrative support.

**Equity Impacts**

**CBO Analysis**

Recommended as requested. CBO further recommends determining what level of ongoing administrative support is required for PCCEP and which bureau should provide these services moving forward. If OEHR is identified as the best candidate based on mission fit and skillset, CBO recommends billing for those services on an hourly basis in FY 2019-20 to help track expenditures.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel	50,749	0	50,749
	<b>Sum:</b>	<b>50,749</b>	<b>0</b>	<b>50,749</b>
<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Interagency Revenue	50,749	0	50,749
	<b>Sum:</b>	<b>50,749</b>	<b>0</b>	<b>50,749</b>







**SA - Special Appropriations**

**DP Type**

**Other Adjustments**

**Request Name:** 8150 -EPAP Transfer

**Package Description**

Transfer of the current year East Portland Action Plan grant management to Special Appropriations.

**Service Impacts**

The funding allocations for the current year competitive grants have been identified and the grant programs will be encumbered in the current year. EPAP grant management will transfer from Civic Life to the Grants Management Division in FY 19/20. The current year grant program is transferring to the Grants Management Division during FY 18/19 to align the current year grant programs with the existing Special Appropriations grant processes and procedures.

**Equity Impacts**

**CBO Analysis**

Recommended as requested. This transfer brings the administration of EPAP FY 2018-19 outgoing grants under the expertise of the Bureau of Revenue and Financial Services' Grants Management Division, and enables Grants Management to align the program's FY 2018-19 grants with existing Special Appropriations processes and procedures.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	150,000	0	150,000
	<b>Sum:</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	150,000	0	150,000
	<b>Sum:</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>

**EM - Portland Bureau of Emergency Management**

**DP Type      Other Adjustments**

**Request Name:** 8151 -BOEC IA - Public Information Officer

**Package Description**

Per the MOU between PBEM and BOEC, this package is to put the budgetary authority in place to enable PBEM to charge BOEC for PIO services.

**Service Impacts**

PBEM and BOEC will now share a PIO.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	53,000	0	53,000
	<b>Sum:</b>	<b>53,000</b>	<b>0</b>	<b>53,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Interagency Revenue	53,000	0	53,000
	<b>Sum:</b>	<b>53,000</b>	<b>0</b>	<b>53,000</b>

**EM - Portland Bureau of Emergency Management**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8152 -URM Carryover

**Package Description**

This package is to carryover funds related to the Unreinforced Masonry (URM) policy updates project. Due to a number of delays, the project is behind schedule, therefore this package will allow for planned costs related to engineering studies and paying the committee chair to be funded in FY 2019-20.

**Service Impacts**

A more community representative solution to the risks of URM buildings. PBEM presumes these dollars will inform committee members in developing related policies and strategies to mitigating the risk of building collapse.

**Equity Impacts**

In paying the committee chair, PBEM will open up the opportunity for community members without the financial means to participate.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-80,000	0	-80,000
	<b>Sum:</b>	<b>-80,000</b>	<b>0</b>	<b>-80,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-80,000	0	-80,000
	<b>Sum:</b>	<b>-80,000</b>	<b>0</b>	<b>-80,000</b>

**EM - Portland Bureau of Emergency Management**

**DP Type**

**General Fund Program Carryover**

**Request Name:** 8153 -Crisis Management System Carryover

**Package Description**

This package will carryover funds to procure a new Crisis Information Management system. The City's current system, WebEOC, requires programming skills to administer, does not integrate with ArcGIS mapping, and is difficult to use. After action reports from several incidents and exercises have identified WebEOC as an issue. Over the last fiscal year, PBEM conducted a software needs analysis to determine requirements and if better software options were available within PBEM's existing budget. There are other reasonably priced options available and PBEM has started the RFP process. These carryover funds will be used for the first year software purchase and implementation costs.

**Service Impacts**

Upgraded crisis information sharing software should improve information sharing and coordination during emergency incidents. A new software system should free about 25% of one FTE's time because the system will have a decreased administrative burden.

**Equity Impacts**

Disaster impacts are not distributed equally across population groups. Low income groups, communities of color, individuals with disabilities, or who are over 65 are all disparately impacted by emergencies. Upgraded software that can integrate with ArcGIS will allow City and County emergency responders to incorporate existing demographic info into their services. This should improve the services City staff can provide to affected communities.

**CBO Analysis**

CBO recommends this request, and encourages the bureau to continue to seek cost sharing options internal to the City and external to participating jurisdictions for the ongoing maintenance costs associated with the new system to avoid future reallocations and reductions to accommodate the increased cost of maintenance.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-120,000	0	-120,000
	<b>Sum:</b>	<b>-120,000</b>	<b>0</b>	<b>-120,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-120,000	0	-120,000
	<b>Sum:</b>	<b>-120,000</b>	<b>0</b>	<b>-120,000</b>

**MF - Office of Management & Finance      DP Type      New Revenue**

**Request Name:** 8155 -Facilities - Increase IA with PBEM for requested services

**Package Description**

The purpose of this budget adjustment request is to increase the interagency agreement with PBEM as receiver and Facilities Services as provider for \$4,500 for requested services.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
701000	External Materials and Services		4,500	0	4,500
		<b>Sum:</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
701000	Interagency Revenue		4,500	0	4,500
		<b>Sum:</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>

**EC - Bureau of Emergency Communications**

**DP Type Mid-Year Reduction**

**Request Name:** 8156 -Operating Surplus

**Package Description**

Portland Operating surplus is \$18,128 for FY 17/18. Each year a request of this type is submitted for Council Consideration.

**Service Impacts**

This year, BOEC requests it not be accepted and BOEC be allowed to retain these funds.

**Equity Impacts**

**CBO Analysis**

BOEC submits an adjustment like this every spring to true-up the ending fund balance in the CAFR to their budgeted beginning fund balance. This year, due to a substantial over-expenditure of operating expenses in Personal Services and External Materials & Services, CBO recommend that BOEC retain the operating surplus. Not recommended.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
202000	Contingency		-18,128	0	0
202000	Fund Transfers - Expense		18,128	0	0
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance**      **DP Type**      **Other Adjustments**

**Request Name:** 8157 -BTS - Planning IA increase request

**Package Description**

The Planning Bureau has requested an increase to their IA for Operations Passthrough.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	External Materials and Services		5,718	0	5,718
		<b>Sum:</b>	<b>5,718</b>	<b>0</b>	<b>5,718</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		5,718	0	5,718
		<b>Sum:</b>	<b>5,718</b>	<b>0</b>	<b>5,718</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8158 -BTS-Printing & Distribution IA Adjustments

**Package Description**

IA adjustments requested by Bureaus

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
703000	External Materials and Services		122,810	0	122,810
		<b>Sum:</b>	<b>122,810</b>	<b>0</b>	<b>122,810</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
703000	Interagency Revenue		122,810	0	122,810
		<b>Sum:</b>	<b>122,810</b>	<b>0</b>	<b>122,810</b>

**MF - Office of Management & Finance                      DP Type                      Other Adjustments**

**Request Name:** 8160 -BTS - Facilities IA increase request

**Package Description**

Facilities Services has requested an increase in their IA to cover Operations Billable expenses.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		100,000	0	100,000
		<b>Sum:</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		100,000	0	100,000
		<b>Sum:</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

**NI - Office of Community and Civic Life      DP Type      Other Adjustments**

**Request Name:** 8161 -Personnel funds to 17-18 EPAP Grants

**Package Description**

\$83,860.09 of awarded EPAP grants were not encumbered by the end of FY 17-18. The Bureau decided to cover the costs of these grants by using FY18-19 personnel funds. Some positions at EPCO were not filled immediately, leading to available funds.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total	
100000	External Materials and Services	83,860	0	83,860	
100000	Personnel	-83,860	0	-83,860	
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8162 -BTS - Workers' Comp. IA increase request

**Package Description**

Risk - Workers' Comp has requested an increase in their IA to cover Operations Billable expenses.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		11,327	0	11,327
		<b>Sum:</b>	<b>11,327</b>	<b>0</b>	<b>11,327</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		11,327	0	11,327
		<b>Sum:</b>	<b>11,327</b>	<b>0</b>	<b>11,327</b>

**NI - Office of Community and Civic Life      DP Type      Other Adjustments**

**Request Name:** 8163 -Personnel funds to EM&S in Houselessness program

**Package Description**

Moves 51,663 from Personnel to EM&S in the Houselessness program. This one-time funded project included a full-time staff person who has now resigned. We are moving the budget for personnel to EM&S in order to send the remaining balance of these one time funds to the Multnomah County Joint Homeless Office.

**Service Impacts**

County will continue to provide the services Civic Life was performing.

**Equity Impacts**

**CBO Analysis**

CBO has been told that the JOHS and Civic Life have developed a plan to transition this alternative shelter coordination role to the JOHS. The JOHS, in turn, contracts with the Office of Management & Finance's Homelessness and Urban Camping Reduction Program (HUCIRP) for additional alternative shelter program support. Therefore, the transfer as proposed would allocate funding to the Portland Housing Bureau to amend the Intergovernmental Agreement with the JOHS to then fund work being done in HUCIRP. However, based on the information provided, it is unclear to CBO whether this request would duplicate resources already budgeted in FY 2018-19 and/or FY 2019-20 for this work. The JOHS receives both ongoing and one-time resources to support this program. Should this transfer go through, the JOHS would use these funds to pay OMF's HUCIRP program for procurement and contracting, of which HUCIRP already receives funding to support similar work. Furthermore, HUCIRP stated that it was not aware of this possible transfer and not sure how these funds would be spent. CBO recommends clarifying with all relevant parties how these resources would be used beyond current funding and service levels. CBO would further recommend based on the information available that the funding be transferred directly to the Office of Management & Finance given the timing with fiscal year-end.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	External Materials and Services		51,663	0	0
100000	Personnel		-51,663	0	0
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8164 -BTS - BRFS IA Increase request

**Package Description**

BRFS has requested an increase in desktop support and data networks.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		18,731	0	18,731
		<b>Sum:</b>	<b>18,731</b>	<b>0</b>	<b>18,731</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		18,731	0	18,731
		<b>Sum:</b>	<b>18,731</b>	<b>0</b>	<b>18,731</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8165 -BTS-Printing & Distribution Contingency adjustment

**Package Description**

Moves funds from contingency into EMS and IMS for planning expenses related to the Print Management System.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
703000	Contingency		-152,000	0	-152,000
703000	External Materials and Services		102,000	0	102,000
703000	Internal Materials and Services		50,000	0	50,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8166 -BTS - P&D IA increase request

**Package Description**

Printing & Distribution has requested an increase in their IA to cover Operations Billable expenses.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		50,000	0	50,000
		<b>Sum:</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		50,000	0	50,000
		<b>Sum:</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8167 -BTS - BDS IA increase request

**Package Description**

BDS has requested an increase in their IA to cover additional expenses in various accounts.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency	184,000	0	184,000
706000	External Materials and Services	120,000	0	120,000
	<b>Sum:</b>	<b>304,000</b>	<b>0</b>	<b>304,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue	304,000	0	304,000
	<b>Sum:</b>	<b>304,000</b>	<b>0</b>	<b>304,000</b>

**MF - Office of Management & Finance                      DP Type                      Other Adjustments**

**Request Name:** 8168 -BTS - BOEC IA decrease request

**Package Description**

BOEC has requested a reduction in their IA to the Telecom Billable account. Charges will instead be a direct expense to BOEC's External M&S.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	External Materials and Services		-160,000	0	-160,000
		<b>Sum:</b>	<b>-160,000</b>	<b>0</b>	<b>-160,000</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		-160,000	0	-160,000
		<b>Sum:</b>	<b>-160,000</b>	<b>0</b>	<b>-160,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8169 -BTS - OCT IA increase request

**Package Description**

OCT has requested an increase in their IA to cover additional Data Line expenses.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Originally recommended as requested, but based on new information CBO has zeroed out this increase to interagency revenue from OCT. This was done in order to facilitate a program carryover for the majority of OCT relocation costs, as these expenses are more likely to be incurred in FY 2019-20.

<b>Budget Detail</b>				
<b>Fund</b>				
		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	External Materials and Services	50,000	-50,000	0
	<b>Sum:</b>	<b>50,000</b>	<b>-50,000</b>	<b>0</b>
		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue	50,000	-50,000	0
	<b>Sum:</b>	<b>50,000</b>	<b>-50,000</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8170 -BTS - CityFleet IA increase request

**Package Description**

CityFleet has requested an increase to their IA in various accounts.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		31,500	0	31,500
706000	External Materials and Services		18,500	0	18,500
		<b>Sum:</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		50,000	0	50,000
		<b>Sum:</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8171 -BTS - BES IA increase request

**Package Description**

BES has requested an increase to their IA in Telecomm Billable and Strategic Technology Billable.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
706000	Contingency	50,000	0	50,000
706000	External Materials and Services	235,000	0	235,000
	<b>Sum:</b>	<b>285,000</b>	<b>0</b>	<b>285,000</b>

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Revenue			
706000	Interagency Revenue	285,000	0	285,000
	<b>Sum:</b>	<b>285,000</b>	<b>0</b>	<b>285,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8172 -BTS - City Attorney IA increase request

**Package Description**

The City Attorney has requested an increase in their IA for Desktop Support.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency	Expense	25,000	0	25,000
		<b>Sum:</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>
<hr/>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue	Revenue	25,000	0	25,000
		<b>Sum:</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8173 -BTS - CBO IA increase request

**Package Description**

CBO has requested an increase in their IA to the Strategic Technology Passthrough account to fund future software replacement.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		100,000	0	100,000
		<b>Sum:</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Interagency Revenue		100,000	0	100,000
		<b>Sum:</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8174 -BTS - Special Appropriations IA increase request

**Package Description**

Special Appropriations has requested an increase to their IA to cover additional expenses in various accounts.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		3,050	0	3,050
706000	External Materials and Services		500	0	500
		<b>Sum:</b>	<b>3,550</b>	<b>0</b>	<b>3,550</b>

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
706000	Interagency Revenue		3,550	0	3,550
		<b>Sum:</b>	<b>3,550</b>	<b>0</b>	<b>3,550</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8175 -BTS - Housing IA increase request

**Package Description**

Housing has requested an increase to their IA to cover Corporate Applications expenses.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
706000	Contingency	16,000	0	16,000
	<b>Sum:</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Revenue			
706000	Interagency Revenue	16,000	0	16,000
	<b>Sum:</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8176 -BTS - PBEM IA increase request

**Package Description**

PBEM has requested an increase in their IA to cover additional expenses in various accounts.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
Major Object Name	Expense			
706000	Contingency	53,139	0	53,139
706000	External Materials and Services	15,379	0	15,379
<b>Sum:</b>		<b>68,518</b>	<b>0</b>	<b>68,518</b>

Major Object Name	Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
706000	Interagency Revenue	68,518	0	68,518
<b>Sum:</b>		<b>68,518</b>	<b>0</b>	<b>68,518</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8177 -CityFleet IA Adjustments

**Package Description**

IA adjustments requested by Bureaus

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

**Budget Detail**

<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
702000	Capital Outlay		278,500	0	278,500
702000	Contingency		-345,000	0	-345,000
702000	External Materials and Services		-469,450	0	-469,450
		<b>Sum:</b>	<b>-535,950</b>	<b>0</b>	<b>-535,950</b>

			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
702000	Interagency Revenue		-535,950	0	-535,950
		<b>Sum:</b>	<b>-535,950</b>	<b>0</b>	<b>-535,950</b>

**MF - Office of Management & Finance                      DP Type                      Other Adjustments**

**Request Name:** 8178 -BTS - Police cash transfer request

**Package Description**

Police has requested a cash transfer from the General Fund to the Technology Services Fund. Not all the replacement funds sent to Police from BTS were used for the recent MDC replacement project. Police is now requesting that the remaining balance of funds be returned to BTS and held on behalf of Police for future replacement needs.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested. This request relates to package 8119-Transfer to MDC replacement reserve.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		604,997	0	604,997
		<b>Sum:</b>	<b>604,997</b>	<b>0</b>	<b>604,997</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
706000	Fund Transfers - Revenue		604,997	0	604,997
		<b>Sum:</b>	<b>604,997</b>	<b>0</b>	<b>604,997</b>

**MF - Office of Management & Finance**

**DP Type**

**Other Adjustments**

**Request Name:** 8179 -CityFleet EMS and IMS adjustments

**Package Description**

EMS and IMA adjustments due to IA changes and contingency

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
702000	Capital Outlay		0	0	0
702000	Contingency		-1,050,000	0	-1,050,000
702000	External Materials and Services		1,000,000	0	1,000,000
702000	Internal Materials and Services		50,000	0	50,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NI - Office of Community and Civic Life      DP Type      General Fund Program Carryover**

**Request Name:** 8181 -Advisory Bodies Technology Support Carryover

**Package Description**

Carry over of EMS to have sufficient dollars for purchase of technological solution for advisory bodies centralized volunteer management, training production and training tracking.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

The bureau and BTS have not identified if existing City technology can be used or not; regardless, the estimated cost ranges from \$30,000 to enhance existing City technology to \$70,000 for the procurement of a new technology option. CBO recommends this carryover request which identifies one-time underspending of ongoing resources for a necessary software upgrade, as it aligns with City financial policy, was a planned project for the fiscal year, and the bureau has been working closely with BTS on the planning phase of the project.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	External Materials and Services	-25,000	0	-25,000
	<b>Sum:</b>	<b>-25,000</b>	<b>0</b>	<b>-25,000</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	-25,000	0	-25,000
	<b>Sum:</b>	<b>-25,000</b>	<b>0</b>	<b>-25,000</b>

**FM - Fund & Debt Management**

**DP Type**

**Request Name:** 8182 -Balancing cash transfer for Fire Apparatus 8067

**Package Description**

PF&R requests to transfer \$429,210 from the bureau's apparatus replacement reserve to contribute toward the cost of four new engines purchased in FY 2018-19. The use of reserve funds will allow PF&R to maintain its apparatus replacement cycle of 15 years or 120,000 miles.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO recommends this request. This request is in alignment with Resolution 36835, which establishes that Fire may draw on the apparatus reserve for 10 years, starting from FY 2015-16. This request is contributing funding for the purchase of 4 new engines. The ending fund balance after this transfer will be \$6,967,300.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
210005	Contingency		0	-429,210	0
210005	Fund Transfers - Expense		0	429,210	0
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8217 -BTS - Enterprise Network Technology Refresh

**Package Description**

This request is to add additional appropriation to the Enterprise Network Technology Refresh Project to cover the remaining network equipment (switches).

**Service Impacts**

While this project's work mentions the Portland Building, it is unrelated to the Portland Building Reconstruction Project budget. BTS replaces all network switches on a five-year replacement cycle. The devices in the Portland Building need to be replaced as part of the replacement cycle. This is no service impact.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

The switches were due for replacement on normal cycle when bureaus moved out of the Portland Building. BTS has been able to postpone replacement of the switches until now since bureaus have not been in the Portland Building. Recommended as Requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		349,000	0	349,000
706000	Contingency		-349,000	0	-349,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8218 -BTS - eSignatures, Forms & Workflow

**Package Description**

This request is to move funding for the eSignatures project. This had been budgeted in the Customer Relations program and is now being moved to Business Solutions.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as Requested. This was a technical change moving funds between fund centers, and has a net zero result.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	External Materials and Services		0	0	0
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8219 -SAP Application - Mouri Tech

**Package Description**

This request is to appropriate funds to cover prior year Mouri Tech invoices. These expenses were budgeted in the prior year, but the invoices were overlooked during the year-end accrual process, so payments were recorded in the current year.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
706000	Contingency	-116,000	0	-116,000
706000	External Materials and Services	116,000	0	116,000
<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8220 -Replacement of Telecom Mgmt. System

**Package Description**

This request is to reduce the budget for the Replacement of Telecommunications Management System project. BTS has struggled to find a suitable vendor and product to replace the existing StellarRad system. Funds will be carried over into FY 2019-20.

**Service Impacts**

There are two primary service impacts of the project delays. Any decent replacement system will have the ability for customers to review billing and inventory information on-line – this functionality does not exist with StellarRad. In anticipation of the implementation of the Telesoft product, BTS changed the cost recovery methodology for paging services; the vendor costs were embedded in the rates, the plan was to have them as a pass-through cost in the new system. The result is that BTS is not currently recovering pager vendor costs; they total approximately \$40K annually.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

It is CBO's understanding that the current system, while not feature rich, is stable. Project delays do not appear to have any deleterious service impacts to customer bureaus. Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency	250,000	0	250,000
706000	External Materials and Services	-250,000	0	-250,000
	<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8221 -IRNE Voice Migration

**Package Description**

This request is to reduce project funding. The project manager in February stated that he expects to come in \$555,000 under budget. The project's final expenditure will be to decommission the old 5E system and that will happen in FY 2019-20.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		555,000	0	555,000
706000	External Materials and Services		-555,000	0	-555,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8222 -BTS - IRNE Fiber Construction

**Package Description**

This request is to add additional appropriation to the IRNE Fiber Construction project. Work on the project is progressing ahead of schedule with work planned this year for the Willamette River Crossing, 6th + Main Building, and various other areas. These spends had been planned for FY 2019-20, so the project's budget next year will be reduced.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		-520,000	0	-520,000
706000	External Materials and Services		520,000	0	520,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8223 -Microsoft SQL Server Database Licenses & Tools

**Package Description**

This request is to reduce appropriations for the Microsoft SQL Server Database Licenses and Tools project. Per the project manager, not all the funds appropriated this year will be needed to complete the project. The project is expected to be completed this year with no funds carried over into next fiscal year.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-161,618	0	-161,618
706000	Contingency		306,039	0	306,039
706000	External Materials and Services		-144,421	0	-144,421
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8224 -Privileged Access Management

**Package Description**

This request is to reduce appropriations for Information Security's Privileged Access Management project. This project is not expected to be completed this fiscal year and funding will be carried over into FY 2019-20.

**Service Impacts**

The program manager's (Christopher Paidhrin) notes indicate that this project is ranked #3 on his priority list for FY 2019-20. The project was postponed due to higher priority work on the Multi-Factor Authentication project. In some cases because systems are connected, one project can't be completed until another one is completed first. Since this is such a high priority, I don't believe there will be any service impact since it will be completed in FY 2019-20.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-6,000	0	-6,000
706000	Contingency		155,000	0	155,000
706000	External Materials and Services		-149,000	0	-149,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8226 -BTS - Network Access Control

**Package Description**

This request is to reduce funding for Information Security's Network Access Control project. This project has been rescheduled for FY 2020-21.

**Service Impacts**

The program manager's (Christopher Paidhrin) notes originally indicated that the budget could be eliminated and the funds not needed in FY 2019-20. He has since changed those notes to state: "This project is also ranked #3 for FY 2019-20 due to rapid increase of Internet of Things, bureau requests and associated risks. Assuming BTS completes this project in FY 2019-20, there should not be any service impact.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-75,000	0	-75,000
706000	Contingency		75,000	0	75,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8227 -BTS - Authorized Software

**Package Description**

This request is to reduce funding for Information Security's Authorized Software project. The project will not be completed this fiscal year and funding will be carried over into FY 2019-20.

**Service Impacts**

Our assumption (knowing that this is an Information Security project) is that this project probably first requires completion of other Information Security projects. Since it's ranked #6, we would be surprised if any work is completed on it in FY 2019-20. The project will help to block unwanted software from operating on the City's network, so not doing the project increases the City's risk.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-6,000	0	-6,000
706000	Contingency		100,000	0	100,000
706000	External Materials and Services		-94,000	0	-94,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8228 -BTS - Enterprise Mobility Management

**Package Description**

This request is to reduce Support Center's Enterprise Mobility Management project. The project is underway, but will not be completed this fiscal year. The funds are needed in FY 2019-20 and have already been included in the Requested Budget.

**Service Impacts**

The program manager (Bryan Pirrello) has stated that the project is underway, but will not be completed this year. The carryover funds of \$300,000 should be sufficient to complete the project in FY 2019-20. This project is for a new service and the service will not be available until the project is complete. BTS mitigated the impact on the Fire Bureau by having them enrolled on the Police EMM platform. It is worth noting that BTS FY 2018-19 IAs for this service totaled, \$319,805. There will be no billing in FY 2018-19. General Fund savings will be ~ \$100K.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Contingency		300,000	0	300,000
706000	External Materials and Services		-300,000	0	-300,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8229 -BTS - Brookwood Public Safety Backup

**Package Description**

This request is to eliminate the budget for the Brookwood Public Safety Backup project. This had been planned as a Public Safety Technology project, but the work overlapped with Production Services FY 2019-20 work on the Public Safety Data Center. So the Brookwood project was cancelled and folded into the Public Safety Data Center project.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Given that this particular project was folded into the larger Public Safety Data Center Project, the funds were added to the Public Safety Data Center project. The Public Safety Data Center project costs are estimated to be \$1,304,250. The current FY 2019-20 budget is only \$429,000. The additional \$200,000 will be added to the project during the approved budget development phase for FY 2019-20. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		200,000	0	200,000
706000	External Materials and Services		-200,000	0	-200,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8230 -BTS - Storeroom Temporary Staff

**Package Description**

This request is to appropriate additional funds for Storeroom temporary staff.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

BTS Stores has lagged in productivity due to a staff member missing work from illness. This staff member has ultimately retired and BTS Stores will backfill the position as soon as possible but would like to bring on additional temporary staffing to help work through a small backlog of work. The request represents less than a 5% increase in the BTS Stores budget. The BTS Stores team keeps track of City technology inventory and a number of contracts. It is important that this work be done in a timely manner as lags could lead to lack of organization. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		-27,000	0	-27,000
706000	External Materials and Services		27,000	0	27,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8231 -BTS - IRNE Network Technology Refresh

**Package Description**

This request is to reduce appropriations for the IRNE Network Technology Refresh project. Projections indicate that not all the funds will be spent this fiscal year. This is an ongoing project and these funds will be needed and carried over in FY 2019-20.

**Service Impacts**

This is a long-term project planned through FY 2021-22. The manager (Erin Poole) anticipates spending \$427,877 of the \$482,856 budgeted this year for the project, so it's a relatively small amount that will be carried over into FY 2019-20. This shouldn't be looked at as a delay. Instead, the manager made their best estimate as to what funds were needed for the year and that estimate was off by 11%.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

This has little to no impact on customer bureaus and is recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-54,979	0	-54,979
706000	Contingency		54,979	0	54,979
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8232 -BTS - Wireless Network 802.11n Capacity Expansion

**Package Description**

This request is to reduce appropriations for the Wireless Network 802.11n Capacity Expansion project. Planned work on the project will be completed this year with spending coming in under budget.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-40,308	0	-40,308
706000	Contingency		40,308	0	40,308
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8233 -Video Centralized Management Upgrade

**Package Description**

This request is to reduce the budget for the Video Centralized Management Upgrade project. The scope of this project has changed and will need to be reevaluated once the Portland Building comes online. Funds will be carried over into FY 2019-20.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

This software supports automated patching, monitoring and response of the hundreds of cameras and other supporting hardware that make up the City's Closed Circuit Television (CCTV) security system. With the Portland Building not yet completed, the new security system for the building hasn't been fully completed. This equipment will need to be installed in order to properly scope the project. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		100,000	0	100,000
706000	External Materials and Services		-100,000	0	-100,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8234 -Telecom Power Plant Upgrade

**Package Description**

This request is to reduce appropriations for the Telecom Power Plant Upgrade project. This project is expected to be completed this fiscal year and come in under budget.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

This is a very small dollar amount that will fall to balance and be reprioritized for other projects. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-13,000	0	-13,000
706000	Contingency		13,000	0	13,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8235 -BTS - Data Center Move & Disaster Recovery

**Package Description**

This request is to move appropriation for the project to accounts where expenses are likely to be incurred. This is the final year of the main part of the project, but additional related projects (Public Safety Data Center and Secondary Data Center) will continue over the next three fiscal years. Project funding not used in FY 2018-19 will either be carried over or held in Technology Reserves for these other projects.

**Service Impacts**

No service impacts.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

The underspending for this project (approximately \$3.5 million) will be used to fund both the Public Safety Data Center and the Secondary Data Center projects. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-2,700,000	0	-2,700,000
706000	External Materials and Services		2,700,000	0	2,700,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8236 -BTS - SAN Storage Expansion

**Package Description**

This request is to reduce appropriations for the SAN Storage Expansion project. This is an ongoing project and Production Services does not anticipate spending all of its budget this fiscal year. Funds reduced from the budget this year will be carried over into FY 2019-20.

**Service Impacts**

Underspending and carryover on this project shouldn't be considered a delay. This is an ongoing project with planned expenses through at least the next five years. The manager (Carolyn Glass) makes her best estimate of anticipated expenses and any underspending is carried over to next year's project. For FY 2018-19 Carolyn budgeted \$780,647 and is estimating that she'll spend \$600,000. All work and purchases planned for the year will be completed and the project will not experience any delays.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-180,647	0	-180,647
706000	Contingency		180,647	0	180,647
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance**

**DP Type**

**Contingency**

**Request Name:** 8237 -BTS - E-Government Infrastructure Technology Refresh

**Package Description**

This request is to reduce appropriations for the E-Government Infrastructure Technology Refresh project. This is an ongoing project that has incurred few expenses this year and has only a minor amount appropriated in the FY 2019-20 Requested Budget. Per Production Service's program manager, the project will be reevaluated when work begins on the FY 2020-21 budget.

**Service Impacts**

There is no service impact even though most of the project's funds won't be spent and will be carried over. According to Carolyn Glass, the virtualization of nearly all of E-Government's infrastructure has removed hardware refresh impacts for them. Also, the development of POWR (Portland Online Website Replacement) at a third party hosting provider likely means there won't be a return of those infrastructure items. However, it's too soon in the project to be sure. So, there were no planned activities this fiscal year. But, because of the uncertainties overall for the full design and outcome of POWR, BTS has decided just to carry over the funds.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

This particular carryover is conservative by design. It may be the case that in the future the funds will return to technology reserves and used for other projects; however, in the short run, the full scope is unclear. BTS anticipates having more clarity regarding this scope in the upcoming year. Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
		<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>		
706000	Capital Outlay	-101,952	0	-101,952
706000	Contingency	269,463	0	269,463
706000	External Materials and Services	-167,511	0	-167,511
	<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8238 -BTS - Portlandoregon .gov Security Assessment

**Package Description**

This request is to removed appropriation for Information Security's Portlandoregon.gov Security Assessment project. This project will not be completed this year and project funding will not be needed in the future. Beginning in FY 2019-20 the security assessment will be an annual expense and has been included in Information Security's Requested Budget as an operating expense.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

The City is required to annually validate the security posture and integrity of its information security and integrity of its information security capabilities, policies, procedures and processes, to ensure compliance with various agencies, rules, policies, regulations and laws. An external entity must conduct external annual security assessments and network penetration tests to meet regulatory requirements. Moving forward, this cost will transition to being part of the operating budget. However, the FY 2019-20 operating and rate budget was developed prior to this decision. The one time resource available from this underspending will be used to offset costs in FY 2019-20 in the operating budget. Moving forward, this operational cost will be included in the BTS rate budget. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		55,000	0	55,000
706000	External Materials and Services		-55,000	0	-55,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8239 -BTS - Smart Card Technology

**Package Description**

This request is to remove funding for Information Security's Smart Card Technology project. This project will not be completed in FY 2019-20 and funding will not be carried over into next fiscal year. The project schedule has changed and it's now planned for FY 2020-21.

**Service Impacts**

This is a low priority project for the Information Security program (ranked #8), so the assumption is that this delay has minimal service impact. Smart Card technology provides dual or multi-factor authentication for mobile devices, such as laptops and tablets and access to high-security work environments such as data centers. The key benefit of the project is to provide high-security controls for privileged access to sensitive information and secured work environments, such as data centers, and for privileged remote access.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Capital Outlay		-70,000	0	-70,000
706000	Contingency		120,000	0	120,000
706000	External Materials and Services		-50,000	0	-50,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8240 -BTS - GIS Platform Strategic Enhancements

**Package Description**

This request is to remove appropriation for the GIS Platform Strategic Enhancements project. No work has been done on the GIS Platform this fiscal year. This is an ongoing project and appropriation has already been included in the FY 2019-20 Requested Budget, so these funds will not be carried over.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		100,000	0	100,000
706000	External Materials and Services		-100,000	0	-100,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8241 -BTS - Firewall Technology Refresh

**Package Description**

This request is to appropriate additional funds for Information Security's Firewall Technology Refresh project. The project scope changed from "pay as you go" to "buy it all now." While that change will initially cost more, the benefits to the City will be greater over the long term.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		-338,476	0	-338,476
706000	External Materials and Services		338,476	0	338,476
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8242 -BTS - Multi-Factor Authentication

**Package Description**

This request is to remove appropriation for the Multi-Factor Authentication project. This project is underway, but all expenses are for BTS labor. While BTS records labor as a project expense, the labor is budgeted in the operating budget and not the project budget.

**Service Impacts**

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
706000	Capital Outlay		-6,000	0	-6,000
706000	Contingency		120,000	0	120,000
706000	External Materials and Services		-114,000	0	-114,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8243 -BTS - Goat Mountain IR Site Move

**Package Description**

This request is to reduce appropriation for the Goat Mountain IR Site move project. The project will not be started this year and funding will be carried over to FY 2019-20.

**Service Impacts**

This delay will have little service impact. BTS has been using the Goat Mountain 800 MHz IR site for years, but by moving to a new location at the Clackamas County site they should have better interoperability with Clackamas County. The Goat Mountain site is expensive to lease and has limited space in the building and on the towers, so for those reasons and interoperability benefits BTS is wanting to move.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		50,000	0	50,000
706000	External Materials and Services		-50,000	0	-50,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8244 -BTS - Mt. Scott Site Move Study

**Package Description**

This request is to reduce appropriations for the Mt. Scott Site Move Study project. This project will not be started this year and funding will be carried over into FY 2019-20.

**Service Impacts**

This delay will have no service impacts. BTS currently leases space on Mt. Scott from ODOT and TriMet. Several years ago ODOT increased the cost of the lease from about \$12,000 annually to \$48,000. Mt. Scott is a critical site in the Public Safety Radio system, but the cost is very expensive. BTS wants to look at other possible locations on Mt. Scott that could still meet their current and future needs.

**Equity Impacts**

As an internal service provider, BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
706000	Contingency		75,000	0	75,000
706000	External Materials and Services		-75,000	0	-75,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PL - Portland Police Bureau** **DP Type** **New Revenue**

**Request Name:** 8246 -PL00 Grants Package

**Package Description**

The bureau has included a request for adjustments and increases to current appropriations in the Grants Fund for a variety of existing grant programs to conform to planned expenditures and related resources for the associated programs. The funding increase is backed by grant awards that have already been accepted by the City but not yet appropriated. This will increase the bureau's appropriated funding in the Grants Fund to \$1.2 million. Adjustments to local matching General Fund discretionary funds appropriation are balanced so that there is no net change to existing appropriation to the Police Bureau.

**Service Impacts**

These adjustments true-up budgets to established levels of service for the respective programs funded by the associated grant awards, and will have no impact on service. The urgency is related to clearing grants that must be closed and correctly funding grants that are ongoing.

**Equity Impacts**

These adjustments have zero impact on equity beyond the underlying effects of the underlying programs.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel	0	0	0
217001	Capital Outlay	46,075	0	46,075
217001	External Materials and Services	1,858	0	1,858
217001	Internal Materials and Services	4,002	0	4,002
217001	Personnel	4,188	0	4,188
<b>Sum:</b>		<b>56,123</b>	<b>0</b>	<b>56,123</b>

  

<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	0	0	0
217001	Intergovernmental	56,123	0	56,123
<b>Sum:</b>		<b>56,123</b>	<b>0</b>	<b>56,123</b>

**MF - Office of Management & Finance                      DP Type                      Contingency**

**Request Name:** 8247 -BTS - EBS Enterprise Asset Management

**Package Description**

This request is to reduce appropriation for the EBS Enterprise Asset Management project. The project will not be started in FY 2018-19 and the funds will fall to EBS reserves to be used at a later time.

**Service Impacts**

Initially Facilities was the beta tester to move this project forward. They have since dropped out which put project on hold. Now Parks Bureau intends to participate bringing the project active again in FY2019-20. At this time there is an expectation of no less than \$200K in consulting fees in FY19-20 and balance may be pushed out to FY2021

**Equity Impacts**

As an internal service provider, BTS (including EBS) works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

**CBO Analysis**

CBO understands that Enterprise Asset Module (EAM) was purchased when the City originally transitioned to SAP. At the time, the estimated project budget was meant to cover all implementation costs; however, the original implementation was more expensive than anticipated. Implementing the remaining modules thus requires additional resources. This request moves resources from the project budget back to contingency so they can be used in the future to implement the EAM module. CBO notes that the primary reason at this time for project delay is that Facilities has determined that the EAM module will not work for them as a solution and has dropped out of the project as a beta tester. Given the City's prior investment in the SAP product line, the request is recommended.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
708000	Capital Outlay		-20,000	0	-20,000
708000	Contingency		1,551,401	0	1,551,401
708000	External Materials and Services		-1,531,401	0	-1,531,401
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EC - Bureau of Emergency Communications**

**DP Type Internal Transfer**

**Request Name:** 8248 -BOEC — PBEM Public Information Officer IA

**Package Description**

This package reduces BOEC interagency expenses with BTS for Telecom Billable and reallocates those expenses to an IA with PBEM for a shared Public Information Officer.

**Service Impacts**

This technical Adjustment allows for budget alignment with expenditures as it pertains to BOEC communication charges and PIO billing.

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total	
202000	Internal Materials and Services		0	0	0
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8249 -BTS - EBS Interest Earnings

**Package Description**

Recognize unexpected increase in interest earnings based on forecasted over receiving

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO notes that fund 708 will not be used as of FY 2019-20 and these resources may have to be moved to Fund 706. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
708000	Contingency	Expense	75,000	0	75,000
		<b>Sum:</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
708000	Miscellaneous	Revenue	75,000	0	75,000
		<b>Sum:</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>

**MF - Office of Management & Finance      DP Type      Contingency**

**Request Name:** 8250 -BTS - EBS est. spending in Repair & Maintenance

**Package Description**

Reduction for adjustment to External M&S to cover estimated spending in Repair & Maintenance. Year end projections indicate that repair & maintenance is likely to be overspent. The reallocation better aligns the budget to match expenditures.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

The original Repair & Maintenance appropriation \$1,098,115. \$300k represents a 27% increase that was unexpected. The increased, unanticipated expense is due to personnel transitions. EBS had an employee transition to consulting which increased the originally projected costs. Conservative projections indicate personnel will be over-expended without this technical adjustment. Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
708000	Contingency		-300,000	0	-300,000
708000	External Materials and Services		300,000	0	300,000
		<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PN - Bureau of Planning & Sustainability      DP Type      New Revenue**

**Request Name:** 8254 -Grant True-ups

**Package Description**

PN000075 – Metro Water Recycling Grant which BPS receives annually. The adjustments of \$42,920 is to true up the budget in SAP (\$785,604) to the amount awarded (\$828,524)

PN000027 – Metro Big Home Tour Grant which BPS received in prior years. The adjustments of \$21,727 are to budget cash in hand with anticipation to spend it before year-end.

PN000058- Washington County Grant for Master Recycler Program. Truing-up to math the amount rewarded/received.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
217007	External Materials and Services		24,559	0	24,559
217007	Internal Materials and Services		8,052	0	8,052
217007	Personnel		32,036	0	32,036
		<b>Sum:</b>	<b>64,647</b>	<b>0</b>	<b>64,647</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
217007	Intergovernmental		64,647	0	64,647
		<b>Sum:</b>	<b>64,647</b>	<b>0</b>	<b>64,647</b>

**PK - Portland Parks & Recreation**

**DP Type**

**New GF Request**

**Request Name:** 8255 -Encumbrance Contingency

**Package Description**

In January, the Interim Director of PP&R sent guidance to all staff to freeze vacancies and hold back on all spending that was not critical to health, life, and safety or necessary to fulfill core job functions. Despite these measures, there continues to be a risk to the PP&R General Fund budget. While expenses are projected to come in under budget (assuming the requested compensation set-aside and an increase for pay equity), revenues are also tracking under budget, possibly leading to an over-utilization of General Fund discretionary.

Current CBO practice would indicate that a) PP&R would need to reduce next year's budget on a one-time basis to 'pay back' the General Fund for the over-utilization of discretionary, and b) PP&R, without the requisite discretionary under-utilization, would not have resources available to fund encumbrance carryover (separate from the above-referenced priority project carryover) in FY 2019-20. This would increase the gap PP&R expects to address with the proposed reductions to the FY 2019-20 budget.

In light of these challenges and in order to continue to deliver on core parks and recreation programs in FY 2019-20, PP&R requests that Council a) allow PP&R to carry over up to \$1 million in encumbrances, setting it aside in contingency, and b) set aside an additional \$0.6 million in contingency in FY 2018-19 to cover the possible discretionary over-utilization.

Meanwhile, PP&R will continue to make every effort to continue to reduce expenses and increase revenues through the remainder of the fiscal year, with the goal of not relying on the requested set-aside. PP&R projections are conservative in nature, with upside possibilities on both expenses and revenues. The request for set-aside is an effort to be conservative and transparent about the risks.

This package requests the set-aside of \$1 million for encumbrance carryover in FY 2019-20, described above; a separate package has been submitted for the \$600,000 possible over-utilization of discretionary. The sizing of the \$1 million request to set-aside resources to carry over funding is based off of recent historical year-end encumbrance amounts.

At this point in the year, it is impossible to know which encumbrances that are currently in the system will be carried over (versus spent down in the current year) and which additional encumbrances will be entered into by year end. In recent years, PP&R has had the following encumbrances in the system at year end (exclusive of encumbrances held by internal service providers):

- FY18: \$1.05M
- FY17: \$1.17M
- FY16: \$1.31M

Depending on the availability of funds, PP&R would perform an internal prioritization exercise once the final encumbrance list is known. Such an exercise was necessary at the beginning of this fiscal year as we only were able to carry over ~\$700k versus the \$1.05 million of encumbrances. To the degree that such a prioritization exercise is necessary, PP&R will provide the thinking – and resulting trade-offs – to CBO.

**Service Impacts**

There is no immediate service impact associated with this request. It is a contingency requested to address a possibility that PP&R believes is avoidable. In the event that this funding is not set-aside, PP&R over-utilizes discretionary, and any encumbrances need to be cancelled or funded with existing budget, PP&R will work to minimize any service impacts. However, depending on the amount of unfunded encumbrances, impacts might be significant. PP&R would identify any projected impacts in the Fall budget monitoring process.

**Equity Impacts**

In the event that this funding is not set-aside, PP&R over-utilizes discretionary, and any encumbrances need to be cancelled or funded with existing budget, PP&R will work to minimize any equity impacts.

**CBO Analysis**

Partially recommended, \$500,000.

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Personnel	1,000,000	-500,000	500,000
	<b>Sum:</b>	<b>1,000,000</b>	<b>-500,000</b>	<b>500,000</b>

F4 - BMP Amendment Request Report

Details

<b>Budget Detail</b>				
<b>Fund</b>				
<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	1,000,000	-500,000	500,000
	<b>Sum:</b>	<b>1,000,000</b>	<b>-500,000</b>	<b>500,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**New GF Request**

**Request Name:** 8256 -FY 2018-19 Budget Gap

**Package Description**

In January, the Interim Director of PP&R sent guidance to all staff to freeze vacancies and hold back on all spending that was not critical to health, life, and safety or necessary to fulfill core job functions. Despite these measures, there continues to be a risk to the PP&R General Fund budget. While expenses are projected to come in under budget (assuming the requested compensation set-aside and an increase for pay equity), revenues are also tracking under budget, possibly leading to an over-utilization of General Fund discretionary.

Current CBO practice would indicate that a) PP&R would need to reduce next year's budget on a one-time basis to 'pay back' the General Fund for the over-utilization of discretionary, and b) PP&R, without the requisite discretionary under-utilization, would not have resources available to fund encumbrance carryover (separate from the above-referenced priority project carryover) in FY 2019-20. This would increase the gap PP&R expects to address with the proposed reductions to the FY 2019-20 budget.

In light of these challenges and in order to continue to deliver on core parks and recreation programs in FY 2019-20, PP&R requests that Council a) allow PP&R to carry over up to \$1 million in encumbrances, setting it aside in contingency, and b) set aside an additional \$0.6 million in contingency in FY 2018-19 to cover the possible discretionary over-utilization.

Meanwhile, PP&R will continue to make every effort to continue to reduce expenses and increase revenues through the remainder of the fiscal year, with the goal of not relying on the requested set-aside. PP&R projections are conservative in nature, with upside possibilities on both expenses and revenues. The request for set-aside is an effort to be conservative and transparent about the risks.

This package requests that CBO set-aside \$600,000 in contingency to cover the possible over-utilization of discretionary. This request is made to ensure that the General Fund is not at risk of missing balance estimates due to PP&R GFD over-utilization. A separate request has been made to set aside \$1 million additional contingency to potentially fund PP&R encumbrances in FY 2019-20.

**Service Impacts**

No service impact.

**Equity Impacts**

None. Over-utilization of discretionary does not have equity impacts.

**CBO Analysis**

Recommended as requested.

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Expense</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Personnel		600,000	0	600,000
		<b>Sum:</b>	<b>600,000</b>	<b>0</b>	<b>600,000</b>

  

	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary		600,000	0	600,000
		<b>Sum:</b>	<b>600,000</b>	<b>0</b>	<b>600,000</b>



**PK - Portland Parks & Recreation**

**DP Type**

**Mid-Year Reduction**

**Request Name:** 8266 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Internal Materials and Services	Expense	0	-135,103	-135,103
		<b>Sum:</b>	<b>0</b>	<b>-135,103</b>	<b>-135,103</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	0	-135,103	-135,103
		<b>Sum:</b>	<b>0</b>	<b>-135,103</b>	<b>-135,103</b>

**NI - Office of Community and Civic Life      DP Type      Mid-Year Reduction**

**Request Name:** 8269 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Internal Materials and Services	Expense		0	-107
		<b>Sum:</b>		0	-107
<hr/>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue		0	-107
		<b>Sum:</b>		0	-107

**FR - Portland Fire & Rescue DP Type Mid-Year Reduction**

**Request Name:** 8270 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
100000	Internal Materials and Services		0	-6,679	-6,679
		<b>Sum:</b>	<b>0</b>	<b>-6,679</b>	<b>-6,679</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Revenue</b>			
100000	General Fund Discretionary		0	-6,679	-6,679
		<b>Sum:</b>	<b>0</b>	<b>-6,679</b>	<b>-6,679</b>

**EM - Portland Bureau of Emergency Management**

**DP Type Mid-Year Reduction**

**Request Name:** 8271 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Internal Materials and Services	Expense	0	-645	-645
		<b>Sum:</b>	<b>0</b>	<b>-645</b>	<b>-645</b>
<hr/>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	0	-645	-645
		<b>Sum:</b>	<b>0</b>	<b>-645</b>	<b>-645</b>

**GR - Office of Government Relations                      DP Type                      Mid-Year Reduction**

**Request Name:** 8272 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Internal Materials and Services	Expense		0	-20
		<b>Sum:</b>		0	-20
<hr/>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue		0	-20
		<b>Sum:</b>		0	-20

**MY - Office of the Mayor**

**DP Type**

**Mid-Year Reduction**

**Request Name:** 8273 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Internal Materials and Services	Expense	0	-44	-44
		<b>Sum:</b>	<b>0</b>	<b>-44</b>	<b>-44</b>
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	General Fund Discretionary	Revenue	0	-44	-44
		<b>Sum:</b>	<b>0</b>	<b>-44</b>	<b>-44</b>

**MF - Office of Management & Finance      DP Type      Other Adjustments**

**Request Name:** 8274 -Fuel Station Debt Reduction

**Package Description**

OMF-CityFleet will not be charging customers for debt service on the fuel station replacement project in the current year. CBO is entering reductions to the planned interagency charges and offsetting reductions in contingency.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering reductions to the planned interagency charges and offsetting reductions in General Fund one-time resources.

<b>Budget Detail</b>					
<b>Fund</b>					
			<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
	<b>Major Object Name</b>	<b>Expense</b>			
702000	Capital Outlay		0	-511,337	-511,337
		<b>Sum:</b>	<b>0</b>	<b>-511,337</b>	<b>-511,337</b>
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
702000	Interagency Revenue		0	-511,337	-511,337
		<b>Sum:</b>	<b>0</b>	<b>-511,337</b>	<b>-511,337</b>

**BO - City Budget Office**

**DP Type**

**Other Adjustments**

**Request Name:** 8275 -Create new permanent PUB support position

**Package Description**

This package creates a full-time permanent Administrative Specialist III position that will support the Portland Utility Board (PUB). The PUB, Portland Water Bureau and the Bureau of Environmental Services have agreed that this position is needed and that it will be funded on an ongoing basis via an interagency agreement with the City Budget Office. Concurrently, the PUB and bureaus agreed that a part-time analyst position would meet their needs in contrast to the full-time analyst position that was previously budgeted.

**Service Impacts**

This position will support the administrative functions related to PUB, which includes scheduling meetings, completing meeting minutes, setting the agenda, distributing meeting materials, and coordinating between PUB and the utility bureaus.

**Equity Impacts**

CBO's racial equity plan specifically outlines goals of increasing the diversity of PUB members and ensuring that the PUB meetings are accessible to historically underserved Portlanders. The addition of this administrative position will expand PUB's capacity to make progress towards these goals.

**CBO Analysis**

Recommended as requested. The Portland Utility Board and the utility bureaus have agreed upon this increased level, and so CBO recommends the creation of the permanent position and corresponding interagency agreement increases.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Personnel	13,706	0	13,706
<b>Sum:</b>		<b>13,706</b>	<b>0</b>	<b>13,706</b>

Major Object Name		Revenue	2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	Interagency Revenue		13,706	0	13,706
<b>Sum:</b>			<b>13,706</b>	<b>0</b>	<b>13,706</b>

**Position Detail**

Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003027 - Coordinator I - NE	1.00	8,689	0	664.74	4,353	13,707
<b>Total</b>	<b>1.00</b>	<b>8,689</b>	<b>0</b>		<b>4,353</b>	<b>13,707</b>

**CB - Office for Community Technology      DP Type      General Fund Program Carryover**

**Request Name:** 8276 -Program Carryover - OCT Relocation

**Package Description**

CBO is entering a program carryover request for the OCT relocation project, totaling \$437,000. Recent information from OMF-Facilities Services indicates this project is unlikely to move forward in the current fiscal year.

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

CBO is entering a program carryover request for the OCT relocation project, totaling \$437,000. Recent information from OMF-Facilities Services indicates this project is unlikely to move forward in the current fiscal year.

**Budget Detail**

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	External Materials and Services		0	-82,000
100000	Internal Materials and Services		0	-355,000
	<b>Sum:</b>		<b>0</b>	<b>-437,000</b>

Fund		2018-19 SPRING Requested Adj	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Recom Total
100000	General Fund Discretionary		0	-437,000
	<b>Sum:</b>		<b>0</b>	<b>-437,000</b>

**FM - Fund & Debt Management**

**DP Type**

**Request Name:** 8277 -BOEC operating return to General Fund

**Package Description**

**Service Impacts**

**Equity Impacts**

**CBO Analysis**

<b>Budget Detail</b>					
<b>Fund</b>					
	<b>Major Object Name</b>	<b>Revenue</b>	<b>2018-19 SPRING Requested Adj</b>	<b>2018-19 SPRING CBO/ Council Adj</b>	<b>2018-19 SPRING Recom Total</b>
100000	Fund Transfers - Revenue		18,128	0	0
100000	General Fund Discretionary		-18,128	0	0
	<b>Sum:</b>		<b>0</b>	<b>0</b>	<b>0</b>