

Fall FY 2019-20 Supplemental Budget:

REQUESTS & RECOMMENDATIONS

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.

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/24/19

CBO Discussion & Recommendations

Run Time: 1:42:17 PM

Position Detail

Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003020 - City Attorney, Deputy	1.00	143,000	0	10,313	49,085	202,398
Total	1.00	143,000	0		49,085	202,398

AT - Office of the City Attorney

DP Type

Other Adjustments

Request Name: 9254 -Water Main Break Claims

Package Description

On March 16, 2019, a large water main burst in Northeast Portland near Northeast 23rd Avenue and Skidmore Street. At its peak, the burst water main released 40,000 gallons of water per minute into the neighborhood. This type of large water main failure is exceedingly rare, and the failure was unforeseeable. Several residents and others suffered property damage as a result of the water main break and have asserted claims against the City. While the City denies legal responsibility for any damages, the City acknowledges that it would incur costs to defend claims and the results of any litigation can be uncertain. Accordingly, given the scope of the impacts, disputed claims related to the water main break should be resolved for the benefit of the City according to the process established in Ordinance No 189572.

The Commissioner-in-Charge of the Water Bureau introduced an ordinance that established a process to submit documented claims to the City Attorney's Office and authorized the City Attorney's Office to attempt to resolve the claims. The ordinance set aside a total of \$250,000 to settle all claims, and the ordinance specifies the types of damages and costs the City Attorney's Office is authorized to pay in settlement of a claim. The ordinance requires claimants to execute a full release and an assignment of claims as part of any settlement. Claims must be submitted by July 1, 2019, and the City Attorney's Office must complete processing of the claims by September 30, 2019.

The ordinance directed the City Budget Office to allocate \$250,000 in unrestricted General Fund contingency resources to a Policy Set Aside account via the FY 2018-19 Over Expenditure Ordinance. These funds were carried over to the FY 2019-20 budget for this purpose and are available for appropriation to the City Attorney's Office in the FY 2019-20 Fall Budget Monitoring Process. The City Attorney's Office may only draw funds from the Policy Set Aside account necessary to settle claims, and any excess money in the account shall remain available as unrestricted General Fund contingency. To date, the office has settled claims in the amount of \$133,534.

Service Impacts

The large water main break was an unforeseeable and exceedingly rare event that had a wide scope of impacts. Several residents and others suffered property damage as a result of the water main break and have asserted claims against the City. Given the scope of the impacts, disputed claims related to the water main break should be resolved for the benefit of the City according to the process established by the ordinance. The goal of the ordinance is to resolve legitimate claims as soon as possible for the benefit of the City and affected claimants, which will allow the City to use its limited resources to efficiently handle other disputed claims, if necessary.

Equity Impacts

The goal of this ordinance is to resolve legitimate claims as soon as possible for the benefit of the City and affected claimants. An efficient claims resolution process should benefit all those impacted and may reduce the costs and burdens on those making claims.

CBO Analysis

As money has been set aside and approved by Council for this purpose, CBO recommends this reimbursement as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	133,534	0	133,534

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	133,534	0	133,534

AT - Office of the City Attorney

DP Type

Encumbrance Carryover

Request Name: 9299 -Encumbrance Carryover

Package Description

The office requests a \$29,000 encumbrance carryover for a contract with Delaris LLC for development of business and technical requirements for software upgrades. (DPO #22231267).

Service Impacts

This work is necessary to prepare an RFP for new software. The office intends to issue the RFP and select new software in FY19-20.

Equity Impacts

Technology improvements are expected to create efficiencies in the office allowing City Attorney staff to focus on legal work, including equity work.

CBO Analysis

CBO recommends encumbrance carryover for this purchase order, totaling \$29,000, which appears to be for one-time costs where services were ordered but not fully completed by the end of the fiscal year. The total amount of encumbrance carryover recommended by CBO is covered by the City Attorney's General Fund underspending in the prior fiscal year.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	29,000	0	29,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	29,000	0	29,000

AU - Office of the City Auditor**DP Type****New GF Request****Request Name:** 9247 -2-Yr LTE Elections Coordinator**Package Description**

The Auditor's Office requests General Fund contingency for a limited duration, full-time equivalent coordinator position (\$116,584 per year, including materials and services) to assist with implementation, enforcement, and outreach for portions of the City's recently upheld campaign finance regulations. The regulations are provisions of a City Charter change measure initiated by the public and passed by voters in November's 2018 municipal election (measure 26-200). The measure proscribes specific requirements of campaign activities and those involved in elections communications, as well as the need for investigations, monitoring, and development of program procedures and rules. Funding for the two-year position would cover the busiest times of the elections cycle through November 2020.

The Auditor's Office believes this request meets the City's financial policies for mid-year one-time funding because it was unforeseen, is mandated in the City Charter, and cannot be funded within existing Auditor's Office resources.

- **Unforeseen:** sections of the new regulations were upheld by Multnomah County Circuit Court in June 2019 after the regular budget development process had completed for FY 2019-20. However, in January 2019 when Council created City Code for the Charter change and authorized the City Attorney to seek a legal review from the court, the Auditor's Office noted on the fiscal impact statement that there would be costs associated with implementation, including potential staffing costs (see Ordinance. No. 189348 Impact Statement for Council meeting date 1/16/2019).

- **Critical:** These provisions went into effect September 1, 2019, for what the Auditor's Office anticipates to be one of the City's busiest elections seasons on record with three contested races and the availability of public funds for campaigns that qualify. The measure passed with overwhelming support by Portlanders (87 percent) but attached no funding for the administration and careful monitoring it requires. If the request is not funded, the office could be out of compliance with required investigations, such as those that mandate a 5 business-day turnaround, and overall elections administration will be negatively impacted. Existing staff resources will also be diverted from other core elections functions, putting the City at risk for missing necessary elections deadlines, slower responsiveness to candidate filings, requests for assistance, and limiting timely access to public information.

- **Cannot be absorbed by available resources:** The Auditor's Office does not currently have the capacity to absorb this one-time request in existing resources. Personnel spending in FY 2018-19 was at 97 percent of budgeted amounts, with the remainder reflecting funds reserved for personnel contingency. External Materials and Services was underspent by only \$75,000 in FY 2018-19 after accounting for encumbrance carryovers and underspending in the Assessments Finance, and Foreclosure division, which reimburses the General Fund for administration.

Position duties:

The primary role of the coordinator position will be to assist with drafting procedures, rules, and providing education and advice to the public, as well as assisting with mandatory investigatory timelines. Jurisdictions with similar campaign communications disclosure regulations state that staff time is especially critical for timely response to numerous and simultaneous requests for compliance assistance, complaint follow up, and conducting investigations or reviews within the deadlines provided.

Background:

On November 6, 2018, voters amended the City of Portland Charter relating to campaign finance regulations. The measure qualified to the ballot by initiative petition (collecting signatures of qualified Portland voters) which was filed by a group of Portland residents. The Charter change impacts the election of City of Portland candidates (Mayor, Commissioners, Auditor) by requiring contribution and expenditure limits in campaigns as well as requiring: disclosures on certain campaign communications, additional registration of expenditures with the Secretary of State, and employers to provide certain payroll deductions for employee political contributions.

The City adopted Code language to implement the law in January of 2019 and asked the Multnomah County Circuit Court to validate the provisions as legal under the Oregon Constitution. The Court upheld certain sections and struck down those on campaign contribution and expenditure limits. As of September 9, 2019, the ruling is pending an appeal by the City of Portland.

Sections that were upheld by the court, include those on independent expenditure registration, employee political committee donations via payroll deduction, and timely, detailed candidate campaign disclosures in communications that include website, audio, video, and printed formats. Disclosures must contain primary and secondary funders of the communications, as well as business industry information related to funders' income.

Service Impacts

In addition to the risk of not having enough staff to meet required investigatory duties, the Auditor's Office expects overall negative impacts to elections administration and customer service. Thus far in FY 2019-20, the office has responded to 99 percent of all elections, lobbying, and political consultant program inquiries from members of the public and City officials within two business days. It is anticipated that number will drop to at least 80 percent should this request for additional staffing not be funded.

Equity Impacts

Without additional staff resources, the Auditor's Office is limited in its ability to share information about the new Charter requirements, respond to compliance questions, and investigate complaints. That reality puts individuals with limited resources at a disadvantage and tilts the electoral process in favor of campaigns with plenty of staff and volunteers to navigate the new rules. Timeliness of complaint investigations will be compromised, which could affect the outcome of the election and dampen public trust in the result.

CBO Analysis

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	20,000	-5,000	15,000
Personnel	213,168	-53,293	159,875

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	233,168	-58,292	174,876

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003203 - Auditor - Coordinator I	1.00	68,900	0	5,271	32,413	106,584
Total	1.00	68,900	0		32,413	106,584

AU - Office of the City Auditor

DP Type

Technical Adjustments

Request Name: 9331 -Technical Adjustments

Package Description

Auditor's office technical adjustments consolidate previously budgeted funds for payment and completion of a security enhancement project on the first floor of the Auditor's Office in City Hall. One interagency increase with the Bureau of Transportation corrects a billing error in FY 2018-19 for revenue to be realized in FY 2019-20.

Service Impacts

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-112,915	0	-112,915
Internal Materials and Services	130,000	0	130,000
Personnel	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	17,085	0	17,085

AU - Office of the City Auditor

DP Type

Encumbrance Carryover

Request Name: 9406 -Encumbrance Carryover Request

Package Description

The Auditor's office requests encumbrance carryovers totaling \$147,184 for existing purchase orders/contracts entered into in FY2018-19 that are continuing to FY2019-20. Encumbrance requests include, continuing implementation of the Hearings Office software project—\$74,747, graphic design services for the Auditor's Office—\$26,132, Land Use Hearings Officer services—\$25,181, City's electronic records software licensing—\$11,200, and Construction audit consulting—\$9,924. Details are in the submitted encumbrance carryover worksheet.

Service Impacts

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	147,184	0	147,184

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	147,184	0	147,184

BO - City Budget Office

DP Type

Technical Adjustments

Request Name: 9346 -CBO Technical Adjustments

Package Description

CBO is requesting net zero adjustments to the Portland Utility Board budget. Projected personnel savings of \$5,600 are being reallocated to cover the increased costs of hosting board meetings. Additionally, personnel savings are being reallocated to cover office supplies costs that resulted from hiring two new employees.

Service Impacts

While these adjustments are primarily technical, realigning these resources to support PUB staff and food costs enables the Portland Utility Board to more effectively represent Portlanders in their oversight of the City's utility bureaus.

Equity Impacts

Included in CBO's Racial Equity Plan is the goal of hosting PUB meetings in different geographic locations across the City with the intent of increasing participation of under represented communities. This realignment supports this goal by ensuring that there are sufficient resources to host PUB meetings in a variety of venues.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	4,900	0	4,900
Internal Materials and Services	700	0	700
Personnel	-5,600	0	-5,600

CB - Office for Community Technology DP Type Encumbrance Carryover

Request Name: 9325 -OCT - Encumbrance Carryover

Package Description

The Office for Community Technology requests \$83,096 in encumbrance carryover: PO 22259598 Esper House, LLC community engagement, \$21,850; PO 22259599 F Conrad Hurdle, community stakeholder input, \$17,150. Outside council from the following vendors: PO 22248810 Telecom Law Firm PC, \$2,041; PO 22248811 Best Best & Krieger, \$2,000; PO 2257108 Best Best & Krieger, \$33,353; PO 22254531 David Olson, \$3,705; PO 22257109 Ashpaugh & Sculco CPA PLC, \$2,997.

Service Impacts

Approval of this request will allow the Office for Community Technology to complete the work with funds encumbered in FY 2018-19.

Equity Impacts

N/A

CBO Analysis

CBO typically recommends encumbrance carryovers for one-time costs where goods or services were ordered but not be received by the end of the fiscal year, provided the bureau also has sufficient year-end General Fund underspending to pay for the requested encumbered funds.

Per guidelines stated in the BMP Manual, CBO typically does not recommend encumbrance carryover requests for purchases that are annual and ongoing in nature. Annual materials and services costs – particularly flexible professional services contracts – or other annual contracts funded in the current year should be funded from the bureau’s current fiscal year appropriation.

OCT’s request for encumbrance carryover, which totals \$83,096, includes a subset of purchase orders that CBO considers to be annual materials and services costs. These include flexible services contracts with outside counsel and consultants for which costs are incurred by OCT every year. OCT is requesting encumbrance carryover of \$41,099, though OCT incurred only \$9,300 in expenses against these contracts last fiscal year. Because OCT has appropriation to cover typical costs for these contracts in the current year, CBO is not recommending encumbrance carryover for this subset of purchase orders.

While OCT spent \$9,300 on these contracts last year, OCT’s Director has noted that these flexible services contracts may be more heavily utilized in the current fiscal year. OCT employs these firms to help support legal and advocacy work, and the FCC is engaged in an unprecedented effort to preempt local control of the right-of-way, from ruling on changes to regulation of cable franchises to setting limits on deployment of 5G small cell wireless. These rulings will have material impacts on revenue collection in the City, as well as the City’s ability to negotiate for community benefits under franchise agreements. To the degree that Council wishes to accelerate or augment OCT’s legal and policy efforts around local preemption, allocation of new General Fund one-time resources should be considered.

CBO does recommend encumbrance carryover for the remaining purchase orders, totaling \$41,997, which appear to be for one-time costs where goods or services were ordered but not be received by the end of the fiscal year. The total amount of encumbrance carryover recommended by CBO is covered by OCT’s General Fund underspending in the prior fiscal year.

Specific POs not recommended for carryover are with Telecom Law, Best Best Krieger, and Dave Olson.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	83,096	-41,099	41,997

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	83,096	-41,099	41,997

DR - Bureau of Fire & Police Disability & Retirement

DP Type

Technical Adjustments

Request Name: 9207 -Debt Management IA

Package Description

This request increases the FPDR interagency agreement with OMF Debt Management by \$13,372 to fund a variety of additional costs proposed in a Debt Management fall BMP decision package.

Service Impacts

None

Equity Impacts

None

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-13,372	0	-13,372
Internal Materials and Services	13,372	0	13,372

DR - Bureau of Fire & Police Disability & Retirement

DP Type

Technical Adjustments

Request Name: 9239 -BHR IA

Package Description

This request increases the FPDR interagency agreement with OMF by \$81 to fund FPDR's pro rata share of unexpended DCTU professional development funds to be carried over from the prior fiscal year, per the DCTU contract.

Service Impacts

None

Equity Impacts

None

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-81	0	-81
Internal Materials and Services	81	0	81

DS - Bureau of Development Services DP Type Contingency

Request Name: 9180 -Adjustment for DCTU Professional Development

Package Description

This is an adjustment of \$3,988 to carry over BDS' pro-rata share of the DCTU Professional Development Fund expenses from FY 2018-19 to FY 2019-20.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-3,988	0	-3,988
Internal Materials and Services	3,988	0	3,988

DS - Bureau of Development Services DP Type Contingency

Request Name: 9181 -Adjustment for PROTEC (PTE-17) Professional Development

Package Description

This is an adjustment of \$3,857 to carry over BDS' pro-rata share of the PROTEC (PTE-17) Professional Development Fund expenses from FY 2018-19 to FY 2019-20.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-3,857	0	-3,857
Internal Materials and Services	3,857	0	3,857

DS - Bureau of Development Services DP Type Contingency

Request Name: 9241 -Adjustment for IA with BPS for BSA

Package Description

This is an appropriation of \$72,000 for Business Systems Analyst (BSA) services provided by the Bureau of Planning & Sustainability (BPS) to BDS TRACs Support Team.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. BDS has stated that the BSA is needed to test the Amanda 7 system, assist with training on the system, and to document processes through writing Standard Operating Procedures. In June 2019, the bureau worked with the Bureau of Planning and Sustainability to finalize the agreement, too late to include it in the FY 2019-20 Adopted Budget, and so is now requesting it to be included during this Fall Supplemental. Under this arrangement, BDS will cover 50% of the cost of BPS's full-time BSA to support the POPS project. In light of the fact that the agreement was not discussed at the time of the development of the FY 2019-20 budget, and the bureau's efforts to get the agreement in place late in the last fiscal year, CBO is recommending the request to draw from the bureau's contingency for the BSA's support. It should also be noted that the launch date target for the Amanda 7 upgrade has been postponed from November 2019 to February or March 2020. BDS and the Bureau of Technology Services agree that postponing the launch date would allow the City to develop a quality product with extended functionality and provide the necessary training to support users. The support of the BSA should assist the bureau to achieve these goals by the new launch date.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-72,000	0	-72,000
Internal Materials and Services	72,000	0	72,000

DS - Bureau of Development Services DP Type Contingency

Request Name: 9322 -Adjustment to IA with OMF BTS

Package Description

This is an adjustment of \$5,106 in interagency revenue from BTS for an additional parking pass at the 1900 Building PSU Parking Garage.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. BDS serves as the single point of contact for City bureaus utilizing parking at the PSU garage.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	5,106	0	5,106
External Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	5,106	0	5,106

DS - Bureau of Development Services DP Type Technical Adjustments

Request Name: 9456 -Technical Adjustment to correct negative number

Package Description

This adjustment corrects a \$39 negative budgeted amount in one line item, offsetting in miscellaneous

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0

EC - Bureau of Emergency Communications

DP Type New GF Request

Request Name: 9234 -ProQA Training Overtime

Package Description

Training Overtime Requirement: In FY 18/19, Emergency Communications received funding for an Integrated Priority Dispatch System (IPDS), which includes medical and fire call taking triage protocol. This protocol guides dispatchers through providing all relevant Post-Dispatch Instructions (PDI's) and Pre-Arrival Instructions (PAI's). PDIs allow the dispatcher to provide Dispatch Life Support to the caller, while PAIs help the dispatcher transmit key patient information to responders en route. As the new system nears the implementation stage, it requires six full days of training for each operations employee. Due to limited staffing levels, training must occur on overtime, and overtime expenses were not included in the original project budget request. This current request covers five of the six days of training because one day of overtime is being absorbed by the bureau's current budget. This expense is a one-time request.

Service Impacts

This one-time funding will allow the bureau to train operations employees in IPDS protocol. Through the protocol, Emergency Communications will be able to provide detailed, robust, and internationally-proven emergency call handling for our community, thus providing a higher level of medical and fire pre-arrival care. This protocol is also a pre-cursor to a nurse triage protocol, which will provide even greater level of care for callers accessing 911.

Equity Impacts

Emergency Communications provides language interpretation services, text to 911, Oregon Relay Services, and TTD/TTY, thus ensuring equal access for all callers. Emergency Communications conducts targeted outreach to traditionally underserved communities.

CBO Analysis

Recommended as requested. This request meets the necessary standard for Fall BMP Requests. It is urgent, as the software is in the final stages of being purchased and training is tentatively scheduled for the late fall pending the finalization of the procurement contract. It is unforeseen, as both CBO and BOEC did not learn that the labor cost run-rate for being at full staffing significantly exceeded projections. Lastly, this cost cannot be absorbed with existing bureau resources, and the bureau is currently holding 7 positions vacant to sufficiently land its personnel services expenses within budget, a staffing deficit which is negatively impacting 911 call taking service levels. Furthermore, training BOEC call takers on this new equipment is a linchpin for the development of Portland Street Response, a council-identified priority. CBO notes that \$79,929 of this \$392,000 is obligated to be paid by user agencies, and that this amount must be recovered by BOEC and reimbursed to the General Fund in FY 2020-21.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	392,000	0	392,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	392,000	0	392,000
General Fund Discretionary	0	0	0

EC - Bureau of Emergency Communications

DP Type Technical Adjustments

Request Name: 9235 -Reduction of MSAG Revenue

Package Description

Through the 911 tax, the Oregon Office of Emergency Management reimburses 911 centers for their work updating the Master Street Address Guide (MSAG). MSAG lists all streets and address ranges in a jurisdiction and verifies that the correct emergency responders are sent to the proper address. Due to State inadequate funding for equipment and reimbursements, this Geographic Information Services (GIS)-related reimbursement has been reduced effective July 1, 2019 to September 30, 2020. Originally budgeted at \$96,000 for FY 19/20; this request is to reduce revenue by \$57,600 due to reductions from State quarterly funds distributions.

Service Impacts

This revenue is used for ongoing MSAG maintenance, which is completed by the Bureau of Technology Services (BTS). Maintenance includes address range modifications, additions, deletions, street name changes, and English Language Translation or Emergency Service Number updates. Maintenance may also involve coordination with concerned parties, such as emergency service personnel, addressing authorities, road authorities, and other MSAG coordinators for mutual response areas. This revenue helps offset the cost of maintenance paid directly to BTS. This reduction will be absorbed by Emergency Communications within the external material services budget.

Equity Impacts

Emergency Communications provides language interpretation services, text to 9-1-1, Oregon Relay Services, and TTD/TTY, thus ensuring equal access for all callers. Emergency Communications conducts targeted outreach to traditionally underserved communities.

CBO Analysis

Recommended as requested. Total MSAG net adjustments is \$64,200 in new revenue from the state. The revenue will be allocated to their operating budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-57,600	0	-57,600

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	-57,600	0	-57,600

EC - Bureau of Emergency Communications

DP Type Other Adjustments

Request Name: 9286 -Cash Transfer PSSRP Funds

Package Description

The Public Safety Systems Revitalization Program – PSSRP – was formed at the City Council’s direction in 2006. The purpose of the program was to give a citywide view of major IT projects for public safety needs. The program provides management for procurement, implementation, and upgrades to public safety systems in cooperation with the bureaus both directly and indirectly benefiting from the projects. Emergency Communications is requesting the transfer of PSSRP funds from remaining Fire Bureau WIFI PSSRP project funds. The funds will be used for the Integrated Priority Dispatch System. The Fire Bureau received \$180,000 in Public Safety reserve funds for their recently completed WiFi at Fire Stations project; the project was completed for ~\$102,000 in FY 2018-19. The savings fell to General Fund balance and Emergency Communications is requesting the appropriation of the project savings.

Service Impacts

Funds transferred will allow for continued project implementation, licenses for Emergency Medical and Emergency Fire Dispatch, training, and technology costs of the Integrated Priority Dispatch System.

Equity Impacts

Emergency Communications provides language interpretation services, text to 911, Oregon Relay Services, and TTD/TTY, thus ensuring equal access for all callers. Emergency Communications conducts targeted outreach to traditionally underserved communities.

CBO Analysis

Recommended as requested. As stated in the review, this request transfers funds from the General Fund to the Emergency Communications fund. However, this is not a true request for General Fund discretionary resources. The money requested was originally Public Safety Systems Revitalization Project (PSSRP) funding transferred to the Fire Bureau from the Technology Fund. The Fire Bureau expended \$102,000 out of \$180,000 appropriated, with the remainder falling to balance in the General Fund. Because the original purpose of PSSRP money was to fund public safety technology revitalization projects, CBO recommend this amount be transferred to BOEC to help defray the procurement and implementation costs of the Integrated Priority Dispatch Software and the 911 Logging Recorder.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	78,000	0	78,000
Personnel	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	78,000	0	78,000
General Fund Discretionary	0	0	0

EC - Bureau of Emergency Communications

DP Type Technical Adjustments

Request Name: 9287 -Technical Adjustments

Package Description

Technical Adjustments:
 \$250K from internal materials and services (IMS) to external materials and services (EMS). \$96.8K from Bureau of Technology Services Replacement Reserves Fund to capital projects. IMS budget reduction per Management and Finance.

Service Impacts

Moving \$96,883 from Replacement Reserves Fund for Logging Recorder and Instant Playback Recorder to Logging System capital project. Moving \$250,000 from IMS to EMS to reflect expenditures for technology services, such as CenturyLink contract, backup phones, monitors, and other hardware/software needs. These costs are no longer running through Bureau of Technology Services, but are now managed by Emergency Communications. Reducing management services interagency budget by \$3.9K

Equity Impacts

Emergency Communications provides language interpretation services, text to 9-1-1, Oregon Relay Services, and TTD/TTY, thus ensuring equal access for all callers. Emergency Communications conducts targeted outreach to traditionally underserved communities.

CBO Analysis

Recommended. These adjustments are not purely technical, as they increase appropriation. This request increases revenue by initiating a transfer from BTS' Technology Fund for \$96,883 that had been set aside by BOEC and the Bureau of Technology Services for the 911 logging recorder replacement.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total	
Capital Outlay	96,883		0	96,883
External Materials and Services	253,831		0	253,831
Internal Materials and Services	-253,831		0	-253,831

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total	
Fund Transfers - Revenue	96,883		0	96,883
Interagency Revenue	0		0	0

EC - Bureau of Emergency Communications

DP Type New Revenue

Request Name: 9289 -Service Charge Revenue

Package Description

Through the 911 tax, the Oregon Office of Emergency Management reimburses 911 centers for their work updating the Master Street Address Guide (MSAG). MSAG lists all streets and address ranges in a jurisdiction and verifies that the correct emergency responders are sent to the proper address.

Service Impacts

This revenue is used for ongoing MSAG maintenance, which is completed by the Bureau of Technology Services - BTS. This revenue helps offset the cost of maintenance paid directly to BTS. The revenue received is for charges incurred in FY17/18 and FY18/19.

Equity Impacts

Emergency Communications provides language interpretation services, text to 9-1-1, Oregon Relay Services, and TTD/TTY, thus ensuring equal access for all callers. Emergency Communications conducts targeted outreach to traditionally underserved communities.

CBO Analysis

Recommended as requested. Total MSAG net adjustments is \$64,200 in new revenue from the state. The revenue will be allocated to their operating budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	120,000	0	120,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	120,000	0	120,000

EM - Portland Bureau of Emergency Management

DP Type

Encumbrance Carryover

Request Name: 9333 -Encumbrance Carryover

Package Description

This request is to carryover PBEM FY 2018-19 budget underspending for contracts where the related purchase order was executed by the end of last fiscal year. Approximately \$293,000 of this package relates to one-time contracts and \$122,000 relates to ongoing contracts.

Service Impacts

This package funds procurements across many of PBEMs programs. With its funding PBEM will continue work on several strategic projects. A few highlights include a URM workgroup facilitation contract, several community related trainings and community notification related procurements.

Equity Impacts

Many of these procurements relate to creating a resilient Portland focused on serving those historically underserved communities within Portland. From community BEECN boxes to partnership with community-organizations to planning to mitigate Portland's hazards, this package funds:

- Continued efforts to address Unreinforced Masonry (URM) building risk, which impacts many of Portland's low income, immigrant, and minority families.
- Facility rental and training coordination with Urban League and the African Family Holistic Health Organization because PBEM is meeting Portlanders' where they are with curriculum and materials that are meaningful to them.
- Training simulation stations to create prepared not scared Portlanders.

CBO Analysis

The City Budget Office (CBO) notes that contracts that are ongoing in nature, for which the bureau has annual allocations for, are not an acceptable use of encumbrance carryover. PBEM notes that for these contracts, the bureau estimates, with moderate confidence, it can cover costs within its existing FY 2019-20 budget. Therefore, CBO only recommends \$293,225 for encumbrance carryover. Should the bureau need additional resources related to the two ongoing contracts later in the fiscal year, it can request funds in the upcoming FY 2019-20 Spring BMP.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	35,774	0	35,774
External Materials and Services	386,767	-129,316	257,451

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	422,541	-129,316	293,225

EM - Portland Bureau of Emergency Management

DP Type Technical Adjustments

Request Name: 9336 -Technical Adjustments

Package Description

This package reallocated funds with PBEM's programs. Highlights of these changes include: • Establishing a \$26,000 budget for PBEM's Continuity of Operations Plan (COOP) Planner who was hired in the last quarter of FY 2018-19. PBEM had requested additional funds for the position, but external and internal charges had to be funded within existing resources. • Increasing the Community Programs budget by about \$120,000 to fund one-time training videos, equipment, and consultant costs. • Reducing the operations budget by about \$100,000. PBEM is expecting to be awarded the 2019 Emergency Management Performance Grant (EMPG) this winter and restore this reduction. • Reducing the Director's budget by about \$30,000 as the projected cost of strategic planning efforts have decreased, though the project is still in early development.

Service Impacts

COOP – PBEM will begin outreach to small businesses within the community on business continuity planning. Helping to improve Portland's small business resilience.

Community Programs – Continued preparedness trainings in offered in languages other than English, training videos that can be accessed online, and fire simulation equipment to improve realism yet provide safety for trainees.

Operations – none, as we expect to restore this funding prior to yearend.

Directors – there may be delays between the end of the current strategic plan and the publishing of our next strategic plan.

Equity Impacts

COOP - improved business continuity in Portland's small businesses.

Community Programs – focused resources toward preparing Portland's most vulnerable populations: immigrants, minorities, children, non-English speaking, and disabled.

Operations – none, as we expect to restore this funding prior to yearend.

Directors – none expected.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0

EM - Portland Bureau of Emergency Management

DP Type New GF Request

Request Name: 9418 -Partnering to Mitigate Fossil Fuel Risk

Package Description

Historically, PBEM has focused on preparing for and managing the city's response to emergency events. We are shifting our focus to preventing them and building resiliency to quickly and effectively recover when disruptive events occur.

The Critical Energy Infrastructure (CEI) Hub in the Linnton neighborhood of Portland represents a significant threat to our resilience. The CEI hub is essentially a collection of tank farms. According to a City Club assessment issued February 14, 2018, 90% of the State's fuel and 100% of the Port's jet fuel run through the hub. An earthquake, landslide, or fire that impacted the hub would pose a grave threat to residents in Linnton, St. Johns, and Forest park neighborhoods, and make the entire state unable to re-supply fuel just when emergency generators and heavy equipment are needed most. It could also contaminate the Willamette and Columbia Rivers for a generation.

PBEM has have been engaged in CEI hub advocacy for some time. In 2016, PBEM commissioned a special-area study of Linnton as part of our Citywide natural hazard mitigation strategy. In 2018, PBEM partnered with Portland State University (PSU) and Oregon Solutions to interview various regional stakeholders to explore collaborative action to increase resiliency of the hubs. The Oregon Solutions assessment aimed to bring all parties to the table to mitigate risks, particularly seismic risk and identify short term and long-term solutions. In 2019, PBEM contracted with Dr. Peter Dusicka to learn from storage tank failures of the past from around the world, collect available data about the local tanks, review potential mitigation strategies and recommend steps for seismic strengthening. Through that work, Dr. Dusicka has come up with proposed actions to strengthen the hubs related to seismic risks.

The CEI hub poses regional risks, and PBEM is partnering with other agencies in our efforts. Multnomah County, in partnership with PSU, is beginning a phased collaborative effort to study the cost of recovering from various types of failures at the hub. The first phase will build on information collected through previous work from jurisdictions and organizations around the state, seek new input from stakeholders and recommend options to mitigate the burden of public funding paying for the recovery costs of privately held facilities when catastrophic vulnerabilities have been identified and are reasonably likely to occur in the foreseeable future.

Commissioner Hardesty's office has initiated a new effort to partner on mitigating this risk. Multnomah County has begun development of an Intergovernmental Agreement (IGA) with PSU totaling \$100,000 to complete this phase one work and is requesting the City to match the County's investment with a \$50,000 contribution.

PBEM has reviewed our current appropriation to determine if we are able to contribute funding to this project. However, due to delays in the award of this year's Emergency Management Performance Grant (EMPG) , PBEM will not be able to immediately prioritize this work, which would result in delays to the study. PBEM is requesting an emergency appropriation of \$50,000 to commit to this project immediately to continue the urgent and deliberative process to bring stakeholders together and identify strategies and accountabilities that mitigate the vulnerability of the critical energy hubs serving the region and ensure a resilient energy infrastructure.

If the project is delayed until next fiscal year, the county may move forward with a scaled-down project that focuses more on climate risks, and does not incorporate the City's specific concerns around seismic safety. Leading to the sense of urgency in this request.

Service Impacts

The State and the region need to collaborate to ensure our collective ongoing vitality. The Oregon State Seismic Policy Advisory Committee (OSSPAC) has made CEI hub risks a concern, and an initial report on possible strategies is forthcoming in November of this year. Oregon also allocated \$300,000 dollars to state emergency managers for additional studies this biennium. This investment puts the City on a collaborative path with our partners to address the risks related to these issues. This is a challenge the region needs to come together on, and PBEM along with the Bureau of Planning and Sustainability and the Bureau of Development Services believe this work can't wait any longer.

Equity Impacts

The National Institute of Building Sciences (NIBS) released a finding that every \$1 invested in disaster mitigation by three federal agencies saves society \$6. As stated earlier, 90% of the State's fuel comes through these hubs. These figures understate how infrastructure failure disproportionately impacts historically underserved communities and the emotional and economic trauma associated with those impacts.

Studies from the University of Colorado's Natural Hazards Center tracked victims of Hurricane Katrina and Sandy and demonstrated that people of color, low income, disabled, elderly, and children are disproportionately and negatively impacted by disasters. Another study, Race, Class and Hurricane Katrina: Social Differences in Human Responses to Disaster, also confirms that people of color and low income communities bear a disproportionate negative impact of disasters effecting economic status and housing, two key areas of community stability. Should there be major loss of service from the hubs or a major contamination to the area, the science tells us this would impact Portland most vulnerable first and hardest.

CBO Analysis

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/29/19

CBO Discussion & Recommendations

Run Time: 1:44:37 PM

PBEM has an average of 12% or \$397,843 in General Fund underspending over the past three fiscal years, including \$359,318 from FY 2018-19. Additionally, this project could be funded with the anticipated 2019 EMPG grant, and qualifies for funding through the Regional Disaster Preparedness Organization (RDPO) as a regional issue. In line with City financial policy (Fin-2.04-Budget) , CBO recommends the bureau either: reprioritize existing funding, allocate a portion of 2019 EMPG grant funds, and/or seek funding through the RDPO for this urgent bureau priority. Should the bureau not have enough resources, it can request General Fund resources in the upcoming Spring BMP.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	50,000	-50,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	50,000	-50,000	0

ES - Bureau of Environmental Services DP Type Technical Adjustments

Request Name: 9348 -Technical Adjustments

Package Description

This package makes adjustments to realign existing budget to current expectations.

Service Impacts

The changes in this package reflect internal adjustments and realignments. All increases are offset by a corresponding reduction such that there is no fund level change in appropriation nor draws from contingency. Highlights of the technical changes include:

- Realignment of various interagency agreements to reflect current allocations and changes requested by other bureaus.
- Movement of existing appropriation and personnel costs to stand-up the newly created Project Management Office.
- Movement of CIP dollars to support re-initiation of the Boones Ferry Culvert Replacement Project.
- Various other technical adjustments to realign budget to where expenditures are or are expected to occur.

Equity Impacts

The equity impacts associated with this package are consistent with those that developed the adopted budget.

CBO Analysis

Recommended as requested. These adjustments that neither require additional funding nor draw from bureau contingency have many components, the largest and most important of which are described as follows.

- \$3.0 million is transferred from the budget for the Tryon Creek Wastewater Treatment Plant (TCWTP) project to the Boones Ferry Culvert Replacement project. The \$80 million (\$4.16 million in FY 2019-20) TCWTP Headworks project is currently on hold pending discussions with Lake Oswego, freeing up current year funds which BES is transferring to the Boone Ferry Culvert project. The Boones Ferry Culvert replacement project was previously placed on hold for further evaluation and to secure funding from other parties that have since been committed. The \$3.0 million change requested in this BMP reflects only the portion of the project expected to be spent in the current fiscal year. BES states that timing is crucial for the Boones Ferry Culvert Replacement Project because of a limited work window and includes a channel enhancement to a fish passage. The project also addresses a significant public safety issue due to challenging trail access and a dangerous pedestrian crossing. Finally, BES notes that commodities pricing has significantly affected the cost of construction, thus emphasizing the need to finish the work sooner to avoid further cost increases. The total budgets for both projects will be refined as the bureau develops its budget for FY 2020-21.
- The budget for the Community Opportunities and Enhancement Program (COEP) is being reduced by \$600,000 and reallocated due to updated program information. As the funding model for COEP has taken shape, it has been identified that COEP contributions can be funded via an eligible capital project. Thus, BES is reallocating the funds it had previously set-aside for the program.
- \$300,000 is allocated to support the newly created Project Management Office (PMO), including funding for several contract employees.
- \$203,000 is allocated to an interagency agreement with the City Attorney's Office for legal support on Portland Harbor Cleanup proceedings.
- The budget for personnel net to an increase of \$78,000, although no new permanent FTEs are created. Much of the increase is funding for part-time staff to provide support for the newly created PMO and Engineering Services through the transition to start up the PMO. BES states that this is a bridge to identifying a permanent position/solution for operations support for the PMO, a discussion that the bureau says will occur in the context of the FY 2020-21 Requested Budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	699,500	0	699,500
External Materials and Services	-536,927	0	-536,927
Internal Materials and Services	-220,317	0	-220,317
Personnel	58,000	0	58,000
External Materials and Services	-223,000	0	-223,000
Internal Materials and Services	203,000	0	203,000
Personnel	20,000	0	20,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	256	0	256

ES - Bureau of Environmental Services DP Type Contingency

Request Name: 9361 -Carryover

Package Description

This package reflects carryover of previously approved items that were at varying stages of completion at the end of the prior fiscal year.

Service Impacts

Of the total \$4.2 million of carryover requested, approximately \$3.9 million reflects life-cycle replacement or previously approved vehicles that have been ordered in prior fiscal years but have not been received. This is an adjustment done every year in the Fall BMP due to delays in the OMF Fleet acquisition process and reflects our current expectations.

The remaining \$300K of carryover requests are for the following items:

Business Services Group:

\$15,025 – Emergency radios were ordered in the prior fiscal year but will be received in the current fiscal year.

\$7,426 – Carry over of BES’s share of union (DCTU and PTE-17) professional development training dollars managed by OMF.

\$25,000 – Engineering Group’s office trailer siding replacement began in the prior year and will continue into the current FY.

Wastewater Group:

\$36,500 – Asset runtime interface consultant services were delayed getting started due to long timeline with the procurement contracting process.

\$131,000 – Condition assessment work for Ankeny and Guilds Lake Force Mains was delayed due to an unexpected valve failure at Ankeny pump station. The work was able to begin in FY 2018-19 but not get completed. Carryover funding is necessary for the contractor who performed the work in FY 2018-19 to continue and complete the work.

Watershed Group:

\$8,402 – Construction delay on the 4th and Montgomery monitoring vault.

\$10,000 – Contract delay by City process on FY2018-19 Community Watershed Stewardship Program grant delayed work into FY2019-20.

\$50,000 – The Stormwater Management Manual’s (SWMM) presumptive approach calculator which supports Bureau of Technology Services internal services to support updates to the SWMM was funded in Spring BMP; delays pushed the schedule beyond the fiscal year.

Equity Impacts

There is no change to the equity impacts associated with these carryover items.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	3,915,953	0	3,915,953
Contingency	-4,199,306	0	-4,199,306
External Materials and Services	217,525	0	217,525
Internal Materials and Services	65,828	0	65,828

ES - Bureau of Environmental Services

DP Type

Contingency

Request Name: 9362 -New Requests

Package Description

The items in this package reflects new items that are urgent and were unforeseen when developing the Adopted Budget.

Service Impacts

The following new requests in this package reflect items that were unforeseen when the BES budget was developed (about a year ago):

Business Services Group:

\$550,000 – Guilds Lake parking lot paving. This project was approved by Council in the FY 2017-18 budget and has been delayed pending identification of which City bureau will do the work. It has been determined that PBOT will perform the work and it will be done in the current fiscal year. Resources necessary to complete the work have already been collected and reside in the Environmental Remediation Fund contingency, so this will not affect current rates.

\$25,000 – Training for Management and Supervisors. This request reflects the Bureau's share of citywide manager and supervisor training. In the past because of this lack of training, it has created risk for the City and stress and trauma for employees. Making this investment in employees demonstrates the commitment to develop and implement a talent management strategy for both career development and succession planning.

Director's Office:

\$166,366 – Analyst III position (Equity Manager). In FY2017-18, an FTE for Equity and Inclusion manager (Principal Management Analyst), was hired to do BES Equity Culture, Education and Outreach. This request is to add an additional FTE Analyst III to do Equity Workforce development, professional pipeline, recruitment practices, hiring and on boarding practices, retention strategies, social equity networking and contracting, professional development plans and mentoring, coordination with BES HR, coordination with BHR (including ADA Title I), performance evaluations and reporting. Both employees will serve as change agents, working together collaboratively with the Bureau Leadership team, the Committee for Equity and Diversity, and all employees to implement, evaluate and refine the BES Equity Plan and related diversity, equity, and inclusion activities.

Wastewater Group:

\$47,050 – Safety equipment (field safety fall protection/retrieval and gas monitors) to meet OSHA requirements for confined space entries at pump stations must be purchased. This change was recently identified and is urgent to meet compliance and address employee safety. The Pump Station Program has consulted with BES Risk Management to determine needs and equipment.

\$42,000 - Safety equipment (gas monitors) to meet OSHA requirements for confined space entries at the treatment plants must be purchased. This change was recently identified and is urgent to meet compliance and address employee safety. The Maintenance Division has consulted with BES Risk Management to determine needs and equipment.

\$30,000 – Facilities maintenance. Additional resources are needed to address long-standing deferred facilities maintenance in the Wastewater Group (WG). This resource will help manage rehabilitation and maintenance projects for existing assets. A contract employee was hired by the bureau for a demolition property project unrelated to WG needs. With that project wrapping up, the resource is available for WG to use. This resource has been utilized by the WG since May 2019 and is providing great value in starting to address "catch-up" work. The work being accomplished supports both operating programs and Capital Improvement Projects and is deferred work that is urgent to complete. This available resource was brought to our attention a few months ago so it was not known at the time the budget was submitted last year.

\$17,300 – Lagoon boat. A new boat is necessary for lagoon operations. The boat is specifically designed to perform lagoon surveys and allow Operators to safely navigate the lagoon cells and obtain samples used to determine accumulation rates of sludge. This sampling regimen is required to provide timely feedback to Treatment Operations and will guide decisions for overall management of the lagoon. With the current configuration of the lagoon (approximately 50% of design) it is crucial for us to understand how quickly solids accumulate and base operational decisions on that data. It is urgent this boat be acquired to perform this function; this need was recently realized with the change of the lagoon reconstruction project.

\$35,000 – Vehicle. WG Facilities Management Program needs a designated vehicle for their use since they service WG facilities and properties that are located throughout the City of Portland (TCWTP, CBWTP, pump stations, properties, etc.). The Facilities Manager and Facilities Coordinator have both been using their personal vehicles daily. This vehicle was going to be requested in the FY 2020-21 budget but the urgency has changed. A temporary contract employee being shared by WG and the Business Services Group is now supporting the program and a vehicle is necessary (use of a private vehicle is not a viable option). As of June 2019 a vehicle is being rented until a new vehicle can be purchased.

\$30,000 – Vehicle upgrades. Two BES/PBOT 3/4 ton pickups are budgeted to be replaced in the current fiscal year. These will be bi-fuel (gas & compressed natural gas (CNG)) vehicles which increases the cost \$15,000 each. The introduction of CNG vehicles for BES/PBOT vehicles was unknown last year at the time funding was requested for these due to lack of CNG fuel availability at the PBOT Maintenance Operations location. City Fleet has since committed CNG fuel will be available at the Kerby fuel station by the end of the 2019 calendar year.

\$270,000 – Vehicles. Two (2) new Pump Station vehicles need to be purchased to take the place of two existing vehicles that have gross vehicle weight (GVR) overweight issues. Alternative analysis to resolve the issues was done in coordination with City Fleet. These vehicles will be removed from the Pump Station Program and repurposed within the bureau.

\$19,200 – Vehicle alterations. Four Pump Station vehicles need alternations to address vehicle overweight (GVW) issues. Alternative analysis to resolve the issues was done in coordination with City Fleet.

Equity Impacts

The Equity Manager (Analyst III) position requested in this package is a critical step in the bureau achieving workforce equity. The position will focus equity on recruitment practices, retention strategies, social equity, networking and contracting, professional development and mentoring. The position coordinate with Human Resources in these areas and work collaboratively with Bureau Leadership, the Committee for Equity and Diversity, and all employees to implement, evaluate and advance diversity, equity, and inclusion within the bureau.

Additionally, the training for managers and supervisors organized by the Bureau of Human Resources will have emphasis on creating a welcoming and supportive environment for people from all culture backgrounds.

CBO Analysis

BES is requesting to draw \$550,000 from the Environmental Remediation Fund's contingency for the Guilds Lake parking lot paving project and \$681,916 from its operating fund's contingency for various purposes. The \$681,916 draw represents about 7% of the unrestricted contingency in the operating fund. CBO recommends the draws from contingency because they address needs that are urgent and unforeseen. In addition, BES has demonstrated that it has made an effort to identify internal reallocations of funding for them (see the bureau's Technical Adjustments request) but were unable to identify any. The bureau notes that there is no rate impact to its one-time use of FY 2019-20 contingency as any additional expenditures now become part of its long-term (30+ years) plan. BES states that any allocations of contingency during the one-year budget snapshot are folded into the long-term plan and are balanced via future spending reductions, additional non-rate revenues, or future underspending. This discussion will begin with the components with the largest dollar amount value.

- Guilds Lake parking lot paving – CBO recommends this adjustment because the project was approved by Council in FY 2017-18. BES also notes that after reviewing the project requirements, the actual bid came in lower than the initial project estimate of \$900,000, reducing the project costs to approximately \$575,000 (with some funds already spent in FY 2018-19). As noted by the bureau in the request description, the funds for the project have already been collected and reside in the Environmental Remediation Fund's contingency.
- Three new vehicles (two pump station ones and one regular) totaling \$305,000 – CBO recommends the requests for these due to liability issues associated with not replacing them. Use of personal vehicles or overweight ones create unnecessary liability for the City, and thus, the request is urgent and unforeseen. BES states that evaluation of the vehicle issues and development of the replacement plan was done in partnership with CityFleet.
- Equity Manager position – The position's salary alone is \$104,146. BES states that having two dedicated equity-focused positions allows BES to advance all aspects of Equity, Diversity, and Inclusion (EDI) equitably across the entire bureau, rather than providing only limited support toward a smaller pool of EDI outcomes. The bureau believes that while the decentralized nature of EDI specialists Citywide is somewhat unique, having multiple staffers dedicated to EDI objectives is not unusual for large governmental entities that are committed to advancing EDI objectives. CBO notes that City bureaus of similar size have anywhere between one to four positions dedicated to equity purposes. In March 2019, BES realized that this second position was necessary, but it was not added to the FY 2019-20 Adopted Budget. Because the position advances the City's equity goals, CBO recommends its addition to BES's budget.
- Safety equipment (\$89,050) – CBO recommends the draw from contingency for these to protect employees, meet OSHA regulations, and prevent liability issues.
- Facilities maintenance (\$30,000) – CBO recommends this request because addressing deferred maintenance should result in savings to the bureau and to ratepayers. Furthermore, part of the work is directed towards improving the safety of employees.
- Vehicle upgrades to enable usage of compressed natural gas (CNG) (\$30,000) – CBO recommends the upgrade because usage of CNG advances the City's climate goals as well as results in savings to the City and ratepayers in the long-term since the CNG is produced at the bureau's Columbia Boulevard Wastewater Treatment Plant. Informal calculations by BES indicate that payback on the initial investment of \$15,000 per vehicle may be achieved in four or five years.
- Leadership training for management and supervisors (\$25,000) – This is a training in partnership with the Bureau of Human Resources and is mandatory for BES.
- Vehicle alterations (\$19,200) – CBO recommends the request due to safety and liability issues, specifically in regards to weight.
- Lagoon boat (\$17,300) – Recommended due to liability issues. The bureau is requesting to draw another \$17,300 to purchase a lagoon boat specifically designed to perform surveys and obtain routine samples due to risks associated with managing with only two lagoon cells resulting from a delay the renovation of the lagoon.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	352,300	0	352,300
Contingency	-681,916	0	-681,916
External Materials and Services	119,050	0	119,050
Internal Materials and Services	44,200	0	44,200
Personnel	166,366	0	166,366
Contingency	-550,000	0	-550,000
Internal Materials and Services	550,000	0	550,000

ES - Bureau of Environmental Services DP Type New Revenue

Request Name: 9363 -Grant Adjustments

Package Description

Align grant amounts to current expectations.

Service Impacts

The following adjustments reflect changes to BES grants and align the budget to current estimates. The associated expenses are offset with the same amount of grant revenues in the Grants Fund. For CIP projects that were already budgeted within BES (approximately \$1.8 million) pending receipt of grant revenues, an offset is made to increase contingency:

- \$101,000 – Environmental Protection Agency brownfields grant.
- \$206,000 – Environmental Protection Agency brownfields Revolving Loan Fund grant.
- \$1,775,293 – Luther Road project funded by Federal Emergency Management Agency emergency grant.
- \$67,857 – Meyer Memorial Trust grant.

Equity Impacts

There are no equity impacts as a result of these changes.

CBO Analysis

Recommended as requested. BES has provided CBO with descriptions of the projects that each of the grants fund. In regards to the delay in receipt of grant funding from FEMA for the 2015 winter storm, the bureau states that this is a regional project and it is necessary to align multiple requests from multiple regional agencies to allocate and secure grant funding from FEMA. The bureau believes that all bureaus receiving FEMA grant funding for the 2015 winter storm are on the same timeline.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	1,091,938	0	1,091,938
External Materials and Services	287,000	0	287,000
Internal Materials and Services	495,293	0	495,293
Personnel	208,062	0	208,062
External Materials and Services	60,000	0	60,000
Personnel	7,857	0	7,857
Capital Outlay	-1,091,938	0	-1,091,938
Contingency	1,795,293	0	1,795,293
Internal Materials and Services	-495,293	0	-495,293
Personnel	-208,062	0	-208,062

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	2,082,293	0	2,082,293
Intergovernmental	67,857	0	67,857

ES - Bureau of Environmental Services DP Type Contingency

Request Name: 9445 -Fund Level Adjustments

Package Description

True up of fund balances from prior year actual.

Service Impacts

The adjustments contained in this package align current year beginning fund balances to actual for the BES family of funds. Offsetting adjustments are made to the contingency of each fund impacted:

(\$9,547,986) – Sewer System Operating Fund. Reduction is primarily as a result of lower SDC revenues in FY 2018-19 resulting from construction activity slowing in the last half of the fiscal year.

\$2,518,081 – Environmental Remediation Fund. The higher balance is due to underspending in FY 2018-19 as a result of delays related to Portland Harbor Superfund.

(\$9,888,788) – Sewer Construction Fund. Higher CIP expenditures in FY 2018-19 resulted in lower fund balance than expected.

(\$11,307,225) – Sewer Rate Stabilization Fund. The lower fund balance was as a result of lower than projected SDC and sewer rate revenues.

Equity Impacts

These are budget adjustments to align the current fiscal year estimated balances in line with prior year actual. There is no direct equity impact.

CBO Analysis

Recommended as requested. In regards to the Environmental Remediation Fund and the Portland Harbor Superfund project, BES notes that negotiations with the EPA over the next steps of the process have not proceeded as quickly under the current federal administration as hoped, and was further impacted by the federal shutdown in January. As such, budgeted expenditures for outside legal counsel, environmental consultants, public communications and generic Post-ROD implementation did not occur.

Concerning the Sewer Construction Fund, the bureau notes that after completion of the Combined Sewer Overflow (CSO) Project in 2012, the CIP shifted from an almost total CSO emphasis to having many more smaller projects with an emphasis on deferred infrastructure repair. BES states that the shift taxed its design, inspection and project management resources such that the percent of annual CIP expended fell to almost 70%. As a result, estimates for FY 2018-19 CIP expenditures were projected to be approximately 80% when the FY 2019-20 budget was developed and Beginning Fund Balance was estimated. The bureau conducted a comprehensive CIP Process Review over the prior few years, which resulted in some short-term improvements to CIP throughput, with some longer-term structural issues to be implemented over the coming few years. The initial changes, combined with existing projects at varying stages of completion, contributed to a higher percent of CIP spent in FY 2018-19 (90%) which resulted in lower actual FY 2019-20 beginning fund balance. In regards to the Sewer Rate Stabilization Fund, FY 2018-19 sewer rate revenues within the Operating Fund were \$342.3 million on a budget of \$348.0 million, a difference of \$5.62 million or 98.4% of budget. Most of this difference, \$4.1 million of it, represents billings coming in lower than what was anticipated in the FY 2018-19 budget. The budget was high in comparison to the Annual Rate Study's estimate of \$340.2 million in May of 2018.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-9,547,986	0	-9,547,986
Contingency	2,518,081	0	2,518,081
Contingency	-9,888,788	0	-9,888,788
Contingency	-11,307,225	0	-11,307,225

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
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F4 - BMP Amendment Request Report (Fall)

Run Date: 9/26/19

CBO Discussion & Recommendations

Run Time: 9:30:43 AM

Beginning Fund Balance	-9,547,986	0	-9,547,986
Beginning Fund Balance	2,518,081	0	2,518,081
Beginning Fund Balance	-9,888,788	0	-9,888,788
Beginning Fund Balance	-11,307,225	0	-11,307,225

FR - Portland Fire & Rescue

DP Type

Technical Adjustments

Request Name: 9245 -PF&R Technical Adjustments

Package Description

This request includes several technical adjustments that do not change the bureau's total appropriation level. Changes include:

- Correcting the functional area for a FY 2018-19 Spring BMP carryover item.
- Adjusting fire station budgets to facilitate the implementation of station-based budgeting.
- \$1,762 increase in PF&R's interagency agreement with the City's Debt Management office.
- Transferring internal funds to cover cost overruns with the Station 1 solar power project.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	0	0	0
External Materials and Services	-1,762	0	-1,762
Internal Materials and Services	1,762	0	1,762

FR - Portland Fire & Rescue

DP Type

Encumbrance Carryover

Request Name: 9248 -General Fund Encumbrance Carryover

Package Description

The encumbrance carryover request totals \$2.4 million for one-time costs associated with the completion of various projects and purchases in FY 2018-19 that will be completed or received in FY 2019-20.

These projects include \$580,000 for emergency apparatus that are under construction and expected to be received this fiscal year and \$665,000 for facilities improvements including station tapout systems, Fire Marshal Office improvements, roof repairs, and heating and air conditioning replacements. The remaining encumbrances cover obligations for apparatus and suppression equipment ordered and not yet received, including personal protective equipment, gear for wildland deployments, and defibrillators; and \$380,000 encumbered to implement a new Code Enforcement software system.

Service Impacts

Equity Impacts

CBO Analysis

Partially recommended. PF&R is requesting \$2,398,727 in General Fund Discretionary resources from a total of \$2,980,496 in total underspending to pay for emergency apparatus and component parts, facilities maintenance, and other asset management efforts. Embedded in the Fire Bureau's submission is a request that does not meet more traditional guidelines for encumbrance carryovers. The bureau submitted a purchase order totaling \$129,679 for additional turnouts. Turnouts are a critical piece of firefighter safety equipment, much like SCBAs, that require ongoing replacement. The bureau was able to complete all planned turnout replacements in FY 2018-19, so it was initially not clear why encumbrance carryover was being requested. Per the bureau, because firefighters are given their turnouts at time of hire, the replacement patters are non-cyclical. With this request the bureau is attempting to address a multi-year replacement deficit by carrying over underspending from the prior year to fund turnout replacement in FY 19-20. Approving this carryover would enable the bureau to begin to smooth the replacement cycle and address a 5-year replacement deficit. Going forward, CBO recommends that the bureau identify the annual replacement costs for turnouts and ensure these costs are accounted for in the bureau's base budget, rather than relying on year-end savings, to fully fund annual turnout replacement needs.

The Fire Bureau's request for encumbrance carryover includes a purchase order for boots that CBO considers to be an annual materials and services cost. CBO does not recommend encumbrance carryover for this purchase order, totaling \$16,100.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	1,187,768	0	1,187,768
External Materials and Services	1,210,959	-16,100	1,194,859

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	2,398,727	-16,100	2,382,627

FR - Portland Fire & Rescue

DP Type

New Revenue

Request Name: 9321 -Grant Carryover

Package Description

The request recognizes the anticipated FY 2019-20 expenditure and reimbursement from the Assistance to Firefighters Grant (AFG) and the PGE Renewable Development Fund Grant.

The AFG award supports the purchase of new self-contained breathing apparatus (SCBA) for the bureau. The SCBA purchase should be completed this fall, supported by \$2,053,728 from the AFG award and \$1,446,272 from the General Fund.

The PGE grant supports the installation of solar panels and a power storage battery at Station 1. The installation should be complete this fall, including the expenditure of the remaining \$12,322 in grant funds.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	2,053,728	0	2,053,728
Capital Outlay	12,322	0	12,322

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	2,053,728	0	2,053,728
Intergovernmental	12,322	0	12,322

FR - Portland Fire & Rescue

DP Type

Technical Adjustments

Request Name: 9323 -GO Bond Beginning Balance Adjustment (Fund 400)

Package Description

This technical adjustment will recognize the FY 2019-20 beginning fund balance for the remaining funds in the Fire Facilities GO bond. PF&R intends to spend the remaining balance in FY 2019-20. Identified projects include roof replacements or repairs at Stations 1, 3, 4, 5, 14, 22, and 24.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	631,710	0	631,710

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	631,710	0	631,710

FR - Portland Fire & Rescue

DP Type

Internal Transfer

Request Name: 9334 -Transfer to Fire Equipment Capital Fund

Package Description

PF&R is requesting that \$307,000 be transferred to the Fire Capital Fund created in the FY 2019-20 Adopted Budget. PF&R's budget for the purchase of self-contained breathing apparatus (SCBA) totaled \$3.8 million, and PF&R has procured the units for \$3.5 million. PF&R requests to transfer the remaining balance into its capital fund. Setting aside these funds will help PF&R cover the cost of the replacement of critical equipment in the future.

Service Impacts

Creating a reserve for the replacement of personal protective equipment will ensure that PF&R has sufficient resources to replace and upgrade vital safety equipment at the end of its useful life rather than relying on one-time General Fund or grants.

Equity Impacts

Setting aside 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

Recommended. The bureau has calculated an annual allocation requirement of \$250,000 to \$300,000 to sufficiently generate full SCBA replacement funding over the asset's 12-15 year replacement cycle. This request is congruent with recently-adopted City Financial Policy 2.03 "Financial Planning" which requires that "bureaus with capital assets and equipment shall use best practices in asset management." The bureau has created a Capital Improvement Plan (CIP) in its Adopted Budget document that details how the bureau plans to comply with new financial policy, and requests that the surplus from this replacement be transferred into its capital fund to seed the next lifecycle replacement of the critical equipment. Because the bureau has published a high-confidence funding plan for this critical safety equipment, CBO recommend this transfer.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	-307,000	0	-307,000
Fund Transfers - Expense	307,000	0	307,000
Contingency	307,000	0	307,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	307,000	0	307,000

FR - Portland Fire & Rescue

DP Type

Internal Transfer

Request Name: 9335 -Transfer Apparatus Reserve to Fire Apparatus Capital Fund

Package Description

This is a technical budget adjustment to move funds in PF&R's apparatus reserve from a subfund in the General Fund reserve (Fund 210005) to the Fire Capital Fund. PF&R's apparatus reserve has been in the General Fund reserve since its creation. Now that the FY 2019-20 Adopted Budget has created a dedicated capital fund for PF&R, this transfer will allow PF&R to consolidate its reserve capital funds into a single fund. The funds will be placed in a subfund dedicated to apparatus replacement, and PF&R will continue to use the funds to maintain its apparatus replacement cycle of 15 years or 120,000 miles.

Service Impacts

Equity Impacts

CBO Analysis

Not recommended. As stated in the review, CBO recommend this money remain in the General Reserve Fund fund pending the development of a capital improvement program to be published as a part of PF&R's annual Requested Budget document. CBO recommend this package be re-requested after a high-confidence CIP has been presented by PF&R.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	7,144,834	-7,144,834	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	7,144,834	-7,144,834	0

GR - Office of Government Relations DP Type Encumbrance Carryover

Request Name: 9461 -Encumbrance Carryover

Package Description

The Office of Government Relations requests Encumbrance Carryover (totaling \$24,245.76) for two one-time expenditures that were planned in FY18-19, but not received before closing the fiscal year. The Office initiated purchase of workstation furniture in FY18-19 (\$15,245.76) that was received in early July. The Office also entered into a contract in FY18-19 for professional services (\$9,000) to support updating the Office of Government Relations Strategic Plan. The timing of these services was affected by the timing of staff recruitments and the legislative session, and the consultant services have not concluded.

Service Impacts

The workstation furniture enables more efficient configuration of Office workspaces, allowing four staff to share space previously occupied by one person. The workstation reconfiguration also facilitates enhanced inter-program collaboration. Consultant services are supporting the process (currently underway) to update the Office of Government Relations 2016-2020 Strategic Plan. The new Strategic Plan will guide service delivery to the Mayor, City Council, Auditor, and City bureaus, and reflect the addition of Tribal Relations and Regional Relations programs, respectively, within the Office since adoption of the current Strategic Plan.

Equity Impacts

Advancing Equity is a strategic goal for the Office of Government Relations. Updating the Strategic Plan will support integration of the Tribal Relations program and Regional Relations program (added to the Office since adoption of the current 2016-2020 Strategic Plan) within the Office. Reconfiguration of Office workspaces also support collaboration amongst program areas, including the Tribal Relations program.

CBO Analysis

Recommended as requested. The bureau has sufficient General Fund underspending to cover encumbrances from FY 2018-19.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	24,245	0	24,245

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	24,245	0	24,245

HC - Portland Housing Bureau

DP Type

Other Adjustments

Request Name: 9326 -OneApp Oregon Conversion of Funds

Package Description

The listing and leasing of regulated affordable housing units on the OneApp Oregon affordable housing portal has not met expectations of success and the contractor is not interested in extending the contract after its expiration in 2019. The Bureau recommends repurposing the \$128,400 of ongoing general fund in the Rental Services Office for project management staff associated with implementing and administering the expanded rental registration system, as well as other internal data and business systems associated with the Rental Services Office (mandatory relocation assistance exemption administration, technical assistance customer services systems, contract management systems, etc.). The bureau proposes that these funds be allocated in the fall Budget Monitoring Process to accompany the \$900,000 request for implementation of an expanded rental registration system.

Service Impacts

OneApp Oregon received a contract from the City in 2017 through an open procurement process. The scope of work in the contract was for the contractor to provide and support a web-based system for regulated affordable housing units located within the City of Portland. The system was to provide a simplified process for applicants to apply for regulated affordable housing, a module for property partners to manage thousands of applications for regulated rental units and allow the city to provide an easily accessible and searchable database module of available city regulated housing. While the system development and implementation were successful, due to the low vacancy rate and high volume of regulated affordable housing units leased through alternative means (coordinated access, preferences, etc.) the listing and leasing of regulated affordable housing units on the platform has not met expectations of success and the contractor is not interested in extending the contract after its expiration in 2019.

The Bureau recommends repurposing the \$128,400 of ongoing general fund in the Rental Services Office for project management staff associated with implementing and administering the expanded rental registration system, as well as other internal data and business systems associated with the Rental Services Office (mandatory relocation assistance exemption administration, technical assistance customer services systems, contract management systems, etc.). This request is representative of the project management position being hired mid-year, therefore not expending the entire amount of funds. On-going costs for the position will utilize all of the funds. This project management FTE is critical to ensure the successful implementation and management of recent policies and programs enacted by City Council managed by the Rental Services Office.

Equity Impacts

The OneApp Oregon contract was intended to assist renters from underserved communities who have barriers to finding and accessing affordable rental housing. The bureau is proposing to repurpose the \$128,400 in ongoing general fund in the Rental Services Office to hire project management staff to implement and administer an expanded rental registration system and other Rental Services Office systems and business needs. Many of the services the Rental Services Office supports are focused on individuals from underserved communities who have barriers to housing and opportunity.

CBO Analysis

CBO recommends waiting until FY 2020-21 budget development to add a new ongoing position so that the needs of the Rental Services Office can be assessed more holistically. The bureau could choose to reallocate these resources on a one-time basis to fund a limited-term position or other project management support.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-69,335	69,335	0
Personnel	69,335	-69,335	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003029 - Coordinator III	1.00	45,692	0	3,496	20,147	69,335
Total	1.00	45,692	0		20,147	69,335

HC - Portland Housing Bureau

DP Type

New GF Request

Request Name: 9327 -Rental Services Office Rental Registration Expansion

Package Description

A Rental Registration system is currently operational on the Revenue Division’s Business License Tax Platform. Beginning in the 2018 tax year all rental property owners are required to register their rental activity and provide rental addresses on a schedule that accompanies their City of Portland tax return. The rental unit information collected on the tax return is limited to rental unit address, and the Revenue Division intends to retire the Business License Tax platform in 2020-2022. To collect additional data regarding the condition and other details regarding rental units (bedroom size, ADA accessible, etc.) and to replace the functionality of the current software platform an expanded rental registration platform is needed. To procure and implement a rental registration system beginning in FY 2019-2020, an estimated \$900,000 will be needed in one-time funding. This estimate includes multiple elements for costs that will likely be incurred during the software implementation stage; such as licensing or hosting, software configuration, writing software code to integrate systems, data conversion costs, software testing, training for the software, and rights to future upgrades and enhancements.

Service Impacts

While the current Rental Registration system is an important first step, it is imperative that the City expand rental registration into a robust program on a software platform that provides useful data for City programs and policies. When compared with similar jurisdictions across the nation Portland’s rental housing market is largely missing a modern regulatory framework to maintain a healthy market for both renters and landlords. Renters are experiencing displacement due to the rising cost of rent and stagnant incomes, and this displacement has created a need for the City to address and modernize its services and regulations.

Rental registration is a critical component of the City’s regulatory framework. Portland’s rental registry has the potential to provide an inventory of rental units and their owners and supply critical information for outreach to tenants and landlords, community needs analysis, evaluation, and regulatory compliance. There are approximately 126,000 housing units subject to the Rental Registration program and in the beginning years of the program compliance is estimated to be at 60%. Investment in a robust software platform that can collect, store, and disseminate information about an expected inventory of nearly 80,000 units will provide Portland’s regulatory framework with a solid structure to support a healthy market for both renters and landlords.

Equity Impacts

Over 46% of households in Portland are renters, and renter households are disproportionately low-income or from Communities of Color. Many of the services the Rental Registration program supports are focused on individuals from underserved communities who have barriers to housing and opportunity. This includes an intentional focus on reaching Communities of Color, immigrant and refugee community, people with limited English proficiency and individuals with disabilities.

CBO Analysis

Per City Financial policy, General Fund contingency shall be used for five-year balancing, mitigating overhead revenue shortfalls, paying down existing debt, or other urgent and unforeseen needs. Under this policy, CBO typically does not recommend requests that were submitted but not funded in the prior year. Although there is an interest in providing a better customer experience and collecting more robust data as soon as possible, CBO recommends that the decision to allocate new resources be deferred to FY 2020-21 budget development, as this will also allow more time to develop specifications about which data will be collected, how it will be used, and what operational and programmatic impact it is expected to have. Additionally, CBO’s understanding is that it would be unlikely on a typical timeline for a technology procurement process commencing in the fall to be complete before the end of the fiscal year, pushing the need for funding out to FY 2020-21.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	900,000	-900,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	900,000	-900,000	0

HC - Portland Housing Bureau

DP Type

Other Adjustments

Request Name: 9381 -Housing Project Re-budgets

Package Description

This request adjusts 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 schedule information since the budget was adopted in June.

Service Impacts

The majority of the increase in funds for projects are due to changes in construction timelines for 5020 Interstate, King-Parks, Argyle, and Kilpatrick.

Equity Impacts

PHB programs seek to address equitable outcomes. In particular, PHB development partners are required to report on their efforts to provide contracting opportunities to minority, women and emerging small business (MWESB), and must comply with federal and local low-income workforce utilization goals.

PHB has a well-documented history of supporting equity and inclusion in contracting. Since its inception, the Bureau has met or exceeded the City of Portland's goal of 20% Disadvantaged, Minority, Women and Emerging Small Business (DMWESB) for construction sub-contracts. In July of 2016, PHB committed to a goal of 30% DMWESB participation by the year 2021 by implementing annual 2% target increases for all multi-family funded projects. Through a concerted outreach effort, the Bureau also has supported workforce training and hiring goals.

Of the 2,400 affordable housing units in production, a total of 503 units or about 21% (503 in construction and closeout) are in the Interstate Corridor Urban Renewal Area subject to the N/NE Preference Policy which seeks to address historic displacement and the impacts of gentrification.

CBO Analysis

Recommended as requested. These adjustments are customary for the bureau in the Fall BMP to true-up multi-year affordable housing projects.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-2,990,837	0	-2,990,837
External Materials and Services	-1,084,241	0	-1,084,241
External Materials and Services	6,758,024	0	6,758,024
External Materials and Services	101,500	0	101,500
External Materials and Services	-1,450,000	0	-1,450,000
External Materials and Services	-166,596	0	-166,596
External Materials and Services	3,000,000	0	3,000,000
External Materials and Services	4,000,000	0	4,000,000
External Materials and Services	-2,100,000	0	-2,100,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	-2,990,837	0	-2,990,837
Beginning Fund Balance	0	0	0
Intergovernmental	-1,084,241	0	-1,084,241
Intergovernmental	5,288,024	0	5,288,024
Miscellaneous	1,470,000	0	1,470,000

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/29/19

CBO Discussion & Recommendations

Run Time: 1:44:12 PM

Intergovernmental	101,500	0	101,500
Intergovernmental	-1,450,000	0	-1,450,000
Intergovernmental	-166,596	0	-166,596
Beginning Fund Balance	3,000,000	0	3,000,000
Beginning Fund Balance	4,000,000	0	4,000,000
Beginning Fund Balance	-2,100,000	0	-2,100,000

HC - Portland Housing Bureau

DP Type

Other Adjustments

Request Name: 9385 -Housing Program Carryover

Package Description

This request adjusts budgets for non-General Fund program encumbered FY 18-19 contracts.

Service Impacts

The increase in funding is primarily due to program carryover for Down Payment Assistance Loans (DPAL), and HOPWA and ESG carryover for the Joint Office of Homeless Services (JOHS).

Equity Impacts

Communities of color continue to face significant challenges in becoming homeowners. Factors such as limited to no generational wealth, impacts from generations of disinvestment in communities resulting in credit and debt challenges, and most importantly, communities of color continue to earn less than their white counterparts in Portland and Multnomah County. Down payment assistance is necessary in addressing the homeownership disparities.

CBO Analysis

Recommended as requested; CBO notes that the DPAL carryover is not for encumbered contracts but represents prior year program underspending.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	97,465	0	97,465
External Materials and Services	116,917	0	116,917
External Materials and Services	300,000	0	300,000
External Materials and Services	620,000	0	620,000
External Materials and Services	300,000	0	300,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	97,465	0	97,465
Intergovernmental	116,917	0	116,917
Intergovernmental	300,000	0	300,000
Intergovernmental	620,000	0	620,000
Beginning Fund Balance	300,000	0	300,000

HC - Portland Housing Bureau

DP Type

Other Adjustments

Request Name: 9399 -Technical Adjustments

Package Description

These are several adjustments moving funds for better tracking of costs. These changes represent no net change to the budget.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested; CBO notes that these adjustments include increases to budgeted beginning fund balance, cash transfers, and other revenue sources resulting in a net increase to bureau appropriations of approximately \$1.2 million.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	40,000	0	40,000
External Materials and Services	410	0	410
Fund Transfers - Expense	155,700	0	155,700
Fund Transfers - Expense	162,800	0	162,800
External Materials and Services	-17,000	0	-17,000
Fund Transfers - Expense	-61,964	0	-61,964
Personnel	78,964	0	78,964
External Materials and Services	49,693	0	49,693
Internal Materials and Services	0	0	0
Capital Outlay	-141,800	0	-141,800
External Materials and Services	177,865	0	177,865
Internal Materials and Services	33,000	0	33,000
External Materials and Services	289,000	0	289,000
External Materials and Services	318,500	0	318,500
External Materials and Services	-5,000	0	-5,000
Internal Materials and Services	-33,000	0	-33,000
External Materials and Services	55,000	0	55,000
External Materials and Services	-30,620	0	-30,620
Internal Materials and Services	30,620	0	30,620
Personnel	634,025	0	634,025
Personnel	-601,838	0	-601,838
Personnel	-111,151	0	-111,151
External Materials and Services	33,530	0	33,530
Personnel	38,000	0	38,000
Capital Outlay	19,340	0	19,340
Personnel	5,260	0	5,260

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/29/19

CBO Discussion & Recommendations

Run Time: 1:44:12 PM

Personnel	3,650	0	3,650
Personnel	37,000	0	37,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	40,000	0	40,000
Beginning Fund Balance	155,700	0	155,700
Charges for Services	410	0	410
Beginning Fund Balance	162,800	0	162,800
Beginning Fund Balance	49,693	0	49,693
Intergovernmental	69,065	0	69,065
Charges for Services	289,000	0	289,000
Fund Transfers - Revenue	318,500	0	318,500
Fund Transfers - Revenue	-38,000	0	-38,000
Fund Transfers - Revenue	55,000	0	55,000
Fund Transfers - Revenue	634,025	0	634,025
Fund Transfers - Revenue	-601,838	0	-601,838
Fund Transfers - Revenue	-111,151	0	-111,151
Beginning Fund Balance	71,530	0	71,530
Beginning Fund Balance	24,600	0	24,600
Beginning Fund Balance	3,650	0	3,650
Beginning Fund Balance	37,000	0	37,000

HC - Portland Housing Bureau

DP Type

Other Adjustments

Request Name: 9467 -Short-Term Rental True-Up

Package Description

Per City Code, truing up Short-Term Rental Revenues for FY 2018-19 to match actual collections and debt service payments, a total transfer of \$2,867,180.

Service Impacts

Equity Impacts

CBO Analysis

CBO entered this request on behalf of the bureau based on figures from the Revenue Division. The decision package nets to zero because the fund transfer is balanced by a reduction in beginning fund balance, as the bureau had already anticipated this transfer in its FY 2019-20 Adopted Budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	0	-2,867,180	-2,867,180
Fund Transfers - Revenue	0	2,867,180	2,867,180

MF - Office of Management & Finance DP Type Contingency

Request Name: 9179 -BTS - Additional Beginning Fund Balance

Package Description

To recognize and appropriate additional beginning fund balance. The BTS Beginning Fund Balance in the Adopted Budget was based on a conservative estimate of the FY 2018-19 Ending Fund Balance in the Spring BMP.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	10,287,508	0	10,287,508

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	10,287,508	0	10,287,508

MF - Office of Management & Finance DP Type Contingency

Request Name: 9183 -BTS - IRNE Fiber Construction

Package Description

This is an ongoing project that continues to build out the IRNE system when opportunities arise. This request is to carry over most of the prior year's ending project balance to complete work which had begun in the previous year. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

This project will extend the benefits of IRNE services to outlying City bureaus and non-city customers.

Equity Impacts

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. The FY 2018-19 project was underspent by \$814,534 in FY 2018-19; \$594,534 of this balance is being added to the FY 2019-20 project budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	-200,000	0	-200,000
Contingency	-594,534	0	-594,534
External Materials and Services	794,534	0	794,534

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9184 -BTS - 1900 Building Parking

Package Description

This request is to appropriate funds to cover an additional parking space at the 1900 Building. This is a bureau-to-bureau IA increase with Development Services. BTS needs the additional space for a Desktop Support vehicle. Desktop Support provides PC/Laptop support to all City employees.

Service Impacts

This will improve the efficiency of the Desktop Support team, providing improved service to BTS customers.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-5,106	0	-5,106
Internal Materials and Services	5,106	0	5,106

MF - Office of Management & Finance DP Type Contingency

Request Name: 9185 -BTS - Firewall Technology Refresh

Package Description

This request is to carry over the FY 2018-19 ending project balance to cover anticipated expenses for the Firewall Technology Refresh project. The request will also reappropriate funds initially budgeted in the project's cost center. The project is now set up as a capital project and funds will be moved to its funded program. The goal of the project is to update the City's protective firewalls with next-generation standards. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

City firewalls provide perimeter security for extensive critical services such as SAP, and enforce compliance with multiple mandated regulations, including PCI, HIPAA, State privacy regulations and other network security requirements. Without managed firewalls these critical services would be exposed to attack from the internet.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-770,458	0	-770,458
External Materials and Services	770,458	0	770,458

MF - Office of Management & Finance DP Type Contingency

Request Name: 9186 -BTS - Comm Center Data Center Remediation

Package Description

This request is to carry over the project's FY 2018-19 budget balance to cover anticipated FY 2019-20 expenses. This project will address issues at the Communications Center Data Center, including power distribution, cooling, and cable management. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Issues at this Data Center location need to be addressed in order to prevent operational interruptions to systems at this site. Those operations include BOEC's VCAD 911 dispatch system and operations floor networks.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-306,489	0	-306,489
External Materials and Services	306,489	0	306,489

MF - Office of Management & Finance DP Type Contingency

Request Name: 9187 -BTS - Server Technology Refresh

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This is an ongoing project to expand and replace at end-of-life the City's server infrastructure. The project is funded through a component of BTS rates dedicated to major maintenance projects.

Service Impacts

Maintaining the server infrastructure provides a higher level of performance and reliability at a lower cost by keeping hardware current and under manufacturer's warranty and support. Expanding existing hardware helps to manage business growth and demand.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-28,159	0	-28,159
External Materials and Services	28,159	0	28,159

MF - Office of Management & Finance DP Type Contingency

Request Name: 9188 -BTS - Desktop Virtualization Proof of Concept

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project is to determine the feasibility of desktop virtualization technologies and will document business cases, requirements, test plans and test results. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Desktop virtualization will provide enhanced options for customers to be mobile and not rely on a physical desktop or laptop to access their applications or the City network. It can provide increased capabilities for business continuity and disaster recovery, and has the potential to provide reduced total cost of ownership, simplified management, and a better desktop experience for customers.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-69,318	0	-69,318
External Materials and Services	69,318	0	69,318

MF - Office of Management & Finance DP Type Contingency

Request Name: 9189 -BTS - IRNE Voice System Technology Refresh

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This will complete a multi-year project to migrate the City from end-of-life and unsupported telecom technology. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

This upgrade will provide an enhanced and evolvable telecommunications platform that will enable the City to take advantage of unified communications capabilities which will lead to increased employee productivity.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-175,263	0	-175,263
External Materials and Services	175,263	0	175,263

MF - Office of Management & Finance DP Type Contingency

Request Name: 9190 -BTS - Replacement of Telecom Management System

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will replace the StellarRad telecom management system which has reached the end of its useful life. The project is funded with BTS Major Maintenance/Technology Reserves.

Service Impacts

A new telecom management system will organize and streamline customer support and delivery processes and automate financial accounting functions. The new system will also integrate with the call accounting program being installed as part of the Voice Technology Refresh project and will provide direct integration with SAP.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-18,324	0	-18,324
External Materials and Services	18,324	0	18,324

MF - Office of Management & Finance DP Type Contingency

Request Name: 9191 -BTS - IRNE Network Technology Refresh

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will provide capital and lifecycle improvements to the existing IRNE infrastructure. Work will include capacity upgrades and end-of-life equipment replacement. The project is funded through BTS Major Maintenance/Technology Reserves..

Service Impacts

These upgrades are needed in order to provide the capacity to meet current and future IRNE and wide area network bandwidth requirements and maintain reliability, functionality and vendor support.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-330,948	0	-330,948
External Materials and Services	330,948	0	330,948

MF - Office of Management & Finance DP Type Contingency

Request Name: 9192 -BTS - Enterprise Network Technology Refresh

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This ongoing project establishes a 6-year lifecycle replacement program for network switch and router equipment. Network switches and routers are the basic building blocks of the network which allows devices to talk to each other. This project is funded with BTS Major Maintenance/Technology Reserves.

Service Impacts

The Enterprise Data Network provides the backbone for internet communications for all of the City's computer applications. Annual upgrades to the network infrastructure ensure that hardware and software are supportable from the vendor, and that bandwidth is sufficient.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-202,110	0	-202,110
External Materials and Services	202,110	0	202,110

MF - Office of Management & Finance DP Type Contingency

Request Name: 9193 -BTS - Debt Management IA Reduction

Package Description

This request is to reduce the BTS interagency with Debt Management. Debt Management revised their methodology for calculating interagency charges across bureaus. The result of that revision was a reduction in estimated charges to BTS.

Service Impacts

This change has no service impacts on either BTS or its customers.

Equity Impacts

Not applicable.

CBO Analysis

Recommended as requested. See DP # 9199 for additional analysis.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	22,782	0	22,782
Internal Materials and Services	-22,782	0	-22,782

MF - Office of Management & Finance DP Type Contingency

Request Name: 9194 -BTS - Java Run-Time Licenses

Package Description

This request is to appropriate funds to cover the cost of Java run-time licenses. Java provides a system for developing application software and deploying it in a cross-platform computing environment. Java was purchased by Oracle and Oracle is now charging for this service. BTS needs to purchase licenses for 500 workstations and laptops.

Service Impacts

This was an unexpected expense not anticipated when the FY 2019-20 budget was developed. No indication had been given by Oracle that they would begin charging for this service. The BTS Executive Steering Committee decided that given the short notice received from Oracle, it wouldn't be fair to expect customer bureaus to pay for this in the current year without having the expense covered in their budgets. So for the current year BTS will absorb the cost. In future years this expense will be passed on to the customers.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-26,000	0	-26,000
External Materials and Services	26,000	0	26,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9195 -BTS - Goat Mountain IR Site Move

Package Description

This request is to reduce appropriation for the Goat Mountain IR Site Move project. The purpose of the project is to move from the Goat Mountain site to a new location at the Clackamas County site. These funds will be returned to BTS Major Maintenance/Technology Reserves.

Service Impacts

This move has been necessitated due to rising costs at the Goat Mountain site and awareness that better 800 MHz interoperability would be available at the Clackamas County site. BTS determined that the initial project estimates for engineering, land use processing, and site construction were unnecessarily high, so the project budget is now being reduced.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	100,000	0	100,000
External Materials and Services	-100,000	0	-100,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9196 -BTS - VHF & 700 MHz NPSPAC

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is to install interoperable repeaters on VHF frequencies at radio sites and update the 800 MHz NPSPAC backup repeaters. A radio system repeater is a combination of a radio receiver and a radio transmitter that receives a signal and retransmits it, so that two-way radio signals can cover longer distances. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Replacing and adding additional repeaters to the radio system will help meet the increased demand on the radio system for regional interoperable communications.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-191,353	0	-191,353
External Materials and Services	191,353	0	191,353

MF - Office of Management & Finance DP Type Contingency

Request Name: 9197 -BTS - Radio Site Video Security Monitoring

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is to install remote controllable video monitoring equipment at 800 MHz radio sites. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Installation of IP (internet protocol address) based security cameras will allow BTS personnel to remotely view the perimeter of sites as well as the interior of buildings.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-73,745	0	-73,745
External Materials and Services	73,745	0	73,745

MF - Office of Management & Finance DP Type Contingency

Request Name: 9198 -BTS - Microwave Radio Upgrades for Spur Sites

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is upgrading the BTS spur microwave links to an IP (internet protocol address) based Eclipse radio with TDM capabilities. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

These changes to the microwave sites will improve BTS capabilities for providing more IP bandwidth. Other benefits will be a reduction of both space and power needs at the sites.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-77,003	0	-77,003
External Materials and Services	77,003	0	77,003

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9199 -BRFS - Debt IA Adjustments

Package Description

The proposed package will provide the Debt Management Division with budgetary flexibility to begin succession planning for the City's Principal Debt Analyst position, a key member of Debt Management Division's relatively small team of 2.5 individuals. Additionally, the package incorporates revised interagency charges reflective of an updated fee-for-service interagency methodology.

Service Impacts

This request allows the Debt Management Division to maintain current service level, both now and in the near future, for succession planning of key existing staff.

Equity Impacts

N/A

CBO Analysis

Recommended as requested, with general concerns about the impact of unplanned mid-year IA increases on customer bureaus. \$136,648 of this increased revenue is requested to double-fill a Financial Analyst III position in order to begin succession planning for the City's Principal Debt Analyst position and \$38,330 is to cover .2 of the Treasurer position. This request also includes an updated Debt Management interagency agreement (IA) billing methodology aimed to better reflect fees-for-service of customer bureaus; resulting in increases and decreases among bureaus. Other programmatic increases to customer bureaus include \$10,000 for a subscription to Moody Credit Metric Software and \$4,000 is additional consulting services. Per financial policy, adjustments that affect ratepayers should be made as part of the annual budget process. CBO recommends these requests, as they have been matched by customer bureaus, but notes that mid-year rate adjustments to interagency agreements can be disruptive to customer bureaus' workplans and force unplanned tradeoffs. CBO recommends that if mid-year adjustments are needed in future years, the bureau utilize the Business Operations and Leadership Team (BOLT) meetings to receive customer input on proposed changes and ensure transparency on IA rates and allocation methodology. Also embedded in these methodology changes is an increased charge to debt IA-payers to support the cost of a Financial Analyst II that was created in the Chief Financial Officer's office as part of FY 2019-20 budget development. This position was previously part of debt management; with the position transfer to the CFO's office, debt IA payers could have expected their costs to go down, all else equal. These would-be reductions were offset with increased charges to debt IA-payers for OMF management overhead and other adjustments noted above. OMF also increased intra-OMF IAs with other BRFS divisions to support the cost of this repurposed position, which in turn affects rates for IA-payers all across the City for procurement and risk management. As part of the new budget process changes rolled out in FY 2019-20, bureaus were allowed to make position changes within their base budget as long as those changes were clearly highlighted and communicated via their program offer budgets. In CBO's opinion, the changes related to the Financial Analyst II position in the CFO's office were not sufficiently communicated to customer bureaus or to Council. Going forward, CBO would recommend that OMF more clearly call out staffing and IA changes like this in their program offer budgets.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	19,635	0	19,635
Internal Materials and Services	4,780	0	4,780
Personnel	174,978	0	174,978

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	147,511	0	147,511
Intergovernmental	51,882	0	51,882

MF - Office of Management & Finance DP Type Contingency

Request Name: 9200 -BTS - Mt. Scott Site Move Study

Package Description

This request is to remove appropriation for the Mt. Scott Site Move Study project. The purpose of this project was to look for an alternative 800 MHz radio site to replace the existing use of the ODOT tower on Mt. Scott. Project funding will be returned to BTS Major Maintenance/Technology Reserves.

Service Impacts

There will be no service impacts resulting from this budget change. The study had been prompted by ODOT cost increases for the use of their site. A combination of BTS not finding any alternative sites in the area, along with BTS increasing charges to ODOT for their use of the Council Crest site, nullified the need for the project.

Equity Impacts

Not applicable.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	75,000	0	75,000
External Materials and Services	-75,000	0	-75,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9201 -BTS - Council Crest Tower Lighting Replacement

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project incurred minimal expenses last year, but is expected to be completed in FY 2019-20. The project will replace aging FAA (Federal Aviation Administration) required tower lighting on the 440' Council Crest radio tower. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Replacing the lights will increase reliability and decrease ongoing operating expenses. Lights will be replaced with an LED system which will reduce operating costs by 65%. Annual savings will be \$1,200 - \$1,500.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-46,326	0	-46,326
External Materials and Services	46,326	0	46,326

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9202 -CAO's Office - Technical Adjustments

Package Description

This technical adjustment moves \$20,000 from External Materials and Services to Personnel Services to better align budget with projected spending.

Service Impacts

NA

Equity Impacts

NA

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-20,000	0	-20,000
Personnel	20,000	0	20,000

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9203 -BHR Training Fund - Zero out balance

Package Description

This request reduces the Training Fund Balance to zero to align with prior year documentation that the balance would be used to fund BHR General Fund operations in FY 2018-19 and then fall to General Fund balance in FY 2019-20.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. Per prior budget decisions, the balance of this subfund will fall to General Fund balance. These resources were generated from customer bureau fees, but not ultimately utilized for the intended purpose. BHR was permitted to rely on these resources as bridge funding during FY 2018-19 to offset a \$95,000 ongoing reduction, but the remainder was intended to revert to the General Fund. CBO notes that BHR has not identified cost reductions to absorb the ongoing reduction. BHR's lead finance staff is confident the prior year reduction can be absorbed within current resources.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-100,000	0	-100,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	-100,000	0	-100,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9204 -BTS - Willalatin & Lookout Tower Maintenance

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will provide needed maintenance to the 180' towers at Willalatin Tank and Lookout Point. This project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

These towers were put in service when the City's 800 MHz radio system was built in 1993. Their weather-protective galvanized coating has deteriorated and needs replacing. This and other preventive maintenance measures will allow for the towers to continue to exist for the length of their estimated lifecycle.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-100,000	0	-100,000
External Materials and Services	100,000	0	100,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9205 -BTS - HR Professional Development

Package Description

This request is to appropriate funds to cover an increase in the BTS bureau-to-bureau IA with Human Resources for professional development expenses covering represented employees.

Service Impacts

New contracts with represented employees allow for carryover of unexpended professional service allocations from the previous year. This adjustment will have no service impact on BTS or its customers.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-3,891	0	-3,891
Internal Materials and Services	3,891	0	3,891

MF - Office of Management & Finance DP Type Contingency

Request Name: 9206 -BTS - Office 365 Implementation

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is focusing on implementing additional Office 365 collaboration tools such as SharePoint, Teams, Groups, Planner and others. The project includes proof of concept efforts, governance model design and implementation, training, user education and communication. This project is funded from BTS Major Maintenance/Technology Reserves.

Service Impacts

Benefits of the project will include increased use of collaboration tools, additional training and user education tools, and out-year investments allowing the City to continue implementing Microsoft tools in its environment.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-54,759	0	-54,759
External Materials and Services	54,759	0	54,759

MF - Office of Management & Finance DP Type Contingency

Request Name: 9208 -BTS - Cherwell Capability Expansion

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project, also known as the ITSM (Information Technology Service Management) Refresh, is deploying an improved customer self-service portal to improve the effectiveness of BTS/Customer service. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

The existing system, combined with an ever-increasing workload, is overwhelming BTS Support Center resources. The result is unaddressed issues, and delays in projects, procurements and deployments. This project will give the Support Center the resources it needs to improve the services they provide to BTS customers.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-53,332	0	-53,332
External Materials and Services	53,332	0	53,332

MF - Office of Management & Finance DP Type Contingency

Request Name: 9209 -BTS - Enterprise Mobility

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is implementing an enterprise service that will allow for secure and centralized management of more than 2,500 mobile smartphones and tablet devices deployed across the City outside of public safety. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

An EMM (Enterprise Mobility Management) service includes mobile device procurement and enrollment in the management platform, centralized device management and administration with the option for bureau-standard deployments, mobile device technical support, secure content management, commercial mobile application management, and City-developed mobile application deployment.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-249,247	0	-249,247
External Materials and Services	249,247	0	249,247

MF - Office of Management & Finance DP Type Contingency

Request Name: 9210 -BTS - SAN Storage Expansion

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This is an ongoing project that provides for lifecycle replacement and increased capacity of centralized storage and enterprise backup, to meet demands from projects and data growth. This project is funded through Major Maintenance/Technology Reserves.

Service Impacts

Benefits of the project include cost-effective storage available for business needs; tiers of storage provided to balance cost and performance; and enterprise backup protection both onsite and at an out-of-region backup site for disaster recovery.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-216,992	0	-216,992
External Materials and Services	216,992	0	216,992

MF - Office of Management & Finance DP Type Contingency

Request Name: 9211 -BTS - GIS Infrastructure Technology Refresh

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project will keep the GIS (Geographic Information System) server infrastructure maintained at a high level of performance and reliability, and expand existing hardware to manage business growth and demand. The project funding is from BTS GIS Reserves.

Service Impacts

Refreshing hardware on a regular schedule keeps it under manufacturer's warranty and support, resulting in decreased issues and fewer unanticipated expenses.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-86,552	0	-86,552
External Materials and Services	86,552	0	86,552

MF - Office of Management & Finance DP Type Contingency

Request Name: 9212 -BTS - eSignatures, Forms & Workflow

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will procure and implement an electronic signature, forms and workflow platform as an enterprise service. The project funding is from BTS Major Maintenance/ Technology Reserves.

Service Impacts

Benefits of implementing this system will include supplementing a "wet ink" signature with an electronic signature alternative; creating new electronic forms or converting existing paper forms to digital forms; reducing paper form use; gaining efficiencies through workflow automation; improving end user experience; providing workflow tracking, reporting and notifications; access to digitally stored documents during a disaster; expansion of teleworking capabilities; and enhancing the delivery of digital business services.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-75,000	0	-75,000
External Materials and Services	75,000	0	75,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9214 -BTS - Web Site Replacement

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is replacing the current in-house developed content management system with a community-oriented website. This project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Replacement of the City's website will result in a community-oriented website where services are easy to find, access and understand; a site that is highly searchable and customized to meet the City's service offerings; increased speed and efficiency; a system that's secure and protects personal information; and is community focused.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-355,380	0	-355,380
External Materials and Services	355,380	0	355,380

MF - Office of Management & Finance DP Type Contingency

Request Name: 9218 -BTS - Mobile Application Management

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project will establish a mobile application management platform to better deliver mobile applications to City bureaus and employees for meeting the needs of a mobile workforce. This project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Enablement of a mobile workforce will improve delivery of critical services to internal and external customers; make for more efficient operations without having to secure physical space which will allow greater flexibility in the deployment of City staff; improve citizen services with timely, accurate and up to date information; deploy new services to meet the growing demand from bureaus, customers and citizens; and enable two-way collaboration and real time access to information from virtually any location, 24x7.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-324,400	0	-324,400
External Materials and Services	324,400	0	324,400

MF - Office of Management & Finance DP Type Contingency

Request Name: 9219 -BTS - Success Factors On-Boarding

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project implements SAP's Success Factors On-Boarding and Performance Management modules. The project is funded through EBS Reserves.

Service Impacts

These SAP modules will replace existing manual and disparate processes currently used by Human Resources and other City personnel. The new system will connect new employees to their new team members, online forms and signatures, task list for HR, managers, assignment of required training, etc. The Performance Management module will include 360 reviews, writing and coaching assistant, legal review, goal tracking, etc.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-216,058	0	-216,058
External Materials and Services	216,058	0	216,058

MF - Office of Management & Finance DP Type Contingency

Request Name: 9220 -BTS - EAM Real Estate Implementation

Package Description

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses, and to add an additional \$150,000 to the budget to cover higher than expected consulting services costs. This project will allow for the City to implement SAP's Flexible Real Estate functionality. Project funding is from EBS Reserves.

Service Impacts

Implementation of SAP's Flexible Real Estate functionality will allow the City to comply with GASB's (Government Accounting Standards Board) new lease accounting requirements. In addition, the City will improve it's ability to track and account for more than 300 leases.

Equity Impacts

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. At the time that the CIP was created, BTS did not have a fully scoped estimate based on detailed requirements for professional services. However, as the project progressed and more detailed requirements were documented, the professional services SOW agreement to implement this new module in SAP was for 10 months and the cost was higher than estimated. The funding is for one full time consultant and one part time project manager and includes 50% of travel costs.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-346,435	0	-346,435
External Materials and Services	346,435	0	346,435

MF - Office of Management & Finance DP Type Contingency

Request Name: 9221 -BTS - Data Center Move

Package Description

This request is to carry over a portion of the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project has moved the Data Center to an appropriate colocation facility to ensure continuity of operations. Project funding is from funds received from customer bureaus held in BTS Technology Reserves.

Service Impacts

The initial phase of the Data Center Move project is nearly completed with only minimal expenses anticipated to be incurred in FY 2019-20. The City's main data center is now located in Hillsboro with a secondary data center located in Colorado. Moving the data center out of the Portland Building to an off-site location, with a secondary system in another state, provides assurances of data safety and continuity of operations in the event of a disaster.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-400,000	0	-400,000
External Materials and Services	400,000	0	400,000

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9222 -BTS - Customer Needs

Package Description

This request is to reappropriate funds, reducing the budget for Customer Needs - Secure Email and moving it to a new project, Customer Needs - Collaboration. The Collaboration project will work with customers and technical staff via focus groups to gather business requirements around Collaboration Technologies with sufficient detail and participation to determine whether existing tools meet those requirements and to provide prioritized recommendations regarding next steps. These next steps would then be pursued in one or more efforts separate from this project.

Service Impacts

City bureaus have multiple business needs around collaboration. BTS customers have expressed dissatisfaction about collaboration technology tools available. This project will help BTS understand what bureaus need from Collaboration Technologies. That understanding will help with the selection of tools to meet City business requirements.

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0

MF - Office of Management & Finance DP Type Contingency

Request Name: 9224 -BTS - Oracle Database Extended Support

Package Description

This request is to appropriate funds to cover an additional expense from Oracle for extended support of the EBS Oracle database.

Service Impacts

This is a one-time expense to extend the support of the Oracle database. The City will eventually be moving off this database and moving to the HANA database once that EBS project has been completed.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-18,632	0	-18,632
External Materials and Services	18,632	0	18,632

MF - Office of Management & Finance DP Type Contingency

Request Name: 9226 -BTS - Salary Contingency Allocation

Package Description

This request is to allocate BTS salary contingency to the default cost centers for each program. In the Adopted Budget BTS appropriates funds in contingency to cover salary CPI increases. Those funds are then typically moved in the Fall BMP since costs incurred during the year include that increase.

Service Impacts

This adjustment has no service impact.

Equity Impacts

Not applicable.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-1,189,052	0	-1,189,052
Personnel	1,189,052	0	1,189,052

MF - Office of Management & Finance

DP Type

New Revenue

Request Name: 9227 -PPA Health Insurance Fund - Beginning Fund Balance

Package Description

Adjustment to beginning fund balance and contingency to match CAFR

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-1,118,395	0	-1,118,395

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	-1,118,395	0	-1,118,395

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9228 -Bus Ops - IA Admin Services

Package Description

This request increases both the Fleet and Risk interagencies with Business Operations by \$30,000 to pay for additional administrative support which both of the funds requested.

Service Impacts

Business Operations hired a limited-term Administrative Specialist 1 to respond to Fleet and Risk's request for additional administrative support. This request ensures that Business Operations has the funding to pay for this position.

Equity Impacts

NA

CBO Analysis

Recommended as requested, albeit with reservations regarding the lack of defined service level agreements undergirding intra-OMF interagency agreements. CBO notes that total interagency revenue for OMF-Bus Ops from other OMF divisions has increased almost 14% from FY 2017-18. These cost increases have real impacts on rate-payers across the City, and far outpace the inflationary increases provided to General Fund/Overhead functions.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	60,000	0	60,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	60,000	0	60,000

MF - Office of Management & Finance

DP Type

New Revenue

Request Name: 9229 -Health Insurance Operating Fund - Beginning Fund Balance

Package Description

Adjustment to beginning fund balance and contingency to match CAFR

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	2,328,999	0	2,328,999

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	2,328,999	0	2,328,999

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9231 -BHR - Re-appropriate occupational health to MFHR00006

Package Description

This request is to convert a limited term position to a full term position. This position is responsible for managing the occupational health & wellness program. This program was transferred from risk management last fiscal year, however the FTE was not transferred.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003082 - Manager II	0.00	0	0	0	0	0
Total	0.00	0	0	0	0	0

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9232 -BTS - I-Net Capital Improvements

Package Description

This request is to appropriate additional funds for the I-Net Capital Improvements project. This project will upgrade all I-Net locations with new hardware. The project is funded through grant funds from the Office of Community Technology.

Service Impacts

Due to the growth of the system, customers on the I-Net system have experienced slower service as a result of bandwidth constraint. This project will increase bandwidth. One of the primary beneficiaries of this change will be I-Net educational customers (school districts).

Equity Impacts

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.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	155,086	0	155,086

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	155,086	0	155,086

MF - Office of Management & Finance DP Type Encumbrance Carryover

Request Name: 9233 -BRFS - Encumbrance Carryover

Package Description

Grants Management – The Grants Management Division is requesting a total of \$7,153 in encumbrance carryover. This amount includes two PO's for temporary staffing services for Linda Rains (PO 22259291 and 22250561).

Procurement – Procurement Services is requesting a total of \$171,532 in encumbrance carryover. This amount includes \$32,692 for compliance software with Unicom Government Inc (PO 20007192); \$27,727 for Buyspeed hosting for FY2019 and consulting and support services with Periscope Holdings Inc (PO 20007814 and 20007982); \$5,087 for procurement services organizational review with Team HR LLC (PO 22237950); \$24,498 for process mapping services with Delaris LLC (PO 22238072); \$3,575 for on-call graphic design services with Inside Source Media Inc (PO 20007652); \$1,560 for rebranding the Minority Evaluator Program with Green Society (PO 20007652); \$33,056 for sustainable procurement consulting services with Green Spectrum Consulting LLC (PO 22238081); \$25,275 for various services for the PCDP with Metropolitan Contractor Improvement (PO 22242149); \$1,500 for PCDP contractor assessments with J2J Civil Consulting Inc (PO22254431); \$2,562 for PCDP contractor assessments for new contracts (PO 22254432) and \$14,000 for on-call stakeholder engagement and meetings with Carri Munn (PO 22259163).

Revenue – The Revenue Division is requesting a total of \$45,364 in encumbrance carryover. This amount includes \$2,306 for FY2019 Lexis Nexis tracing services from Lexisnexis Risk Data Management Inc (PO 20007851); \$3,180 for FY2019 process server services for BI/mcbi with Barrister Support Service Inc (PO 22250867); \$34,032 for Hearing Office Services with Gregory Frank (PO 22253702); \$1,306 for programming services with Compass Computing Group Inc (PO 22254769) and \$4,540 for Integrated Tax System support (PO 22256426)

Service Impacts

This request allows service delivery extending past the fiscal year to continue as planned.

Equity Impacts

N/A

CBO Analysis

Partially recommended.
CBO generally processes General Fund encumbrance carryover requests during the Fall Supplemental Budget that are one-time, discrete costs in which the bureau has a plan for acquiring goods or services on open purchase orders. Based on the information provided to CBO, the Procurement Services requested carryover of \$3,575 for a contract with Inside Source Media Inc. for on-call graphic design services appears to be ongoing in nature and part of the bureau's annual workplan. The division's FY 2019-20 annual appropriation should adequately cover future costs associated with this contract. The bureau had sufficient underspending in FY 2018-19 to carry over the remainder of the request. CBO recommends the requests for encumbrance carryover aside from this contract totaling \$220,474 in recommended carryover.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	224,049	-3,575	220,474

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	224,049	-3,575	220,474

MF - Office of Management & Finance

DP Type

Technical Adjustments

Request Name: 9237 -BTS - Technical Changes

Package Description

This request is to make technical adjustments in Fund 706.

Service Impacts

Not applicable

Equity Impacts

Not applicable

CBO Analysis

Recommended as requested. This adjustment is to align appropriation for the revenues that BTS receives from Prosper Portland for GIS services with the general ledger account that they are posted to in SAP.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	-41,090	0	-41,090
Intergovernmental	41,090	0	41,090

MF - Office of Management & Finance

DP Type

Internal Transfer

Request Name: 9238 -Allocation of DCTU Professional Dev - Health Insurance Fund Carry Over Amou

Package Description

This request to make a correction to the Health allocation for DCTU Professional Development Fund.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-20	0	-20
Internal Materials and Services	20	0	20

MF - Office of Management & Finance DP Type Encumbrance Carryover

Request Name: 9240 -CAO's Office - Encumbrance Carryovers

Package Description

The CAO's Office is requesting the following encumbrance carryovers within Business Operations: PO#22258919-Citywide Space Study-\$260,000 and PO#22259305-Equity Consulting-\$64,873. The CAO's Office underspent their FY 2018-19 budget in excess of these requests.

Service Impacts

Approving this request will allow Business Operations to both complete the Citywide Space Study and conduct extensive equity training for the staff.

Equity Impacts

CBO Analysis

Recommended as requested. The requests meets guidelines for encumbrance carryovers, and do not appear to be for flexible services contracts or other annual expenses.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	328,238	0	328,238

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	328,238	0	328,238

MF - Office of Management & Finance DP Type Other Adjustments

Request Name: 9246 -BHR - LT to FT Total Rewards Deferred Comp

Package Description

This request is to convert a limited duration position to a full-time position. This was initially approved as part of the FY 2019-20 Budget process, however, the request was omitted from the Budget.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Not recommended, as this action is redundant with action taken in the FY 2018-19 Spring BMP. Council already authorized the conversion of this position to permanent (DP #8126). The bureau needs to complete and process paperwork to get this position entered into the system of record prior to December 2019 in order for the position to be reflected in FY 20-21 budget development.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003063 - Human Resources Analyst I	0.00	0	0	0	0	0
Total	0.00	0	0	0	0	0

MF - Office of Management & Finance

DP Type

New Revenue

Request Name: 9251 -Facilities - Fleet IA

Package Description

This request decreases the Fleet IA with Facilities by \$92,607 for a major maintenance project at the Kerby Garage that was paid for by Fleet in FY 18-19 and that Fleet has requested reimbursement.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-92,607	0	-92,607
External Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	-92,607	0	-92,607

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9253 -BHR - Manager Supervisor Training IA's

Package Description

This request increases revenue from I/A agreements from Water, PBOT and BES from bureaus to support City-Wide Manger/Supervisor Training.

Service Impacts

The City has faced challenges because of this lack of training for managers and supervisors. Because of this lack of training, it has created risk for the City and stress and trauma for employees. An organization the size of the City of Portland requires a robust, centralized leadership training series. Lastly, the training series also aligns with the OMF strategic plan to develop an inclusive, talented workforce. Making this investment in employees demonstrates the commitment to develop and implement a talent management strategy for both career development and succession planning. The total expected budget of \$129,000 through FY 2019-20 will guarantee in-person kick-off events/ training, as well as ongoing monthly training sessions led by industry experts and consultants.

Equity Impacts

The training services aligns with the OMF strategic plan goal to a develop an inclusive, talent workforce.

CBO Analysis

Recommended as requested, but CBO notes the connection to a separate General Fund request that is not being recommended (DP #9434). BHR should communicate with IA-payers and determine whether they would like to move forward with enhanced Path to Leadership training for their bureaus in the current year, or wait to deploy these resources toward more robust manager and supervisor training as part of FY 20-21 budget development.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	75,000	0	75,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	75,000	0	75,000

MF - Office of Management & Finance

DP Type

New Revenue

Request Name: 9284 -Facilities - BES IA

Package Description

This request is to create an IA with BES for \$8,402 in order for BES to fund a portion of the eco roof monitoring vault at the 4th & Montgomery building.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	8,402	0	8,402
Internal Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	8,402	0	8,402

MF - Office of Management & Finance DP Type Contingency

Request Name: 9296 -BTS - Cash Transfer to BOEC

Package Description

This request is to transfer electronic equipment replacement funds held by BTS to BOEC. BOEC paid replacement funds to BTS for the future replacement of a logging recorder, EMS and instant playback recorder. BOEC is now requesting the use of these funds for partial payment of their Next Generation Recording System. This will be a capital purchase for BOEC, so the funds need to be moved from BTS to BOEC so that all expenses are recorded within BOEC's fund.

Service Impacts

This transaction doesn't involve any service impact to BTS.

Equity Impacts

This transaction doesn't involve any equity impact to BTS.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-96,883	0	-96,883
Fund Transfers - Expense	96,883	0	96,883

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9302 -BTS - BOEC IA Reduction

Package Description

This request is to reduce the IA between BOEC and BTS in the Telecom Billable account. The BTS estimate is this account was based on prior year actuals. For the current year BOEC will still incur those costs, but they will be a direct expense and not an interagency expense.

Service Impacts

This change will have no service impact to BTS.

Equity Impacts

This change will have no equity impact to BTS.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-250,000	0	-250,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	-250,000	0	-250,000

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9304 -BHR - ADA Program

Package Description

This request is to reallocate funding from cost object MFHR000010 to MFHR000018 to provide more transparency for the ADA program.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	0	0	0

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

Request Name: 9310 -Bus Ops - Build Portland Funding Request

Package Description

This request transfers \$100,000 from Building Portland resources in FY 2019-20 into the Office of Management and Finance, Business Operations-SPOT, to fund program administrative and services costs. These costs include materials and services expenditures related to branding, outreach, and interbureau coordination. This request is the follow-up on a budget note in the FY 2019-20 budget.

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 \$100,00 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 other 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

Recommended per Council budget note direction. As part of the FY 2019-20 Adopted Budget, Council included a budget note directing the City Budget Office to allocate \$100,000 of ongoing General Fund resources to OMF's Strategic Projects and Opportunities Team for administrative costs related to the Build Portland initiative. This action reduces the current ongoing General Fund appropriation to Build Portland from \$1.98 million to \$1.88 million. Per OMF, these funds will be used in the near term to contract with a consultant for a communications initiative for Build Portland. It is not entirely clear what this administrative charge will be used for on an ongoing basis, but OMF has indicated that it may be used for project-specific signage and other collateral and confirmed that the resources will not be used to fund new or existing City staff. The initial tranche of Build Portland projects has been determined, with the next tranche likely to be decided in FY 2022-23. CBO recommends this request based on the direction provided in the budget note, but would highlight for Council that administrative costs for Build Portland will be as high as \$400,000 for the first tranche of Build Portland projects.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	100,000	0	100,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	100,000	0	100,000

MF - Office of Management & Finance

DP Type

Technical Adjustments

Request Name: 9311 -Facilities - PTE-17 IA

Package Description

This is to carry forward \$47 of last fiscal year's under expenditures under the PTE-17 contract for professional development.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-47	0	-47
Internal Materials and Services	47	0	47

MF - Office of Management & Finance

DP Type

Technical Adjustments

Request Name: 9312 -Facilities - DCTU IA

Package Description

This is to carry forward \$344 of last fiscal year's under expenditures under the DCTU contract for professional development.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-344	0	-344
Internal Materials and Services	344	0	344

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9313 -BRFS - Revenue - Convert Rental Registration LT Positions to Permanent

Package Description

This request converts 3.0 FTE Limited Term positions associated with the Rental Registration Program to Permanent Ongoing as directed in Ordinance 189650. City Council passed the ordinance setting the Rental Registration rate at \$60 per unit beginning tax year 2019.

Service Impacts

This request will make permanent positions collecting the Rental Registration program fees.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000194 - Revenue & Tax Specialist IV	0.00	0	0	0	-2	-2
Total	0.00	0	0		-2	-2

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9315 -Spectator - Beginning Fund Balance

Package Description

Adjustment to beginning fund balance and contingency to match CAFR.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	6,273,384	0	6,273,384

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	6,273,384	0	6,273,384

MF - Office of Management & Finance DP Type Other Adjustments

Request Name: 9316 -BHR - LT to FT Total Rewards

Package Description

This request is to convert a limited duration position to a full time position for the Health & Financial Benefits program. This position is responsible for the administration of City benefits and provide assistance in meeting and maintaining initiative goals.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Not recommended. BHR is requesting to convert a limited term position that supports the Health & Financial Benefits program to permanent. The current year cost of the limited term position funded in BHR's base budget, and the funding source is the internal administration charge for the Health Insurance Operating Fund. The annual and ongoing internal administration rate for non-health benefits will not increase as a result of converting this position to permanent. However, ratepayers would otherwise expect the internal administration rate to decrease if this position is not converted to permanent.

Per BHR, the administrative rate-setting process occurs annually in tandem with the budget development process. Per recently amended financial policy (2.04 - Budget), changes that have an ongoing impact on ratepayers should be requested and considered as part of the annual budget process and approval of rate changes. Given the ongoing nature of the request, CBO recommends that BHR request to convert this position to permanent as part of FY 20-21 budget development, as part of a larger prioritization exercise that accounts for all the other actions and requests that may affect ongoing rate-payer charges for non-health administrative work.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003063 - Human Resources Analyst I	1.00	0	0	0	16,911	16,911
Total	1.00	0	0		16,911	16,911

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9317 -Facilities - Auditor IA

Package Description

This request is to increase the IA by \$130K with the Auditor's Office for the security enhancement project. This project was started in FY 18-19 and work has continued on into FY 19-20.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	130,000	0	130,000
Internal Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	130,000	0	130,000

MF - Office of Management & Finance DP Type Internal Transfer

Request Name: 9318 -BRFS - Revenue Division Debt IA Adjustment

Package Description

This request recognizes the Debt Management IA adjustment for the Integrated Tax System project and the Local Improvement District fund.

Service Impacts

This request enables continued Debt Management support at levels requested by the subject matter expert.

Equity Impacts

N/A

CBO Analysis

Recommended as requested. See DP # 9199 for additional analysis.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-27,133	0	-27,133
Internal Materials and Services	27,133	0	27,133
Internal Materials and Services	11,482	0	11,482

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	11,482	0	11,482

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9319 -Spectator - Debt IA Adjustment

Package Description

This request is to increase the Debt Management IA with the Debt Management Division for staff succession planning and updated IA methodology.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. See DP # 9199 for additional analysis.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-9,316	0	-9,316
Internal Materials and Services	9,316	0	9,316

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

Request Name: 9320 -BRFS - Revenue Transfer of Technology Replacement Reserves for ITS Project

Package Description

This request recognizes a cash transfer of Technology Replacement Funds from the Bureau of Technology Services (BTS) and makes other technical adjustments to the Integrated Tax System Budget. Technology Replacement funds will be used in the first year of the project, debt financing and other sources of revenue will be used later in the project. Technical adjustments in this request move the project budget to the correct financial objects, as well as minor revision to reflect the most recent expected project needs from the cost share plan, an overall net impact of \$9,472.

Service Impacts

Approval of this request will align the budget to the current funding strategy, utilizing Technology Replacement Reserves originating from the Bureau of Revenue and Financial Services.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Debt Service	-265,575	0	-265,575
External Materials and Services	539,383	0	539,383
Internal Materials and Services	0	0	0
Personnel	-264,336	0	-264,336

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Bond & Note Proceeds	-1,190,528	0	-1,190,528
Fund Transfers - Revenue	1,200,000	0	1,200,000
General Fund Discretionary	0	0	0

MF - Office of Management & Finance DP Type Contingency

Request Name: 9328 -BTS - Cash Transfer Replacement Funds

Package Description

This request is to transfer software replacement funds held by BTS on behalf of BRFS for the Integrated Tax System project. These funds will be transferred to the General Fund. BRFS will then make arrangements with the CBO to get budget approval for the use of the funds.

Service Impacts

This is an adjustment for the benefit of BRFS and has no service impact on BTS.

Equity Impacts

This is an adjustment for the benefit of BRFS and has no equity impact on BTS.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-1,200,000	0	-1,200,000
Fund Transfers - Expense	1,200,000	0	1,200,000

MF - Office of Management & Finance

DP Type

Technical Adjustments

Request Name: 9329 -Facilities - BTS IA

Package Description

This is to request an increase in IA with BTS to provide computers, phone and server support for the first six months at The Portland Building.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-65,045	0	-65,045
Internal Materials and Services	65,045	0	65,045

MF - Office of Management & Finance DP Type Contingency

Request Name: 9330 -BTS - IA Increase with Debt Management

Package Description

This request is to increase the interagency Debt Management has with BTS. Debt Management is double filling a position and adjusting their IA to cover anticipated additional BTS expenses.

Service Impacts

This customer-requested adjustment has no service impacts to BTS.

Equity Impacts

This customer-requested adjustment has no equity impacts to BTS.

CBO Analysis

Recommended as requested. See DP # 9199 for additional analysis.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	4,728	0	4,728
External Materials and Services	52	0	52

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	4,780	0	4,780

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9337 -Facilities - Debt Management

Package Description

This is a request to increase Facilities IA with Debt Management to address changes in Debt Management's budget due to staff succession planning and a change in their rate methodology.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. See DP # 9199 for additional analysis.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-20,729	0	-20,729
Internal Materials and Services	20,729	0	20,729

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9338 -Facilities - Beginning Fund Balance

Package Description

Increasing beginning fund balance and contingency to match actual beginning fund balance to fund major maintenance and other capital projects.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	5,096,121	0	5,096,121

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	5,096,121	0	5,096,121

MF - Office of Management & Finance DP Type Contingency

Request Name: 9340 -BTS - Facilities IA Increase

Package Description

This request is to increase the interagency Facilities Services has with BTS. Facilities is anticipating additional ongoing expenses to phones, email, pc/laptops and servers. In addition, Facilities is adjusting their IA for Genetech process mapping services and implementation/project management by BTS. This is work related to the Portland Building project.

Service Impacts

This adjustment is covered by existing BTS services and has no service impact on the bureau.

Equity Impacts

This adjustment, covered by existing BTS services, has no equity impact on the bureau.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	199,445	0	199,445

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	199,445	0	199,445

MF - Office of Management & Finance DP Type Contingency

Request Name: 9341 -Facilities - Major Maintenance Carry Forward

Package Description

This is to re budget major maintenance projects that were planned for FY 18-19 and not completed in 19-20 and that are still priority projects.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. No project budgets appear to have material increases over the prior year.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-5,076,426	0	-5,076,426
External Materials and Services	5,076,426	0	5,076,426

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9342 -BTS - Tech. Adj. IA Project Corrections

Package Description

This request is to adjust BTS interagencies where the customer bureau budgeted requirements in both the IA funded program and project code, but BTS only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on the BTS side.

Service Impacts

This entry has no service impacts.

Equity Impacts

This entry has no equity impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9344 -BRSF - Technical Adjustments

Package Description

This request is for various net-zero technical adjustments related largely to the implementation of new Program Offers, moving budget to the correct functional area and correcting related issues: Move ADU Waiver Compliance program to the correct cost center; move Arts Tax to the correct cost object; Move Bancroft fund to the correct cost object;

Service Impacts

This request will better align functional area, cost center and major object code budgets to planned activity.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	113,747	0	113,747
Personnel	-113,747	0	-113,747
Debt Service	0	0	0
Debt Service Reserves	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	0	0	0
General Fund Discretionary	0	0	0
Beginning Fund Balance	0	0	0
Miscellaneous	0	0	0

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9347 -DAM - CityFleet - Beginning Fund Balance True-up

Package Description

This request increases the beginning fund balance by \$14,322,312 to true-up ending fund balance for FY 2018-19 and to provide resources to use this fiscal year mostly for carryover purchases for the prior year.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	14,322,312	0	14,322,312

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	14,322,312	0	14,322,312

MF - Office of Management & Finance DP Type Contingency

Request Name: 9349 -DAM - CityFleet - Purchase Order Encumbrance Carryover

Package Description

This budget request reduces the Contingency account for Major Maintenance/Replacement Reserves. It is a use of money collected through IA rates in the prior year for replacing vehicles/equipment. It is not a reduction in Operating Reserves.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	10,080,749	0	10,080,749
Contingency	-10,080,749	0	-10,080,749

MF - Office of Management & Finance DP Type Contingency

Request Name: 9350 -DAM - CityFleet - Salary Adjustment Contingency

Package Description

CityFleet requests to move \$343,922 in salary and COLA contingency funds budgeted for cost of living and health care increases. This was factored into the preparation of the IA rates and is projected to be needed.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-343,922	0	-343,922
Personnel	343,922	0	343,922

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9351 -DAM - CityFleet - DCTU Professional Development

Package Description

CityFleet requests to increase the interagency agreement with Human Resources by \$1,174 for unexpended professional development funds in FY 2018-19 under the DCTU contract.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-1,174	0	-1,174
Internal Materials and Services	1,174	0	1,174

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9353 -DAM - CityFleet - IA adjustment with Debt Management

Package Description

This request increases the interagency agreement with Debt Management by \$15,573 for their succession planning and revised interagency charges for their updated funding methodology.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. See DP # 9199 for additional analysis.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-15,573	0	-15,573
Internal Materials and Services	15,573	0	15,573

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9354 -DAM - CityFleet - IA Adjustment with Business Operations

Package Description

This request increases the interagency agreement with Business Operations by \$30,000 for an increase in administration services primarily for timekeeping and personnel administration.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-30,000	0	-30,000
Internal Materials and Services	30,000	0	30,000

MF - Office of Management & Finance DP Type Other Adjustments

Request Name: 9355 -DAM - CityFleet - IA Adjustment with Facilities

Package Description

This request decreases the interagency with Facilities by \$92,607 for maintenance and repair of the Kerby Shop Floor that occurred in FY 2018-19. Expenses were paid directly from Fleet EMS accounts but was a major maintenance project with Facilities.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	92,607	0	92,607
Internal Materials and Services	-92,607	0	-92,607

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9356 -DAM - CityFleet - Technical Adjustment

Package Description

This request moves \$45,000 from External Materials and Services into Personnel Services. CityFleet will be having a limited term OSSII to cover administrative services instead of a contracted employee.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-45,000	0	-45,000
Personnel	45,000	0	45,000

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9365 -BTS - P&D - Beginning Fund Balance

Package Description

Adjustment to beginning fund balance and contingency so this resource can be used during the fiscal year. Including funding encumbrance carryovers.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	149,352	0	149,352

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	149,352	0	149,352

MF - Office of Management & Finance DP Type Contingency

Request Name: 9366 -BTS - P&D - Salary Adjustment Contingency

Package Description

This request is to move \$85,833 in salary contingency funds to personnel services for cost of living and health care adjustments.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-85,333	0	-85,333
Personnel	85,333	0	85,333

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9367 -BTS - P&D - IA Adjustment with Planning

Package Description

This request increases interagency agreement with Planning and Sustainability by \$3,121.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	3,121	0	3,121

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	3,121	0	3,121

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9368 -BTS - P&D - DCTU Professional Development

Package Description

This request increases interagency agreement with Human Resources by \$351 for additional professional development funds for the DCTU contract.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-351	0	-351
Internal Materials and Services	351	0	351

MF - Office of Management & Finance DP Type Encumbrance Carryover

Request Name: 9369 -BTS - P&D - Encumbrance Carryover

Package Description

This budget request reduces the Contingency account. It is a use of money collected through IA rates in the prior year for replacing equipment. It is not a reduction in Operating Reserves.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	12,542	0	12,542
Contingency	-12,542	0	-12,542

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9371 -BTS - CBO IA Increase

Package Description

This request is to increase the BTS interagency with the CBO for anticipated additional cell phone expenses.

Service Impacts

This budget adjustment will not impact BTS services. Cell phone charges are a pass-through from vendor-provided services.

Equity Impacts

There is no equity impact related to this adjustment.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	700	0	700

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	700	0	700

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9373 -BTS - P&D - Tech Adj. IA Project Corrections

Package Description

This request is to adjust P&D interagencies where the customer bureau budgeted requirements in both the IA funded program and project code, but P&D only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on the P&D side.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9375 -DAM - CityFleet - Tech Adj. IA Project Corrections

Package Description

This request is to adjust CityFleet interagencies where the customer bureau budgeted requirements in both the IA funded program and project code, but CityFleet only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on CityFleet's side.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance

DP Type

New Revenue

Request Name: 9378 -BRFS - Procurement We Are Better Together Funding from Prosper Portland

Package Description

This request recognizes \$10,000 in intergovernmental revenue from Prosper Portland for the We Are Better Together Program.

Service Impacts

This request will enable the program to administer We Are Better Together services as agreed with Prosper Portland.

Equity Impacts

We Are Better Together provides enhanced participation in Trade Shows, Event Sponsorship and advertisement coordinating bureau participation and payment for events and services. We Are Better Together is committed to Diversity, Equity and Inclusion by partnering with the community, culturally specific organizations, and Disadvantaged, Minority-owned, Women-owned, Emerging Small Businesses, and Service-Disabled Veteran-owned Business Enterprises (D/M/W/ESB/SDVBE). This request recognizes organizational revenue and support for program services, and will positively impact City equity service provision.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	10,000	0	10,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	10,000	0	10,000

MF - Office of Management & Finance DP Type Contingency

Request Name: 9380 -BTS - P&D - Print Management System

Package Description

P&D has chosen to fund the Print Management System instead of using a line of credit.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-211,702	0	-211,702

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Bond & Note Proceeds	-211,702	0	-211,702

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9384 -BRFS - Risk I&C - True-up Beginning Fund Balance

Package Description

This request increases the beginning fund balance by \$784,808 to true up the budgeted beginning fund balance for the Insurance and Claims Fund to match the actual balance at July 1, 2019 and place the resulting appropriation in fund's rate stabilization reserve contingency.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	784,808	0	784,808

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	784,808	0	784,808

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9386 -BRFS - Risk I&C - Technical Adjustments

Package Description

Insurance and Claims request increases to their interagency agreement with Human Resources by \$40 for unexpended professional development funds in FY 2018-19 under the DCTU contract and interagency agreement with Business Operations by \$15,000 for an increase in administration services due to the dissolution of BIBS. Funds will be moved from EMS to IMS to reflect increases.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-15,040	0	-15,040
Internal Materials and Services	15,040	0	15,040

MF - Office of Management & Finance

DP Type

New Revenue

Request Name: 9395 -BRFS - Risk I&C - Cash Transfer for BHR Reception Services

Package Description

This request matches decision package from Workers Comp fund requesting a cash transfer of \$7,190 to Insurance and Claims to address billing for BHR reception services.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	7,190	0	7,190

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	7,190	0	7,190

MF - Office of Management & Finance DP Type Contingency

Request Name: 9396 -BRFS - Risk I&C - Contingency transfer to fund RMIS Module

Package Description

The purpose of this budget adjustment request is to transfer appropriation from the administrative reserve in the Insurance and Claims Fund to EMS for the fund's share of the cost to the implement a new module of Risk Management's Risk Management Information System (RMIS). The module is an Incident Intake module that allows for bureaus to enter into the RMIS injuries and near misses. This is especially important as it is a requirement for an employee filing an Workers' Compensation claim. This module captures information that will protect the employee and provide data on where to focus loss prevention efforts.

The fund's administrative operating budget will cover the on-going costs but does not have the capacity to fund the one-time expenses. The Administrative Reserve was established for annually capturing savings in the administrative operating budget and setting them aside for projects like this that lead to efficiencies.

Service Impacts

Equity Impacts

CBO Analysis

Not recommended. In alignment with new Financial Policy (Fin-2.04) amended by City Council in April 2019, during budget monitoring processes, bureaus may request to reallocate non-General Fund contingency resources only if the bureau demonstrates it cannot reprioritize funding within current year appropriations. Analysis of BRFS' FY 2018-19 budget in the Insurance and Claims Fund suggests there is flexibility within its operating budget to absorb this scale of increased costs. CBO recommends the bureau work to absorb these one-time costs within its FY 2019-20 operating budgets; if the bureau is unable to absorb these costs it can request a draw on contingency in the FY 2019-20 Spring Supplemental Budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-20,000	20,000	0
External Materials and Services	20,000	-20,000	0

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9398 -BRFS - Risk WC - True-up Beginning Fund Balance

Package Description

This request increases the beginning fund balance by \$680,217 to true up the budgeted beginning fund balance for the Workers' Compensation Fund to match the actual balance at July 1, 2019 and place the resulting appropriation in fund's rate stabilization reserve contingency.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	0	0
Contingency	680,217	0	680,217

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	680,217	0	680,217

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9401 -BRFS - Risk WC - Technical Adjustments

Package Description

Workers Comp request increases to their interagency agreement with Human Resources by \$40 for unexpended professional development funds in FY 2018-19 under the DCTU contract and interagency agreement with Business Operations by \$15,000 for an increase in administration services due to the dissolution of BIBS. Funds will be moved from EMS to IMS to reflect increases.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-15,040	0	-15,040
Internal Materials and Services	15,040	0	15,040

MF - Office of Management & Finance DP Type Contingency

Request Name: 9404 -BRFS - Risk WC - Cash Transfer for BHR Reception Services

Package Description

Workers Comp fund requests a cash transfer of \$7,190 to Insurance and Claims to address a billing for BHR reception services.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-7,190	0	-7,190
Fund Transfers - Expense	7,190	0	7,190

MF - Office of Management & Finance DP Type Contingency

Request Name: 9405 -BRFS - Risk WC - Contingency transfer to fund RMIS Module

Package Description

The purpose of this budget adjustment request is to transfer appropriation from the administrative reserve in the Workers' Compensation Fund to EMS for the fund's share of the cost to the implement a new module of Risk Management's Risk Management Information System (RMIS). The module is an Incident Intake module that allows for bureaus to enter into the RMIS injuries and near misses. This is especially important as it is a requirement for an employee filing an Workers' Compensation claim. This module captures information that will protect the employee and provide data on where to focus loss prevention efforts.

The fund's administrative operating budget will cover the on-going costs but does not have the capacity to fund the one-time expenses. The Administrative Reserve was established for annually capturing savings in the administrative operating budget and setting them aside for projects like this that lead to efficiencies.

Service Impacts

Equity Impacts

CBO Analysis

Not recommended. In alignment with new Financial Policy (Fin-2.04) amended by City Council in April 2019, during budget monitoring processes, bureaus may request to reallocate non-General Fund contingency resources only if the bureau demonstrates it cannot reprioritize funding within current year appropriations. Analysis of BRFS' FY 2018-19 budget in the Workers Compensation Fund suggests there is flexibility within its operating budget to absorb this scale of increased costs. CBO recommends the bureau work to absorb these one-time costs within its FY 2019-20 operating budgets; if the bureau is unable to absorb these costs it can request a draw on contingency in the FY 2019-20 Spring Supplemental Budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-20,000	20,000	0
External Materials and Services	20,000	-20,000	0

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9409 -BRFS - RISK - Tech Adj. IA Project Correction

Package Description

This request is to adjust Risk interagency where the customer bureau budgeted requirements in both the IA funded program and project code, but Risk only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on the Risk side.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance

DP Type

Mid-Year Reduction

Request Name: 9411 -BRFS - Revenue Local Improvement District Transfer

Package Description

This request transfers \$726,012 from the Revenue Division Local Improvement District Fund to the General Fund to correct a billing error by the City Auditor last fiscal year.

Service Impacts

This request corrects a billing error.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-726,012	0	-726,012
Fund Transfers - Expense	726,012	0	726,012

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	0	0	0
Fund Transfers - Revenue	0	0	0

MF - Office of Management & Finance DP Type Contingency

Request Name: 9417 -DAM Facilities - Re-budget LT Building Coordinator

Package Description

The purpose of this budget adjustment request is to budget for a limited-term position that was approved in the FY 2018-19 Fall BMP. The position was approved as a Furniture Program Coordinator. As a result of not being able to decide on the work of the position it was not created in SAP, nor filled. Since it wasn't in SAP it did not get into BFM as a position. Due to an oversight it was not added during the budget process. The work of the position has now been defined and instead of just managing furniture will manage more building functions in the reconstructed Portland Building. As in the Fall FY 2018-19 budget, the costs are funded through Facilities Operating Reserves.

Service Impacts

The position will manage the furniture program and other building functions and ensure a smooth opening for the reconstructed building and its many new services.

Equity Impacts

CBO Analysis

Recommended as requested. The use of contingency for a limited term position was authorized by Council in the Fall BMP of FY 2018-19. To the degree that these services are still required for moving back into the Portland Building, CBO recommends the request. Going forward, per financial policy, non-General Fund bureaus should first evaluate their operating budgets to determine whether costs can be absorbed without a draw on contingency.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-82,965	0	-82,965
Personnel	82,965	0	82,965

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000464 - Program Coordinator	1.00	54,000	0	4,131	24,834	82,965
Total	1.00	54,000	0		24,834	82,965

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9419 -Public Safety GO Bond - Appropriate Beg Fund Bal

Package Description

The purpose of this budget adjustment request is to appropriate beginning fund balance in the Public Safety GO Bond Fund. It was anticipated that Fire would spend the balance of the fund on apparatus replacement in FY 2018-19, but \$12,099 remains. This \$12,099 is being appropriated so that it can be spent. If it isn't spent then it will be transferred to fund 302 in the Spring BMP for use making debt service payments.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Debt Service	150	0	150
External Materials and Services	12,227	0	12,227

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	12,099	0	12,099
Miscellaneous	278	0	278

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9420 -DAM Fleet - Fuel Stations Project True Up

Package Description

The purpose of this budget adjustment request is to align the budget for Fleet's fuel station replacement project with the latest projection. A vendor has been selected and construction will start in the Fall for phase 1 to replace four City tanks so we have a much more accurate projection. This increases the budget by \$263,185, but this is within the overall project's budget. The request also increases note sale proceeds to recognize the reimbursement to the fund for costs in the prior year to be funded with debt proceeds. Phase 2 to construct tanks at an east side location and the Sears facility are not included in this budget adjustment request, nor the FY 2019-20 budget.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. Per OMF, total project budget has not changed (still \$13.6 million, with \$1.2M GF cash contribution) but the project has been divided into two phases. Project implementation has experienced significant delays, per OMF due to design challenges, coordination issues across multiple stakeholders, procurement timelines, and lack of baseline information on potential sites. Timeframe for phase two implantation (Eastside, Tabor, and Sears) is unknown.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	1,688,666	0	1,688,666
Contingency	-1,328,130	0	-1,328,130
Debt Service	16,500	0	16,500
External Materials and Services	628,295	0	628,295

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Bond & Note Proceeds	1,005,331	0	1,005,331

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9421 -DAM Facilities-Fourth and Montgomery True Up

Package Description

The purpose of this budget adjustment request is to align the budget for Facilities Fourth and Montgomery Building project with the latest projection. Costs unique to the City's space were not incurred as quickly as anticipated. So, this request includes a transfer of appropriation from contingency were the bond proceeds/appropriation is after not being used in FY 2018-19.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	1,229,851	0	1,229,851
Contingency	-950,607	0	-950,607

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Bond & Note Proceeds	279,244	0	279,244

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9422 -DAM Facilities-Correct fund revenues loaded in

Package Description

The purpose of this budget adjustment request is to correct the fund used for a decision package in the FY 2019-20 budget process. The package for Facilities to have an IA with ONI for services in the reconstructed Portland Building and increase rental rates was loaded to fund 700001 when it should have been loaded to 701000.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Internal Materials and Services	-103,500	0	-103,500
Internal Materials and Services	103,500	0	103,500

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	-103,500	0	-103,500
Interagency Revenue	103,500	0	103,500

MF - Office of Management & Finance DP Type Contingency

Request Name: 9423 -DAM Facilities-Add POBS debt service

Package Description

The purpose of this budget adjustment request is to budget for Facilities share of Pension Obligation Bond debt service. This was mistakenly not included in the Requested Budget and not identified until after it could be included in the Adopted Budget as a technical adjustment.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-245,907	0	-245,907
Debt Service	245,907	0	245,907

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9424 -DAM Facilities-Transfer asset management resources

Package Description

The purpose of this budget adjustment request is for Facilities to increase its IA with DAM for asset management services. Facilities has a budgeted position of an Asset Manager that has not been filled as the fund has focused on building the foundation for an asset management program and more immediate needs. With the vacancy savings, Facilities will be increasing its IA with DAM to fund various asset management related minor projects to build the foundation of an asset management program.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. CBO notes that these resources could otherwise be refunded to customer bureaus, as the Asset Management coordinator position has not been filled, but the bureau has provided support for the fact that the proposed used of funds will advance asset management practice in the division. See DP #9425 for additional information.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-2,164	0	-2,164
Internal Materials and Services	130,500	0	130,500
Personnel	-128,336	0	-128,336

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9425 -DAM-Additional asset management resources

Package Description

The purpose of this budget adjustment request is for Facilities to increase its IA with DAM for asset management services. Facilities has a budgeted position of an Asset Manager that has not been filled as the fund has focused on building the foundation for an asset management program and more immediate needs. With the vacancy savings, Facilities will be increasing its IA with DAM to fund various asset management related minor projects to build the foundation of an asset management program.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. Per the bureau, these resources that were meant to fund an Asset Manager position will be redirected to advance AM practice within the division. Per the bureau:

- Asset management methodology consulting (\$35,000 in consultant support to assess the applicability of economic life modeling principles to the Facility and Fleet asset bases, and to carry out two pilot projects aligned with economic life principles: a risk assessment of the Kerby Garage, and a business case assessing the proposed installation of a battery at ECC)

o There is currently not an AM methodology in place in either Facilities or Fleet that allows them to consistently and completely assess the benefits and costs of different asset management strategies (and thus, to build value-driven asset management plans). Economic life modeling is one way to create a link between asset management activities and business case analysis. Thus, small pilots to explore how this methodology applies to DAM's assets will help us determine if we should employ this methodology at scale.

- Process mapping to ensure more optimized execution of routine asset management activities in Facilities. Depending on the cost of the projects (an informal RFP is out now), the first tranche of projects is likely to focus on furniture management program design and protocols, fire/life safety program design and protocols, incident response processes, and the capital projects intake process (budget TBD)

o Time spent managing assets via routine or periodic work is a direct form of investment in an asset base – and often, a quite costly one. Ensuring that asset management programs and processes are well-designed and efficiently executed are fundamental to ensuring that AM activities are delivering good value for their cost.

- Potentially, programming support in the Fleet organization to help automate the production of performance dashboards (budget TBD, based on what is remaining after process mapping proposals are evaluated)

o Dashboards help workers, managers and customers understand where operational performance is strong and where it is not. And, as previously noted, where operational performance is strong (well-designed programs, efficient processes, etc.), more value is being delivered in the carrying out of AM duties. Dashboards are a direct means to track value delivery and enhance the asset management performance of an organization.

o Depending on the asset management system Facilities selects to replace Facility Center, this work could be readily transferable to Facilities.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	130,500	0	130,500

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	130,500	0	130,500

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9426 -DAM Facilities Increase BTS IA for Portland Bldg recon

Package Description

The purpose of this budget adjustment request is for Facilities to increase its IA with BTS for process mapping services and project management/implementation services associated with the new access controls system for the reconstructed Portland Building. The project budget includes resources for this work so the IA is funded by an internal transfer from the capital construction account.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	-134,400	0	-134,400
Internal Materials and Services	134,400	0	134,400

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9427 -DAM Facilities - Budget for internal FMT charges

Package Description

The purpose of this budget adjustment request is budget for the internal billing that takes place from the Facilities Maintenance Technician's work order billing system to the fund's owned buildings. This cost shows up as an IA charge in account 651307 in each building's budget. The cost was built into each building's rental rate, but was not included in the Requested Budget and we were not able to correct as a technical adjustment in the Adopted Budget.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Internal Materials and Services	1,904,235	0	1,904,235

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	1,904,235	0	1,904,235

MF - Office of Management & Finance DP Type Contingency

Request Name: 9428 -HUCIRP-Sanctioned camps relocations

Package Description

The purpose of this budget adjustment request is to appropriate \$51,633 received by the HUCIRP in FY 2018-19 for the relocation of a City-sanctioned campsite. Funding was originally approved in the Spring FY 2018-19 BMP.

Service Impacts

The funding will allow for the relocation of a City-sanctioned campsite.

Equity Impacts

CBO Analysis

Recommended as requested, Council authorized the transfer of these resources from Civic Life underspending during FY 2018-19.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-51,633	0	-51,633
External Materials and Services	51,633	0	51,633

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

Request Name: 9429 -HUCIRP - Request Gen Fund \$ for settlement

Package Description

The purpose of this budget adjustment request is to request from the General Fund \$175,000 to pay the potential costs of a lawsuit settlement that is currently pending. The lawsuit stems from an accident that occurred at a campsite on City Property. The \$175,000 is available in the General Fund's ending fund balance because the HUCIRP underspent its FY 2018-19 budget.

Service Impacts

Equity Impacts

CBO Analysis

Not recommended as requested. After conferring with Risk Management, HUCIRP has withdrawn this request.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	175,000	-175,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	175,000	-175,000	0

MF - Office of Management & Finance DP Type Mid-Year Reduction

Request Name: 9430 -HUCIRP-Req Gen Fund \$ for Pioneer CS restrooms

Package Description

The purpose of this budget adjustment request is to request from the General Fund \$31,000 to pay for the costs of repairs and upgrades to reopen the Pioneer Square restrooms that Parks does not have sufficient budget to cover. The \$31,000 is available in the General Fund's ending fund balance because the HUCIRP underspent its FY 2018-19 budget.

Service Impacts

The public will have better restrooms at Pioneer Courthouse Square.

Equity Impacts

CBO Analysis

Recommended with adjustments. OMF submitted a request for \$31,000 in new General Fund resources on behalf of Portland Parks & Recreation, specifically to support costs related to maintenance of the Pioneer Courthouse Square bathrooms. CBO's understanding, based on Council discussion on this issue, is that \$31,000 of existing HUCIRP resources were to be redirected to Parks on a one-time basis. HUCIRP received \$877,870 in new one-time General Fund resources for a mobile hygiene pilot. Based on pilot project costs estimates, transferring \$31,000 of these one-time resources to Parks will not affect pilot implementation. CBO has adjusted OMF's request to reflect a transfer of existing resources to Parks, per Council direction.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	31,000	-62,000	-31,000
Fund Transfers - Expense	0	31,000	31,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	31,000	-31,000	0

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9431 -BRSF - Fund Technical Adjustments

Package Description

This request is for various fund technical adjustments, such as revising beginning balance budgets (technically new revenue), moving funds to the correct cost center, and other adjustments for the following funds: Arts Tax Fund 223; Clean & Safe Fund 204; Lloyd BID Fund 204; Central Eastside Fund 204; Convention & Tourism Fund 209; Tourism Improvement District Fund 209.

Service Impacts

This request will revise fund budget to actual beginning balance and planned activity.

Equity Impacts

N/A

CBO Analysis

- Recommended as requested. Technical changes are as follows:
 - Arts Tax Fund 223: Trues up beginning balance adding \$1.4M, makes other adjustments resulting from increased beginning balance.
 - Clean and Save Fund 204001: Moves budget from MFRB000001 to MFRB000002; trues up beginning balance reducing by \$22k; makes other adjustments resulting from increased beginning balance.
 - Lloyd BID Fund 204002: Moves budget from MFRB000001 to MFRB000002.
 - Central Eastside Fund 204003: Moves budget from MFRB000001 to MFRB000002; trues up beginning balance adding \$455,920; makes other adjustments resulting from increased beginning balance.
 - Conv & Tourism Fund 209000: Moves budget from MFRB000001 to MFRB000002; trues up beginning balance adding \$203,114; makes other adjustments resulting from increased beginning balance.
 - Tourism Improvement District Fund 209001: Moves budget from MFRB000001 to MFRB000002; makes other reconciling adjustments.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	15,000	0	15,000
External Materials and Services	177,332	0	177,332
Fund Transfers - Expense	0	0	0
Internal Materials and Services	2,500	0	2,500
External Materials and Services	0	0	0
Fund Transfers - Expense	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	455,920	0	455,920
Fund Transfers - Expense	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	208,117	0	208,117
Fund Transfers - Expense	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	992,500	0	992,500
Internal Materials and Services	12,500	0	12,500
Contingency	1,368,247	0	1,368,247
External Materials and Services	50,000	0	50,000

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/27/19

CBO Discussion & Recommendations

Run Time: 4:24:16 PM

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	15,000	0	15,000
Beginning Fund Balance	-22,168	0	-22,168
Licenses & Permits	200,000	0	200,000
Miscellaneous	2,000	0	2,000
Licenses & Permits	0	0	0
Miscellaneous	0	0	0
Beginning Fund Balance	455,920	0	455,920
Licenses & Permits	0	0	0
Miscellaneous	0	0	0
Beginning Fund Balance	203,117	0	203,117
Miscellaneous	5,000	0	5,000
Taxes	0	0	0
Miscellaneous	5,000	0	5,000
Taxes	1,000,000	0	1,000,000
Beginning Fund Balance	1,443,247	0	1,443,247
Miscellaneous	60,000	0	60,000
Taxes	-85,000	0	-85,000

MF - Office of Management & Finance**DP Type****New GF Request****Request Name:** 9434 -BHR - GF Request for Training**Package Description**

BHR is requesting a total of \$103,991 in General Fund resources for Manager/Supervisor Training. This number was arrived at by asking for \$54,000, their entire unspent General Fund balance from FY 2018-19, along with \$49,991 which was the FY 2018-19 ending fund balance of the BHR Training Fund. This request aligns with Form ID 9253, which creates interagencies with BES, PBOT, and Water to fund this same training.

Service Impacts

The City has faced challenges because of this lack of training for managers and supervisors. Because of this lack of training, it has created risk for the City and stress and trauma for employees. An organization the size of the City of Portland requires a robust, centralized leadership training series. Lastly, the training series also aligns with the OMF strategic plan to develop an inclusive, talented workforce. Making this investment in employees demonstrates the commitment to develop and implement a talent management strategy for both career development and succession planning. The total expected budget of \$178,991 through FY 2019-20 will guarantee in-person kick-off events/ training, as well as ongoing monthly training sessions led by industry experts and consultants.

Equity Impacts

The training services aligns with the OMF strategic plan goal to a develop an inclusive, talent workforce.

CBO Analysis

Not recommended. This request does not meet the urgent and unforeseen standard by which new General Fund requests are evaluated in BMPs. The program will also have ongoing costs to the General Fund that are not funded.

The Bureau of Human Resources (BHR) submitted two related requests for new resources to develop more robust training for managers and supervisors across the City. The first request is to recognize \$75,000 in new interagency agreement revenues from PBOT, Water, and BES (\$25,000 each). The second, this request, is a request for new General Fund resources totaling \$104,000.

Currently, the City offers manager and supervisor trainings through PCC's CLIMB Center. Participation in these courses is elective, and bureaus fund the cost of individual employee participation. BHR has also offered a course called Path to Leadership in recent years, also funded by per-employee charges from participating bureaus, which is intended to identify and train emerging leaders across the City. BHR is requesting these resources to develop a more expansive, modern, and standardized approach to training for supervisors and managers. Generally, the perception exists in the City that training for new managers and supervisors is somewhat limited and the curriculum outdated. In February of 2019, the bureau directors of BES, Water, and PBOT volunteered to fund \$75,000 to help fund a contract for a consultant to enhance BHR's leadership training efforts. CBO has no concerns with this approach, to the degree that these bureaus are interested in receiving enhanced leadership training. BHR has indicated that, even absent new General Fund resources, it intends to move forward with enhanced Path to Leadership trainings for these bureaus.

In addition to IA revenues, the \$104,000 in new General Fund resources would be used to support new in-house leadership trainings for Directors, Managers, and Supervisors across the City. Per BHR, these funds would be utilized for the following:

- Venue rental and catering for three 8 hour kick-off events
- External speakers
- Course creation and facilitation (in-house and contracted)

BHR has indicated that there will be new ongoing costs associated with launching these new training programs, totaling \$54,000 annually. The ongoing costs will fund annual curriculum refresh, partnerships with academic institutes, and external facilitators for the leadership certification programs. Initial curriculum development would also rely heavily on existing staff capacity in BHR, OEHR, and embedded bureau equity staff.

CBO concurs with BHR that more robust centralized training for City managers and supervisors is desirable, and would advance efforts around employee development and succession planning. However, per financial policy, new General Fund allocations in the BMP are reserved primarily for urgent and unforeseen issues that cannot be resolved with current year resources or cannot wait until budget development. The development of a Citywide leadership training series, while beneficial, does not appear to meet this threshold. BHR has also indicated that this new programming will have ongoing costs associated with it; CBO does not recommend that new resources be allocated for programming where funding for the ongoing costs associated with it are not assured. CBO also has unresolved questions about the cost allocation methodology behind this request. To the degree that managers and supervisors from all bureaus would be eligible to participate in this programming, the combination of \$75,000 in IA revenue and \$104,000 in General Fund resources does necessarily represent a proportional cost-sharing, and does not capture IA revenue from some non-General Fund bureaus.

CBO recommends that BHR develop a cost allocation methodology based on estimated participation (i.e. the number of managers and supervisors) or other metric, and bring forward a funding proposal for one-time and ongoing costs during FY 2020-21 budget development. The bureau can move forward with IA-funded Path to Leadership training enhancements in the near term, or discuss with payers the potential benefits of waiting until a fully funded program can be sized and scaled during budget development.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	103,991	-103,991	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	103,991	-103,991	0

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9437 -BTS - P&D - Technical Change

Package Description

This request is to make technical adjustments in Fund 703.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-16,878	0	-16,878

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	-16,878	0	-16,878

MF - Office of Management & Finance

DP Type

Other Adjustments

Request Name: 9442 -BTS - BES IA Increase

Package Description

This request is to increase the BTS interagency with the Bureau of Environmental Services. They anticipate additional Business Solutions billable work will be needed this year. This work was budgeted in the previous year, but due to delays was not completed.

Service Impacts

This request will have no service impact on BTS. It will be completed by existing staff assigned to the Business Solutions program.

Equity Impacts

As this additional work will be completed with existing staff, there is no equity impact to BTS.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	50,000	0	50,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	50,000	0	50,000

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9443 -DAM - CityFleet - IA Adjustment with BES

Package Description

Bureau of Environmental Services request to increase their interagency by \$19,200 to alter four pump station vehicles to address overweight (GVW) issues. This request matches their increase.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	19,200	0	19,200

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	19,200	0	19,200

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9447 -Facilities - Housing IA

Package Description

This is to increase IA with Housing for Carey Blvd property management.

Service Impacts

Equity Impacts

CBO Analysis

Not recommended, request withdrawn by bureau. From OMF: Please remove package 9447. We misunderstood a request Housing made. They were not increasing their IA with Facilities they were transferring it between two funds, so no action was needed by Facilities.

Housing also has moved parts of their Facilities IA to capital projects and the IA is now out of balance. We have requested the project info and will need CBO to load this to put the IA in balance at the funded program/project level.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-30,000	30,000	0
Internal Materials and Services	30,000	-30,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9448 -DAM - Technical adjustments

Package Description

Service Impacts

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9449 -DAM - CityFleet - IA adjustment with Parks Bureau

Package Description

This request matches Parks IA increase.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	1,523,212	0	1,523,212
External Materials and Services	13,200	0	13,200

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	1,536,412	0	1,536,412

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9450 -Facilities - Tech Adj. IA Project Corrections

Package Description

The purpose of this budget adjustment request is to add project numbers to IA revenues to balance to bureaus at the project and funded program level.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance DP Type New Revenue

Request Name: 9451 -DAM - CityFleet - IA adjustment with PBOT

Package Description

This request matches the IA increase of the PBOT decision package for new vehicles.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	2,372,000	0	2,372,000
External Materials and Services	205,489	0	205,489

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	2,577,489	0	2,577,489

MF - Office of Management & Finance DP Type Technical Adjustments

Request Name: 9460 -Facilities Services overhead payment correction

Package Description

CBO entered this package on behalf of OMF to make a technical correction. This action places the Facilities Services Operating Fund (701) overhead payment to the General Fund into the correct commitment item.

Service Impacts

Equity Impacts

CBO Analysis

CBO entered this package on behalf of OMF to make a technical correction. This action places the Facilities Services Operating Fund (701) overhead payment to the General Fund into the correct commitment item.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Expense	0	0	0

MF - Office of Management & Finance DP Type Other Adjustments

Request Name: 9471 -Liquidated Damages Carryforward

Package Description

The BRFS Procurement Division is requesting Council approve carry forward in the amount of \$62,632 associated with liquidated damages. Per Procurement Administrative Rules (ADM – 1.20), liquidated damages are assessed when contractors fail to comply with the Workforce Training & Hiring Program; this revenue is then granted to organizations supporting the Workforce Training & Hiring Program goals.

Service Impacts

Procurement has issued a request for grant applications and intends to award the funds this fiscal year.

Equity Impacts

CBO Analysis

Recommended as requested. OMF omitted this standard/typical request for carryover in the Spring BMP. This action corrects it, and maintains available resource for known grants.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	62,632	0	62,632

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	0	0	0
General Fund Discretionary	62,632	0	62,632

MY - Office of the Mayor

DP Type

Encumbrance Carryover

Request Name: 9215 -Mayors Office - Encumbrance Carryover

Package Description

The Mayors Office is requesting \$40,000 for an encumbrance carryover of their PSU Hatfield Fellow contract (PO#22259550). The Mayor's Office underspent their FY 2018-19 budget in excess of this request. The Mayor's Office made an offer to their Hatfield Fellow during FY 2018-19 but the contract was not completed till the close of the fiscal year.

Service Impacts

Funding this request will allow the Mayor's Office to continue employing a Hatfield Fellow during the fiscal year, which in turn increases the staffing capacity of the Mayor's Office to work on critical programs and initiatives. The Hatfield Fellow has been tasked with providing additional policy support on the City's homeless response.

Equity Impacts

The City of Portland has a long history of involvement with the PSU Hatfield Fellow Program. The program gives PSU students a chance to get first-hand experience working in a City office/bureau. Numerous program participants have gone onto permanent employment with the City.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	40,000	0	40,000

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	40,000	0	40,000

NI - Office of Community and Civic Life DP Type Technical Adjustments

Request Name: 9301 -Tech adjustments - no impact

Package Description

Move funds from old functional areas and cost objects to current functional areas and cost objects

Service Impacts

No impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
Personnel	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	0	0	0
General Fund Overhead	0	0	0

NI - Office of Community and Civic Life DP Type Encumbrance Carryover

Request Name: 9432 -Encumbrance carryover

Package Description

Carryover of encumbered contracts. \$22,501

Service Impacts

Allows ongoing contracts to be paid.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	22,501	0	22,501

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	22,501	0	22,501

NI - Office of Community and Civic Life

DP Type

Encumbrance Carryover

Request Name: 9433 -Advance Carryover

Package Description

Outstanding advance encumbrance carryover. \$247,217.

Service Impacts

Allows for advances to be recovered in the new year.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	247,217	0	247,217

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	247,217	0	247,217

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

Request Name: 9446 -EPAP Transfer to Special Approps.

Package Description

Technical true-up for the transition of EPAP from Civic Life to Special Appropriations, that occurred in FY 2018-19 Spring BMP. This was inadvertently left out of the FY 2019-20 Adopted Budget decision packages.

Service Impacts

N/A. Planned transfer of services and budget from Civic Life to Special Approps. There no anticipated service or equity impacts with this transition.

Equity Impacts

N/A. Planned transfer of services and budget from Civic Life to Special Approps. There no anticipated service or equity impacts with this transition.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-150,000	0	-150,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	-150,000	0	-150,000

NI - Office of Community and Civic Life

DP Type

New Revenue

Request Name: 9453 -Increase IA with BPS

Package Description

Increase Neighborhood Cleanup interagency with BPS

Service Impacts

Allows for more Neighborhood Clean-ups

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	3,494	0	3,494

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	3,494	0	3,494

NI - Office of Community and Civic Life DP Type Encumbrance Carryover

Request Name: 9464 -Advance Accrual Correction

Package Description

Civic Life is requesting a correction to its advance accruals, (\$547,571.68), that resulted in an understatement of expenses of \$1,095,143.36 for FY 2018-19, and a corresponding overstatement in FY 2019-20. This decision package makes correction through a technical adjustment for encumbrance carryover of Civic Life's General Fund underspending from FY 2018-19 for these planned expenses.

Service Impacts

N/A. For Advances already expended for in FY 2018-19.

Equity Impacts

N/A. For Advances already expended for in FY 2018-19.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	1,095,143	0	1,095,143

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	1,095,143	0	1,095,143

OE - Office of Equity & Human Rights DP Type New GF Request

Request Name: 9452 -Racial Equity-centered Results-Based Accountability™ (RBA) cohort training

Package Description

OEHR had identified an excellent trainer through the network of Government Alliance on Race and Equity (GARE). The trainer is well-known nationwide for her expertise on a Racial Equity-Centered approach to the Racial Equity-centered Results-Based Accountability™ (RBA) methodology. This training is hosted by the Office of Equity and Human Rights and provided by a consultant, Erika Bernabei, founder of Equity and Results, LLC. The goal of this training is to build internal capacity for a group of leaders and managers within City bureaus.

The one-time estimated cost for the RBA training is \$50,000. Expenses for this program are related to professional service contracts and materials needed to provide the Train-the-Trainer training and the initial expenses to support a second cohort training. The training team has a total of 2 professional trainers on the RBA methodology. Existing OEHR staff leading and supporting the program include the Strategic Innovation & Performance Manager, the Equity Training Manager, and an Administrative Specialist.

Service Impacts

By the end of the sessions, participants will become more confident using the RBA methodology to implement equity plans and serve as RBA coaches to other users in City bureaus to achieve the binding citywide Racial Equity Goals.

Equity Impacts

City Council will integrate a racial equity-centered Results-Based Accountability methodology to define and adopt population results that will guide all City bureaus. All City bureaus will integrate a racial equity-centered Results-Based Accountability methodology to align the bureau performances with the population results adopted by City Council.

CBO Analysis

CBO recommends that this cost - approximately \$833 per person - be funded through individual bureau budgets, similar to how other external training costs are passed through the Bureau of Human Resources. As the initial cohort was open to all City bureaus, it is reasonable to have bureaus pay for additional employees to participate; this also accommodates the different staff sizes and program needs across the City. CBO further supports OEHR's efforts to identify Citywide population-level results that all bureaus will use in the application of the RBA methodology, leading to shared performance measures and equity goals across the City.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	50,000	-50,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	50,000	-50,000	0

PA - Commissioner of Public Affairs DP Type Encumbrance Carryover

Request Name: 9223 -CPA - Encumbrance Carryovers

Package Description

The Commissioner of Public Affairs is requesting encumbrance carryovers totaling \$72,892. The specific encumbrance carryovers are for the following purchase orders: 22259567, 22252662, 22257194, 22250278, 22259562, 22259565, 22257107, 22259564, and 22252068. The Commissioner's Office unspent balance in FY 2018-19 exceeds this request.

Service Impacts

Funding this request will allow the Commissioner's Office to proceed with the work encumbered in these purchase orders. If the request is not funded, the work will not proceed.

Equity Impacts

This carryover request is similar to other carryover requests from City Council Offices which have been approved in prior Fall Bumps.

CBO Analysis

Encumbrance carryovers reflect prescriptive accounting transactions, intended for one-time costs where goods or services were ordered but not received by the end of the fiscal year. Encumbrance carryovers are not intended to support purchases that are annual and ongoing in nature or which do not have open purchase orders.

The office-related encumbrances meet the technical criteria, and CBO recommends these as requested. A portion of the remaining encumbered funds is for completing a planned series of five community engagement events, and CBO recommends \$12,000 to complete this project.

The remaining encumbered funds appear to be intended to meet ongoing needs extending into future fiscal years, and as such do not meet the technical criteria for recommendation as an encumbrance carryover. If existing budgets are insufficient for ongoing community engagement needs, CBO recommends that Council consider dedicating new General Fund resources that may be shared or allocated individually for Commissioners for the purposes of outreach and community engagement.

Additionally, CBO recommends that moving forward new Commissioners' budgets be prorated when they begin so that their beginning budget is equivalent to other Commissioners' allotment for half of a fiscal year.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	72,892	-57,272	15,620

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	72,892	-57,272	15,620

PK - Portland Parks & Recreation

DP Type

Technical Adjustments

Request Name: 9288 -GF Technical Adjustments

Package Description

These changes include technical adjustments between major object categories, cost centers, and/or commitment items that do not impact fund size or contingency. These adjustments include reorganization of Fund Centers in Recreation, Land Stewardship and Operations and Strategies divisions. It also trues up the budget to reflect the previous discontinuation of programming at Holladay Park.

Service Impacts

Organizational changes have been implemented to facilitate better service delivery in the budgeting and performance function, Natural Area maintenance and Recreation Services. In the case of Holladay Park these technical changes reflect decisions that were made in prior Fiscal Year when outside funding became unavailable to provide programming at Holladay Park.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-357,560	0	-357,560
Internal Materials and Services	181,031	0	181,031
Personnel	36,409	0	36,409

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	-140,120	0	-140,120
General Fund Discretionary	0	0	0
Interagency Revenue	0	0	0
Miscellaneous	0	0	0

PK - Portland Parks & Recreation

DP Type

Technical Adjustments

Request Name: 9309 -Enterprise Fund Technical Adjustments

Package Description

These changes increase beginning fund balance for PIR and Golf Enterprise Funds based on better than expected performance in FY19.

Service Impacts

Golf Service Impacts - Golf is adversely impacted by wet weather, but having a fund balance of \$900K+ will help the program withstand potential negative net position in a year where we experience sustained adverse weather.

PIR service impacts - the increased fund balance at PIR will allow the program to continue to make needed improvements at the course and on the property to continue to attract racing promoters.

Equity Impacts

Golf equity impacts - the strategic plan for the golf program includes initiatives to attract players of all backgrounds and make golf more equitable. An increased fund balance will allow the program to further outreach and expand these initiatives.

PIR equity impacts - an increased fund balance will allow PIR to continue to expand outreach and programming to include people who are traditionally underserved. It will also allow continued outreach to N. Portland neighborhoods adjacent to PIR through the grant program in partnership with the Office of Civic Life.

CBO Analysis

Recommended as requested.

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/27/19

CBO Discussion & Recommendations

Run Time: 11:38:12 AM

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	254,171	0	254,171
Capital Outlay	0	0	0
External Materials and Services	249,555	0	249,555

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	254,171	0	254,171
Beginning Fund Balance	249,555	0	249,555

PK - Portland Parks & Recreation

DP Type

Other Adjustments

Request Name: 9324 -Part Time Utility Analyst

Package Description

This package creates a part time (0.5 FTE) Analyst 1 position to provide oversight and analysis of the bureau's utilities and fleet fuel use. The function is currently performed by a seasonal employee that has been providing oversight of utility use for eight years.

Service Impacts

The current seasonal employee has provided analysis and oversight of utilities for over eight years and has contributed to significant savings over the years, including leading a team to facilitate the reduction of water use contributing to \$250,000 in savings during FY 2019. The position has been instrumental in developing tracking tools and performance dashboards to achieve better management of the bureau's energy and water use. The position has also been critical to helping the bureau receive over \$400,000 of energy efficiency rebates over the past 6 years.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-7,000	0	-7,000
Personnel	7,000	0	7,000

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003006 - Analyst I	0.50	30,000	0	2,295	0	32,295
Total	0.50	30,000	0		0	32,295

PK - Portland Parks & Recreation

DP Type

Other Adjustments

Request Name: 9332 -Playgrounds & Facilities Maintenance Positions

Package Description

This package requests authority to create a Playgrounds Maintenance Mechanic Position and a Facilities Maintenance Technician with existing resources.

Service Impacts

These positions will help the bureau address the key strategic objective of sustaining quality built assets and achieve the outcome of providing safe, functional, and reliable recreation experiences through effective management and maintenance of all park facilities. These new team members will help reduce a backlog of work orders, ensure ongoing safety inspections, and improve safety and job satisfaction throughout the department.

Equity Impacts

Adding these positions will improve on the equitable distribution of work and enable faster response times.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-194,462	0	-194,462
Personnel	194,462	0	194,462

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000071 - Facilities Maintenance Technician	1.00	66,768	0	5,108	31,933	103,809
30000098 - Maintenance Mechanic	1.00	56,659	0	4,335	29,659	90,653
Total	2.00	123,427	0		61,592	194,462

PK - Portland Parks & Recreation

DP Type

Encumbrance Carryover

Request Name: 9358 -Encumbrance Carryover

Package Description

PP&R is requesting General Fund Resources to support \$1,392,951 of encumbrance carryovers from FY 19 (see attached PO listing report). In addition, PP&R is requesting \$1,174,161 of General Fund Resources to support vehicles that were on order at the end of FY 19 (see attached FSR Log from City Fleet). PP&R finished FY 19 underutilizing nearly \$2.9 million of General Fund Resources, sufficient to support these prior year commitments.

Service Impacts

Funding support for these carryover requests will allow PP&R to maintain existing service levels and minimize disruption operational staff.

Equity Impacts

N/A

CBO Analysis

The dates of these requests vary, and it is not clear to what extent POs were not created due to the Parks spending freeze, delays at CityFleet, other back-and-forth negotiating specifications, or confusion around what processes were required to document encumbrances for carryover into the next fiscal year. Given the lack of clarity and the extenuating circumstances, CBO is recommending encumbrance carryover for the subset of vehicles that have specific delivery dates or other supporting documentation indicating an intent on behalf of Parks to expend those resources in the prior fiscal year. In total, CBO recommends \$2.1 million in encumbrance carryovers, including \$632,417 for fleet purchases with definite delivery dates and \$1.4 million in open purchase orders for one-time services not received by the end of FY 2018-19.

CBO and Accounting emphasize that this recommendation represents a one-time exception to the encumbrance carryover rule. Going forward, Accounting and CBO agree that all future encumbrance carryover requests are required to have open purchase orders on the internal services side if the customer bureau wishes to request encumbrance carryover. Non-encumbered funds may be requested via other types of requests in the Spring and Fall Supplemental budgets.

CBO notes that there is no current policy related to multiyear encumbrance carryover requests for large or specialized equipment. CBO will work with Accounting to establish a policy for multiyear purchase order requests in the future. This will likely require that bureaus must reserve resources in the Spring BMP and any underspending will fall to General Fund balance.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	1,392,952	0	1,392,952
Internal Materials and Services	1,174,161	-473,325	700,836

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	2,567,113	-473,325	2,093,788

PK - Portland Parks & Recreation

DP Type

New GF Request

Request Name: 9359 -New General Fund Request for Vehicles

Package Description

This package requests \$194,000 of General Fund resources to support the purchase of two new vehicles in the Professional Repair and Maintenance Services team and three new vehicles in the Park Ranger Program. The purchases were postponed in FY 19 due to expected budget constraints. After finishing the year with a \$2.9 million underexpenditure in General Fund Discretionary PP&R is requesting carryover for these planned – but delayed - expenditures. In the case of the Ranger vehicles, this implements Council’s intent of the one-time funding allocation for the Eastbank Esplanade project. The PRMS vehicles would normally be funded with the vacancy savings associated with new operations and maintenance-funded positions as these vehicles are critical to the functioning of the tradespeople in that O&M capacity.

Service Impacts

Acquisition of these vehicles will allow PP&R to more effectively achieve it goals related to addressing its maintenance backlog and providing increased security to the Eastbank Esplanade service area.

Equity Impacts

N/A

CBO Analysis

The bureau is currently using rental vehicles to support the work being done on the Eastbank Esplanade; although Park notes that this will be more expensive over the long-term, the bureau has not identified how much is being spent renting vehicles, so no cost comparison is available. Per City Financial Policy 2.04, appropriation of General Fund contingency resources shall be appropriated for five-year balancing, mitigating overhead revenue shortfalls, paying down existing debt, or other urgent and unforeseen needs or emergencies in the current fiscal year. CBO does not recommend this request as it does not meet the criteria prescribed by City Financial Policy.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Internal Materials and Services	194,000	-194,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	194,000	-194,000	0

PK - Portland Parks & Recreation

DP Type

Technical Adjustments

Request Name: 9413 -Fund 402 Tech Adj

Package Description

This package assigns adopted Major Maintenance and ADA Transition funding to specific projects, reallocates existing Major Maintenance funding to start the Energy Savings & Performance Contract (ESPC) Program, adjusts budgets to align with year end spending and resulting remaining funding levels, budget cash transfers that were not known during adopted budget development, and aligns the fund balance to the year end financial results.

Service Impacts

No change in service impact. These adjustments allow the bureau to continue to achieve its objectives articulated in the FY 18-19 budget.

Equity Impacts

No change in equity impact. These adjustments allow the bureau to continue to achieve its objectives articulated in the FY 18-19 budget.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-403,255	0	-403,255
Fund Transfers - Expense	403,255	0	403,255
External Materials and Services	-150,000	0	-150,000
Fund Transfers - Expense	150,000	0	150,000
Capital Outlay	956,486	0	956,486
External Materials and Services	4,463,648	0	4,463,648
Internal Materials and Services	20	0	20
Personnel	650,635	0	650,635
Capital Outlay	35,000,000	0	35,000,000
External Materials and Services	28,296,873	0	28,296,873

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	4,177,987	0	4,177,987
Fund Transfers - Revenue	1,879,167	0	1,879,167
Miscellaneous	13,635	0	13,635
Beginning Fund Balance	63,296,873	0	63,296,873
Fund Transfers - Revenue	246,620	0	246,620
Miscellaneous	-246,620	0	-246,620

PK - Portland Parks & Recreation

DP Type

Other Adjustments

Request Name: 9415 -Urban Forestry Supervisors - Program Revenue

Package Description

This package creates two Supervisor II positions in UF's Permitting & Regulation program. The package addresses long-standing span of control issues. The current Manager I oversees 17 direct reports. The positions are funded by anticipated revenue from the FY20 Title 11 Trees fee schedule update.

Service Impacts

The new positions will increase capacity to improve implementation of the regulatory aspects of Title 11 Trees, increase P&R's participation in BDS-led cross-bureau initiatives, and improve staff retention and performance by decreasing the supervisory work load of the current Manager I. The Manager I will also be able to direct time towards developing currently unfunded and unimplemented aspects of Title 11 Trees.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	163,984	0	163,984

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	163,984	0	163,984

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003104 - Supervisor II	2.00	110,834	0	8,480	44,670	163,984
Total	2.00	110,834	0		44,670	163,984

PK - Portland Parks & Recreation

DP Type

Internal Transfer

Request Name: 9455 -Pioneer Square Restrooms

Package Description

This request moves funding from OMF Facilities to support restrooms at Pioneer Courthouse Square. This implements a decision made as part of developing the FY 19 Adopted Budget.

Service Impacts

This funding provides resources to maintain access to restrooms within the downtown core of Portland at one of the city's most visited parks.

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	31,000	0	31,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	31,000	0	31,000

PN - Bureau of Planning & Sustainability DP Type New Revenue

Request Name: 9217 -BPS Grants

Package Description

- Unspent grants fund to spend in FY19-20.
- PN000060 Powell-Division – BHCC \$50,869
- PN000062 Metro: Multi-Dwelling Development Code \$17,256
- PN000076 Affordable Housing and Faith Communities \$79,903
- PN000077 Rossi Farms Develop Plan \$26,288
- PN000078 State Historic Preservation Grant FY 2017-18 \$980
- PN000080 SW Corridor Equitable Housing Strategy \$5,123
- PN000082 Community Collection Events 2019 – METRO \$12,722
- SD000008 Climate Trust 2002 \$42,000
- New grant funds accepted by council to spend in FY19-20
- PN000084 Metro Streetcar TOD \$81,500
- PN000086 Bullitt - Resilient Cities \$50,000
- TR0000284 (X00018.CAP) Powell Division_Trimet \$22,241

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. These include multi-year grants being trued-up and additional appropriations not included in the FY 2019-20 Adopted Budget.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	111,980	0	111,980
Internal Materials and Services	0	0	0
Personnel	38,741	0	38,741
External Materials and Services	234,061	0	234,061
Internal Materials and Services	3,377	0	3,377
Personnel	46,723	0	46,723

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	150,721	0	150,721
Intergovernmental	284,161	0	284,161

PN - Bureau of Planning & Sustainability DP Type New Revenue

Request Name: 9236 -BPS IAA

Package Description

- BDS IA_Online Permitting System \$72,000 – BDS will cover 50% of the cost of BPS’s full time Business Systems Analyst to assist with testing and improving A7 System, training and documentation.
- OMF IA_Floodplain Management Update Program \$200,000 – OMF will support 1.0 FTE of BPS’s Planner II position to complete regulatory, administrative and engagement work needed to advance the Floodplain Management Update Program work plan.
- PBOT IA_PUDL Pilots \$75,889 – This project started for a total of \$175,000 in FY17-18 for BPS to support data management of emerging Smart Cities system, and to develop a communications and community engagement strategy for Smart Cities projects and data applications. \$75,889 is the remaining balance to spend on this project for FY19-20.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	75,889	0	75,889
Personnel	272,000	0	272,000
Internal Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	347,889	0	347,889

PN - Bureau of Planning & Sustainability DP Type Technical Adjustments

Request Name: 9308 -BPS Technical Adjustments

Package Description

- Technical adjustments to reallocate budget to appropriate programs and GL expenses for General Fund
- Overhead for OMF IA Floodplain Management and Powell Division_Trimet Grant
- Increase IA amount with Civic Life to support neighborhood cleanup and reduce EMS
- Appropriate IA amount with OMF for DCTU professional development and reduce EMS

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. Technical adjustments include: 1) Reallocation of budget to appropriate programs and expenses, including realigning identified general fund position savings to its materials and services budget for contracts and reallocating budget for the Portland Dark Skies Project between functional areas; 2) Reallocating personnel budget in the Age-Friendly Program to materials and services to fund an Intergovernmental Agreement with Portland State University (Ordinance #189663), 3) Reallocating budget from an IA with OMF for Floodplain Management and from a Powell Division Trimet Grant to bureau overhead, and 4) Reallocation of materials and services budget to IMS to increase IAs with Civic Life to support neighborhood cleanup programming in East Portland (\$3,494) and the Bureau of Human Resources (\$40) for District Council of Trade Unions (DCTU) professional services.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	102,792	0	102,792
Internal Materials and Services	40	0	40
Personnel	-102,832	0	-102,832
External Materials and Services	-3,494	0	-3,494
Internal Materials and Services	3,494	0	3,494

PN - Bureau of Planning & Sustainability DP Type Other Adjustments

Request Name: 9343 -PCEF Debt Services

Package Description

Include IAA w/ OMF Debt Services for the interfund loan service provided.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Internal Materials and Services	10,761	0	10,761
Personnel	-10,761	0	-10,761

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	0	0	0
Bond & Note Proceeds	0	0	0

PN - Bureau of Planning & Sustainability DP Type Encumbrance Carryover

Request Name: 9370 -BPS Encumbrance Carryover

Package Description

- Encumbrance carryover from the General Fund to pay for contracts committed in 2018-19, \$101,106.
- Encumbrance carryover from the Solid Waste Management Fund to pay for contracts committed in 2018-19, \$15,000.
- Adjustment to beginning fund balance for the Solid Waste Management Fund to new sidewalk trash containers, \$412,000.
- Carryover recycle rebates received from prior years in the Solid Waste Management Fund to use for green team or other sustainability projects, \$20,000.

Service Impacts

Equity Impacts

CBO Analysis

Partially Recommended. The bureau originally requested a general fund encumbrance carryover of \$3,500 of a contract with Flowing Solutions LLC for design and engineering guidelines but rescinded the request after submission. Amount recommended for carryover (\$544,606) reflects this change.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	101,106	-3,500	97,606
External Materials and Services	447,000	0	447,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	101,106	-3,500	97,606
Beginning Fund Balance	447,000	0	447,000

PN - Bureau of Planning & Sustainability DP Type New Revenue

Request Name: 9382 -PCEF Beg Fund Balance

Package Description

Appropriate beginning fund balance to include tax revenue in FY 2018-19.

Service Impacts

Equity Impacts

CBO Analysis

Recommended as requested. The bureau is recognizing \$6,382,669 in beginning fund balance in Portland Clean Energy Community Benefits Fund (PCEF) contingency that had not yet been appropriated. This reflects tax revenues collected in FY 2018-19. The Bureau of Revenue and Financial Services estimates approximately 10.0 million in tax revenues, including the 6.4 million appropriated with this request, will be available to expend by the end of FY 2019-2020.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	6,382,669	0	6,382,669

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	6,382,669	0	6,382,669

PN - Bureau of Planning & Sustainability DP Type New GF Request**Request Name: 9383 -Anti-Displacement Action Plan****Package Description**

As part of the FY19-20 budget, City Council allocated \$270,000 from one-time General Fund for staffing and community engagement for development of the City's first Anti-Displacement Action Plan. Additional General Fund is requested for this project to fund "urgent or unforeseen expenses that cannot be absorbed through existing resources". Specifically, \$120,000 in one-time General Fund is requested to increase support for the Anti-Displacement PDX Coalition's capacity to co-lead the task force and work and for the project to deliver the results the city needs. The Anti-Displacement PDX Coalition plans to raise an additional \$30,000 in funds to support their work from sources other than the City.

There are almost 34,000 households at risk of being displaced in Portland. These are low-income renter households living in a gentrifying area that pay more than 30% of their income on rent. Regulated affordable housing units are not available or planned in areas that are most at risk. Even small increases in rents may push these households out of the city to places where they are better able to afford to live.

The 2035 Comprehensive Plan includes a set of anti-displacement policies intended to address the displacement of vulnerable tenants and property owners that can be unintentionally impacted by City actions. These policies are implemented through actions and programs of several different bureaus, but there is no coordinated tracking or planning for the implementation of these policies or a review of the most effective approaches for specific situations. The Anti-Displacement Action Plan project is intended to address this. The project has three core elements focused on residents in Portland:

1. Development of an anti-displacement strategy and monitoring tools for accountability: Build a toolkit of prioritized strategies and actions to address the root causes of displacement in Portland; develop a unified set of results-based performance metrics.
2. Organization and management of a shared leadership group for this work: Create a co-designed and co-convened task force of community groups from the Anti-Displacement PDX Coalition (ADPDX) and leadership of relevant City bureaus (i.e. PHB, Prosper Portland, BPS) to oversee the development, prioritization of residents targeted and strategies deployed, implementation, and continued refinement of the anti-displacement strategy.
3. On-going coordination and growth of the effort: Better coordinate and build relationships within and across City bureaus, community organizations, regional partners, and philanthropic institutions to be more effective, responsive, and creative in pursuit of anti-displacement outcomes for residents, businesses, and cultural areas. Create and approve a formal agreement among City bureaus and with community partners at the Council level.

BPS has been working with the core group from ADPDX to develop a charter for the project and task force. We will complete this phase of work by December. To achieve the outcomes desired and have genuine co-leadership with community for this effort, additional resources are needed to support the ADPDX coalition's effective and continual participation in this work. Specifically, support is needed for the coalition to have a full-time coordinator to lead this work with City staff for the anti-displacement task force and action plan work. Additionally, financial support is needed to compensate for the participation of community organization-based experts and stakeholders from organizations that lack existing resources to meaningfully participate in this joint City-community led process.

Service Impacts

The is the first year of a multi-year effort. The first-year tasks are project design, organization and staff work to compile, document and track inputs and outcomes for the City’s current anti-displacement programs. The expected outcomes are the establishment of a regularly-convened task force group charged with coordination and accountability functions; identification of priorities for the anti-displacement strategy, completion of the strategy tracking tools; and the initial work program for additional program development.

In FY19-20, staffing is provided for two FTE at BPS and approximately \$60,000 in funding for support of community organization participation in the project. We are requesting an additional \$120,000 in one-time General Fund to support the coalition’s capacity to co-lead the task force and work. Specifically, a community-based coordinator is needed to support the activities and leadership of grassroots groups committed to mitigating the effects of historic gentrification and displacement, as well as addressing or preventing current impacts as Portland continues to grow. While many community-based organizations are at the epicenter of housing instability and displacement every day, a coordinator creates opportunities for collective impact that would otherwise not be possible given the variable capacity and limited funding of different groups.

From small and burgeoning all-volunteer groups to established non-profits, communities are committed to contributing to a collective model that strategically leverages people power, talent, expertise, and resources. In addition, it is essential that resources are also granted to groups and organizations that commit time to take on significant roles and responsibilities, ensuring that critical community perspectives keep implementation on track to meet equitable outcomes and goals.

BPS has not been able to identify the additional funds from existing resources. If additional funds are not available, ADPDX members have made it clear that they will not be able to participate at the level needed to accomplish FY19-20 outcomes and the desired attention to addressing and reducing City Council’s displacement concerns. At best, the project would become a City staff-driven technical exercise of documenting current City activities; this would not meet the expectations in City Council’s directive to develop to BPS in the FY19-20 budget process.

The project/program could be postponed to next fiscal year, but with that would be the delay of the City’s anti-displacement action plan. The project/program already will be multi-year and done in phases. Postponement of the work by one year would likely delay decisions on new zoning code provisions proposed to increase housing production and options in response to the housing emergency declared by City Council. It also will make it difficult to proceed with major infrastructure, transportation, and transit investments that have the potential to increase gentrification and displacement risks.

The need for support of community participation was anticipated during budget development. However, the community coalition has made it clear that additional resources are needed to support their level of participation needed to undertake this work.

Equity Impacts

With long-standing racial and economic disparities, some of which stem from racialized land-use and mortgage-lending practices, gentrification and displacement of communities is one of the most important issues to address in ensuring equity. Tracking and monitoring the impacts of collective City policies on displacement is inherently a racial equity strategy. Approximately half of Portlanders live in an area that was identified as at risk of gentrification and displacement. These areas have a much higher share of people of color than other parts of the city.

About 40% of people who live in a Displacement Risk Area (DRA) identify as a person of color, compared to about 20% for other parts of the city. Those who live in areas experiencing early- or mid-stage gentrification have even higher shares of people of color.

Racial composition of Displacement Risk Areas (DRA) by risk stage, compared to other parts of the city.

CBO Analysis

Not recommended. This request is for one-time General Fund resources for continued work on its Anti-Displacement Action Plan. This request includes \$120,000 in materials and services resources for administrative expenses and a community-based coordinator from the Anti-Displacement PDX Coalition (ADPDX) (\$58,800) and financial compensation for community stakeholders to participate in the continued development of the Action Plan (\$61,200). ADPDX is currently working with BPS to develop a project workplan for the Action Plan and an Anti-Displacement Task Force charter; expected completion is December 2019. CBO notes that this work aligns with the implementation of the City’s 2035 Comprehensive Plan and acknowledges the benefits of community-based approaches to the City’s Anti-Displacement efforts. However, CBO typically does not recommend allocating General Fund contingency resources for requests that are not unforeseen, urgent, one-time, and unable to be absorbed by existing resources. Based on the information available to CBO, this request does not meet these criteria and CBO recommends that the bureau consider including this request in its FY 2020-21 budget, so it may be considered alongside other City requests for new General Fund resources

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	120,000	-120,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
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F4 - BMP Amendment Request Report (Fall)

Run Date: 9/27/19

CBO Discussion & Recommendations

Run Time: 1:15:45 PM

General Fund Discretionary	120,000	-120,000	0
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PL - Portland Police Bureau**DP Type****Internal Transfer****Request Name:** 9357 -Equipment Reserve Funding**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 any efficiencies it can develop from its existing General Fund appropriation 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 requesting to transfer \$2 million of its current year materials and services budget to the General Reserve Fund to continue building a replacement reserve for the bureau's records management system, RegJIN. The low-confidence estimate for RegJIN replacement is \$5.0 million, based on the average cost of records management systems in similar jurisdictions. However, this cost estimate could vary substantially depending on responses to a future request for proposal.

The bureau previously transferred \$2 million in underspending to the equipment replacement reserve in the FY 2018-19 Spring BMP; this transfer request would double the reserve to \$4 million. In addition to this, the bureau has access to \$4 - \$5 million in asset forfeiture reserves that can be used to stand up a new records management system .

The current records management system, RegJIN, was initially implemented in May 2015. After fewer than five years in operation, the system is not yet at the end of its estimated useful life of 10 years. However, given the complexity of the existing arrangement with partner jurisdictions, declining user revenues, and general dissatisfaction with the system, the bureau is intent on pursuing replacement options that will better meet the bureau's needs at a reduced annual operating cost. More in-depth analysis of the issues associated with RegJIN can be found in prior CBO analyses of the Police Bureau's budget requests (here on pg. 18 and here on pg. 18).

The bureau's current understanding of its capital asset base and re-investments needs is limited, which makes it difficult to evaluate the prioritization of RegJIN replacement relative to other needs. The bureau has identified RegJIN replacement as a top priority and has incorporated this project into its five-year Capital Improvement Plan, but the bureau acknowledges that additional work is needed to develop an asset management plan. The bureau is working to develop an asset inventory, and toward the development of equipment replacement cost estimates and timelines. The Police Bureau and the City Budget Office have committed to developing a more robust framework for the policy and procedure for building and accessing replacement reserves going forward.

CBO is supportive of efforts to 1) proactively build and maintain equipment replacement reserves within available existing resources and 2) to meet business needs while minimizing risk and life-cycle costs. Both of these objectives are in alignment with FIN 2.03 Financial Planning. Setting aside available resources in the current year will also reduce the likelihood of large one-time General Fund requests in the future.

The source of the bureau's requested transfer is worth noting:

- \$500,000 is from the bureau's general equipment replacement budget, reducing it from \$760,000 to \$260,000 in the current year.
- \$250,000 is from the bureau's quartermaster budget, with approximately \$1.1 million remaining net of Fall BMP actions.
- \$1,250,000 from the bureau's ongoing allocation for Body Worn Cameras

The bureau does not anticipate actually underspending its equipment replacement or quartermaster budget, but is confident that underspending on its interagency agreement with CityFleet will offset these reductions and plans to make adjustments in the Spring BMP to reflect this. Historical underspending on this interagency agreement suggest that these resources will be available in the Spring BMP.

In FY 2016-17 the bureau was allocated \$1.7 million in ongoing resources for development and implementation of a body worn camera program, in addition to \$834,000 in one-time General Fund resources that have been carried over for multiple years. In FY 2018-19, these ongoing resources supported a program manager and three analyst positions, while the remainder of these resources were directed to general materials and services spending. The Police Bureau is still in the policy development stages with regard to body worn cameras and is currently in discussions with the Portland Police Association (PPA). Following these conversations, the bureau intends to provide a report to Council and to the public with a draft policy for comment and review.

Given that policy development is still ongoing, and the likelihood that body worn cameras will be included in upcoming PPA contract negotiations, it seems unlikely that substantial hard costs for implementation would be incurred in FY 2019-20. That said, the request to intentionally reallocate body worn camera program resources to a RegJIN replacement reserve warrants Council awareness given the high-profile nature of this program. Absent objections from Council that are particular to the source of the requested transfer, CBO supports the bureau's request to redirect \$2 million to build a RegJIN replacement reserve.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-2,000,000	0	-2,000,000
Fund Transfers - Expense	2,000,000	0	2,000,000
Personnel	0	0	0

PL - Portland Police Bureau DP Type Encumbrance Carryover

Request Name: 9364 -Police Encumbrance Carryover

Package Description

The bureau is requesting a General Fund encumbrance carryover total of \$1.5 million for purchases that were initiated but receipts not completed within FY 2018-19.

Service Impacts

The program areas and individual divisions associated with these carryovers are each favorably impacted by the requested carryover amounts; not receiving carryover for these amounts will negatively impact their current year operating budgets.

Equity Impacts

The carryovers ensure the fiscal health of the associated programs, therefore preserving the established equity impacts of the respective programs.

CBO Analysis

CBO typically recommends encumbrance carryovers for one-time costs where goods or services were ordered but not be received by the end of the fiscal year, provided the bureau also has sufficient year-end General Fund underspending to pay for the requested encumbered funds.

Per guidelines stated in the BMP Manual, CBO typically does not recommend encumbrance carryover requests for purchases that are annual and ongoing in nature. Annual materials and services costs – particularly flexible professional services contracts – or other annual contracts funded in the current year should be funded from the bureau’s current fiscal year appropriation.

The Police Bureau’s request for encumbrance carryover, which totals \$1,480,702, includes a subset of purchase orders that CBO considers to be annual materials and services costs. These include flexible services contracts (i.e. uniforms, furniture, and badges) as well contracts which costs are incurred by the Police Bureau every year (i.e. airplane fuel, testing services, and software licenses). CBO does not recommend encumbrance carryover for this subset of purchase orders, totaling \$500,642.

CBO does recommend encumbrance carryover for the remaining purchase orders, totaling \$998,060, which appear to be for one-time costs where goods or services were ordered but not be received by the end of the fiscal year. The total amount of encumbrance carryover recommended by CBO is covered by the bureau’s General Fund underspending in the prior fiscal year.

The Police Bureau’s fiscal staff has noted that flexible services contracts for furniture and space needs may be more heavily utilized in the current fiscal year. The bureau has planned several unit relocations, and also anticipates a mandatory build-out of lactation rooms across several bureau locations. To the degree that Council wishes to augment the bureau’s annual resources for these projects, allocation of new General Fund one-time resources should be considered,.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	88,520	0	88,520
External Materials and Services	1,392,182	-500,642	891,540

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	1,480,702	-500,642	980,060

PL - Portland Police Bureau

DP Type

Other Adjustments

Request Name: 9414 -Police Grants

Package Description

This package includes a set of appropriation changes within the Grant Fund as well as some adjustments within the General Fund to program matching resources. All required award ordinances have been processed separately.

Service Impacts

These transactions are required to allow the Police Bureau to perform the grant-funded programs that they support.

Equity Impacts

Equity impacts have been addressed in the context of each grant at the time those individual ordinances were heard before City Council. These transactions represent no change from that point in time.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	20,800	0	20,800
External Materials and Services	135,135	0	135,135
Personnel	203,090	0	203,090

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	359,025	0	359,025

PL - Portland Police Bureau

DP Type

Mid-Year Reduction

Request Name: 9468 -Re-Budget Cash Transfer

Package Description

CBO is entering this package on behalf of PPB. The purpose is to re-budget a cash transfer from the Police Special Revenue Fund to the General Fund in the amount of \$247,020. This cash transfer was a direct offset for one-time General Fund spending in the FY 2018-19 Fall BMP, related to the MDC replacement project. However, the cash transfer was never actually initiated. This action re-budgets the cash transfer to correct this imbalance.

Service Impacts

Equity Impacts

CBO Analysis

CBO is entering this package on behalf of PPB. The purpose is to re-budget a cash transfer from the Police Special Revenue Fund to the General Fund in the amount of \$247,020. This cash transfer was a direct offset for one-time General Fund spending in the FY 2018-19 Fall BMP, related to the MDC replacement project. However, the cash transfer was never actually initiated. This action re-budgets the cash transfer to correct this imbalance.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	0	-247,020	-247,020
Fund Transfers - Expense	0	247,020	247,020

PS - Commissioner of Public Safety DP Type Encumbrance Carryover

Request Name: 9216 -CPS - Encumbrance Carryovers

Package Description

The Commissioner of Public Safety is requesting a total of \$18,575 for encumbrance carryovers. PO#22238512-Jen Wick-\$8575 and PO#22253149-Nicole Farup-\$10,000. The Commissioner's Office underspent their FY 2018-19 budget in excess of this request.

Service Impacts

Funding this request will allow the Commissioner's Office to continue with the design and facilitation work performed under these contracts.

Equity Impacts

This request is similar to other encumbrance carryover requests granted to Council Offices in prior years.

CBO Analysis

Encumbrance carryovers reflect prescriptive accounting transactions, intended for one-time costs where goods or services were ordered but not received by the end of the fiscal year. Encumbrance carryovers are not intended to support purchases that are annual and ongoing in nature or which do not have open purchase orders. After additional conversation about how much of the requested funds meet these criteria, the Commissioner's Office amended the request to reflect design work currently underway on the Doers Gathering website (\$8500) and funds committed for staff retreat planning and facilitation (\$2500). The amended total request is \$11,000, which CBO recommends.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	18,575	-7,575	11,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	18,575	-7,575	11,000

SA - Special Appropriations

DP Type

New Revenue

Request Name: 9303 -Recognize OAE Revenue

Package Description

This action recognizes additional beginning fund balance coming from underspending in FY 2018-19.

Service Impacts

The Open and Accountable Elections Program ended FY 2018-19 with a fund balance of \$864,353. This request is to carryover the remaining balance which will be used in FY 2019-20 for the financing of election campaigns of certified candidates for nomination or election to City Office and the payment of administrative and enforcement.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	864,353	0	864,353

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	864,353	0	864,353

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9307 -SA Prof Dev DCTU COPPEA

Package Description

Carryover for the DCTU and COPPEA Professional Development Program. Per the DCTU and COPPEA contracts under expenditures can be carried forward to the next fiscal year. This package recognizes that carryover.

Service Impacts

Carryover will allow DCTU and COPPEA employees to utilize the underspent professional development funds.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	47,919	0	47,919

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	8,908	0	8,908
Interagency Revenue	39,011	0	39,011

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9377 -SA EPAP Carryover

Package Description

Request to recognize \$150,000 of program carryover that was submitted in the Overexpenditure Ordinance Process for the EPAP competitive grant program that transferred from the Office of Community and Civic Life during the Spring BMP Process.

Service Impacts

Carryover will allow the city to fund the grants approved by Council on May 29 for the competitive grant program.

Equity Impacts

Funding is tied to the East Portland Action Plan

CBO Analysis

Recommended as requested. This funding was deappropriated in the Over-Expenditure Ordinance to be reappropriated in FY 2019-20.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	150,000	0	150,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	150,000	0	150,000

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9397 -Special Appropriations Competitive Carryover

Package Description

This package recognizes the carryover requested in the Over Expenditure Ordinance for the Special Appropriations Competitive Grant Program. In the Over Expenditure Ordinance a carryover request of \$239,985 was submitted to cover grants that were not due to be finalized until FY 2019-20.

Service Impacts

Finalize grant programs that were awarded to grantees in FY 2018-19.

Equity Impacts

Funding awarded to various organizations that provide services within the City of Portland.

CBO Analysis

Recommended as requested. This funding was deappropriated in the Over-Expenditure Ordinance to be reappropriated in FY 2019-20.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	239,985	0	239,985

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	239,985	0	239,985

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 9400 -Special Appropriations Encumbrance Carryover

Package Description

Encumbrance Carryover for Special Appropriations agreements that cross fiscal years. Due to the processing time for many Special Appropriations agreements the agreements are not finalized to late in the fiscal year the funds were awarded. This request will carryforward encumbrances related to the FY 2018-19 agreements and will allow the organizations to finalize the grant work in FY 2019-20.

Service Impacts

Grantees will continue to provide services within the City of Portland.

Equity Impacts

CBO Analysis

Recommended with the exception of \$1,500; this is the amount remaining on a single IGA that the grantee does not plan to spend.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	1,220,194	-1,500	1,218,694

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	1,220,194	-1,500	1,218,694

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 9410 -OAE Encumbrance Carryover

Package Description

Request is for encumbrance carryover for the Open and Accountable Elections Program for contracts related to software development and oversight.

Service Impacts

Software Development will be completed and available for candidate verification.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	310,713	0	310,713

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	310,713	0	310,713
Fund Transfers - Revenue	0	0	0
General Fund Discretionary	0	0	0

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 9412 -SA Rec Marijuana Tax Competitive Grant Enc Carryover

Package Description

Encumbrance carryover request for grants awarded under the competitive Recreational Marijuana Tax Grant Program.

Service Impacts

This will allow grantees to finalize their work associated with grants awarded under the competitive grant program.

Equity Impacts

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	165,780	0	165,780

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	0	0	0
Miscellaneous Fund Allocation	165,780	0	165,780

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9457 -Open & Accountable Elections Set-Aside

Package Description

Per City Code Chapter section 2.16.020, approximately \$1.2 million dollars shall be allocated to the Open and Accountable Elections Fund annually. During FY 2017-18 budget process the program was not given the full allocation due to lack of an administrative body and program staff.

The FY 2019-20 Adopted Budget includes \$985,267 in ongoing General Fund resources to support the public financing system to increase participation in City elections by both candidates and donors in order to prevent actual or perceived corruption in government. The Adopted Budget also sets aside \$950,000 one-time funding reserved for Open and Accountable Elections, should the program require resources in excess of its current level of funding.

Service Impacts

The request would release \$950,000 in one-time funds from contingency to be placed in the Open and Accountable Elections fund. The program now has administrative body, staff, and is well into the process of implementing the program. There are currently five participating candidates in the program. Funds earmarked in contingency for the Program are needed to ensure that the City is able to provide matching funds to current participating candidates, and to ensure any additional candidates that are planning to participate that there will be sufficient matching funds available.

Equity Impacts

The Open and Accountable Elections Program provides qualified candidates the ability to run for office for the City of Portland by collecting small donations of under \$250. This will increase the ability of every day community members to participate in the City's election process without needing to spend or collect large amounts of money.

CBO Analysis

CBO recommends this request. Although there are a number of variables that could influence the amount of resources actually needed in FY 2019-20, CBO recommends that Council allocate the resources from contingency set-aside in the Fall BMP to ensure that a) there is sufficient funding for eligible candidates and b) additional prospective candidates are not discouraged from entering the election based on perceived lack of funding available.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	950,000	0	950,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	950,000	0	950,000

SA - Special Appropriations

DP Type

New GF Request

Request Name: 9466 -Future Levee Obligations

Package Description

City owes payments pursuant to IGA for Columbia River Levee through FY 2025-26. Setting aside \$1,205,291 will cover all costs currently committed.

Service Impacts

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	0	1,205,291	1,205,291

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	0	1,205,291	1,205,291

TR - Portland Bureau of Transportation DP Type Other Adjustments

Request Name: 9244 -Other - IA's and Sidewalk Program Move

Package Description

This package adjusts the budget to match payment request from other Bureau's on some IA adjustments. This package also reflects the move of the Sidewalk program from the Maintenance group within PBOT to the Development, Permitting & Transit Group.

IA Adjustments

- Debt Management \$11,788: This Fall BuMP IA adjustment between PBOT and the Debt Management program is to address recently discussed changes to the Debt Management budget (i.e. staff succession planning, IA methodology, etc..).
- Path to Leadership \$25,000: Training Services payment.
- PTE and DCTU \$8,483: Contractual obligation payments for DCTU and PTE-17 professional development services.
- Auditor Office \$17,085: The Auditor's office is requesting to increase the IA with PBOT and the Hearings Office by \$17,085 for a make-up billing that was incorrectly processed in FY19. The funds never went through and our revenue for the year wasn't accurately realized. As a result, we will go ahead and add it to this year's IA and bill it at the next quarterly billing in October.

Service Impacts

These adjustments allow us to meet our inter-agency obligations with other city bureaus.

Equity Impacts

No equity impacts in this package.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-62,356	0	-62,356
Internal Materials and Services	62,356	0	62,356

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	0	0	0
Licenses & Permits	0	0	0
Miscellaneous	0	0	0
Miscellaneous Fund Allocation	0	0	0
Beginning Fund Balance	0	0	0

TR - Portland Bureau of Transportation

DP Type

Mid-Year Reduction

Request Name: 9300 -Grant Reduction

Package Description

This package reduces \$100,000 in grant revenue that we did not receive that we had budgeted for in the FY 2019-20 Adopted budget. To offset this loss in revenue this package reduces professional services budget by \$60,000.

This package also raises expected revenue from traffic fines by \$40,000 to better reflect our updated projections based off year end numbers from FY 2018-19.

Service Impacts

Due to the reduced grant award, work will be re-scoped and decreased.

Equity Impacts

Impacts PBOT's ability to develop a transportation equity framework to guide future equity initiatives, policies, and investments. Impacts funding for safety for all street users.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-60,000	0	-60,000
Contingency	0	0	0
Internal Materials and Services	0	0	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Intergovernmental	-60,000	0	-60,000

TR - Portland Bureau of Transportation DP Type New Revenue**Request Name: 9387 -Program Delivery Enhancements****Package Description**

Block Party Support (\$46,700):

These will be ongoing requests, funded out of civil penalties and lease revenue.

- o Pink Barricades – Free barricades for community events has been incredibly popular; so much so that community partners are now required to limit the number of barricades due to demand, which is the opposite intent of the program. Expansion of the Pink Barricades was identified as a request by BBAC in the June 2019 meeting.

Estimated costs: \$5,700

? 180 new barricades ~ \$4,800

? Repair existing barricades: \$900

- o Storage and administrative support – Pink Barricades are currently stored with community partners, who take on the financial impact of storage and administering a lending program. The popularity of the program is straining community partner resources and is burdening community partners. Pink Barricades were intended to reduce barriers and create equitable access to block parties, but the current structure is currently burdening our community partners, which has been demonstrated by a reduction in participation from community partners. Offering a storage and administrative support fee to community partners acknowledges the challenges in asking community partners to take on a new function without full support.

Estimated costs: \$27,000 for 15 community partners (\$1,800 per community partner per year):

? \$50/month to offset storage costs

? \$100/month to offset administrative overhead of checking out/returning barricades

o Expand block party and play street functionality

Items for a block party/play street lending library (furniture, hula hoops, small soccer goals, cones for kids, frisbees, jump ropes, tables, chairs, pop up tent, bubbles, interactive games, cooler, recycling container, garbage containers, sidewalk chalk, cornhole)

Estimated costs: \$7,000

- o Community Event Traffic control devices (6 Type III barricades, 2 street closed signs, 2 Road closed ahead signs, 4 Road work ahead signs, 1 no right turn, 1 no left turn, 12 sawhorses)

Estimated Costs: \$8,000

Portland Marathon Materials \$36,000:

- The \$36k is to replenish the supply of temp traffic control devices at PBOT/MO to be available for the Marathon and similar such events. These devices are loaned out but remain ours.
- Moving events customarily utilize temp traffic control devices owned by and provided by PBOT (I understand local traffic control companies cannot handle the volume or work related to big parades and such, and some other business constraints, so PBOT makes them available).
- Similar to other events, the traffic control devices for the Marathon are provided to the event by PBOT. All work related to move/install/remove them plus draw up the permit is billed to and paid by the permittee.
- There is a shortage of Type I barricades and 18" Traffic cones at MO for the Marathon event this year, because of a new route, expanded area boundary, and loss of materials over time. The Marathon is the city's event, but with a contracted provider. Other runs (Cinco de mayo for example) are not city events, but we still offer up/provide the traffic control materials. As this is one of the largest and is a city event, and there is a shortage of barricades/cones, additional supply need to be purchased.

Streetcar Ticket Vending Machine Retrofit \$200,000:

The estimated amount is approximately \$200,000. Cellular services are again changing, and we have been notified that our older service will not be supported after December 31, 2019. Flowbird, our TVM provider, has stated that they cannot simply replace the existing modems with a 4G one. In June, they provided us with proposal that includes replacing the modems (less than \$40,000) with all of the associated upgrades, which totals \$245,500. We can absorb the modem expense but did not budget for the additional changes to our 2012 TVMs.

Digital Delivery of Transportation Wallet \$150,000:

- Expand adoption of existing program and create new ones, that are community-led and provide information and incentives for walking, biking, and taking transit, such as SmartTrips and the Transportation Wallet
- Implement new permitted parking programs and multimodal strategies that reduce vehicle ownership and growing parts of the city.

Impacted Neighborhood Business Outreach Program \$50,000:

PBOT's 2020 construction season is unprecedented in its level of activity, particularly in neighborhood and corridor business districts such as Outer SE Division Street, 122nd Avenue, NE Alberta Street, and others. Many of the areas impacted by upcoming capital projects are in locations identified by the Bureau of Planning and Sustainability as experiencing or susceptible to gentrification and displacement. As a result, minority business enterprises and other local businesses will face increased pressure during prolonged construction. PBOT's Capital Delivery and Communications divisions do not have sufficient staff and budget resources to perform the level of outreach and support needed to provide focused, ongoing communications and support to businesses during multiple construction projects. This BuMP request would fund a new "Impacted Neighborhood Business Outreach Program" which would include program budget for goods and services associated with communications, advertising, and contracting with capacity-building organizations.

Division Transit Community Engagement Support \$40,000:

PBOT and TriMet have each committed to providing \$40,000 a year for a total amount of \$240,000 for FY19-20 thru FY 20-22 to support community engagement efforts along the Division Corridor. Funds will support district outreach efforts in both Jade and Division Midway Alliance communities. Partners will work collaboratively to outline these scopes of work. Funds will be used by the district to hire community outreach staff focused informing community stakeholders about the Transit Project and community meetings. Outreach staff will also direct residents and business owners to appropriate workforce and technical assistance resources.

Comms Position \$106,584:

This request would make a coordinator I position within the PBOT communications team which is currently double filled into a fully funded position. With all of the expanded work from Fixing Our Streets, House Bill projects and Build Portland funding PBOT's communications

group is need of this position full time moving forward. This position is currently filled and would be paid for using GTR funding.

TDM Specialist I \$94,037:

The program design and implementation of TDM in commercial mixed-use zones and commuter trip reduction plan projects instigated by the TSP and Strategic Plan require a staff person for program development and ongoing operations. TDM in Commercial Mixed Use zones: As required by 17.107, several developments have paid into the Multimodal Incentive Fund which fund transportation incentives for their future residents. The admin rule allows PBOT to garnish 5% for admin costs.

Both the American Climate Cities Challenge and the Strategic Plan point to PBOT pursuing a work-based TDM program to reduce SOV commute trips. The TDM Action Plan will evaluate the efficacy of several "big moves" which will result in a Commute Trip Reduction program (following Seattle's successful model) or another high-impact TDM program.

Service Impacts

The service impacts of these requests are all directly impacting PBOT's direct contact with the public. Be it from popular outreach events such as block parties to the Portland marathon. Or to working directly with local neighborhood businesses impacted by project work in their area. The communications position requested in this package work with the public on a daily basis while the TDM specialist position would work on important issues like the American Climate Cities Challenge and implementing goals within the Strategic Plan. Lastly the Digital wallet and streetcar vending ticket machines would keep people moving using public transportation options.

Equity Impacts

Equity Impacts of this package include:

- Develops a transportation equity framework to guide future equity initiatives, policies, and investments.
- Transforms PBOT's relationship with underserved communities.
- Contributes to the resilience of communities that are the most vulnerable amid growth and change.
- Increases opportunities for historically underserved communities to participate in the development of policy and decision making.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	200,000	0	200,000
External Materials and Services	322,700	0	322,700
Personnel	200,621	0	200,621

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	676,621	0	676,621
Charges for Services	46,700	0	46,700
Miscellaneous Fund Allocation	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000351 - Transportation Demand Mgmt Spec I	1.00	59,259	0	4,533	30,245	94,037
30003027 - Coordinator I - NE	1.00	68,900	0	5,271	32,413	106,584
Total	2.00	128,159	0		62,658	200,621

TR - Portland Bureau of Transportation DP Type New Revenue

Request Name: 9388 -Non-GTR Position Adds

Package Description

Maintenance Positions:

In the FY 18-19 Adopted Budget, Maintenance added eight positions to its Traffic Signs & Markings program to increase the volume of pavement striping, markings and crosswalks and sign maintenance. These positions were needed due to the significant increase in the inventory and complexity of pavement markings in recent years and the resulting need for increased maintenance. Those position, however, were not formally created in time to become part of the FY 19-20 Adopted Budget. This request adds those eight previously-approved positions to the FY 19-20 budget: 3 Sign and Marking Technicians, 1 AEO I, and 4 UW II. Funding for these permanent positions exists within Traffic's FY 19-20 Adopted Budget benefits budget.

The Civil Rights Education and Enforcement Center (CREEC) settlement requires the City to construct or remediate 1,500 curb ramps per year for the next 12 years. Some of the Americans with Disabilities Act (ADA) sidewalk corner installations required by the settlement involve adjusting, relocating or installing new catch basins, leads and manholes. The Maintenance sewer repair program currently does not have adequate staff to accomplish this new work in addition to its regular operations. This request adds four positions (Environmental Systems Crew Leader, Construction Equipment Operator, Automotive Equipment Operator I and Utility Worker II) to perform this work. This crew would also perform sewer repair work as needed. The Bureau of Environmental Systems and PBOT have agreed that BES will fund these positions through and within the existing Cooperative Work Agreement interagency, with no change to the overall FY 19-20 BES/Maintenance interagency amount for the positions. This request moves budget from Materials & Services to Personal Services to fund the positions.

In addition, the new crew will need a vehicle. BES will purchase the vehicle by reducing the FY 19-20 interagency with Maintenance and repurposing the funds to pay for the vehicle purchase. Maintenance will reduce interagency revenues with a corresponding reduction in Materials & Services.

Regulatory Position:

The Towing Program has been understaffed for some time. To address this staffing deficit, we have assigned resources from other parts of the Regulatory Division to assist the Towing Program where possible. This is not a sustainable model as these other resources are needed in their regular assignments. The Towing Program would utilize a dedicated Regulatory Program Specialist to perform various duties such as: explaining relevant City Code and other towing rules to the public, billing for City Fees, contractor equipment inspections, contractor facility inspections, document and identify private property tow signage compliance issues for enforcement action, drafting correspondence to the public regarding their towing questions and complaints, drafting meeting minutes for the Towing Board of Review, and reserving space for committee meetings. This is important work that will have a positive impact on PBOT mission related to Vision Zero.

Development Permitting & Transit Positions:

The temporary street use permitting group is requesting two new Engineering Tech III's. Robust private development helps us grow a healthy economy and improve infrastructure, but density of construction can also create challenges. This is an initiative focused on maintaining mobility in the city during construction, addressing the impacts in three ways; construction coordination, traveler engagement, and business & community support.

This Project Management approach for each large private construction project will facilitate guiding the developer and contractor towards a safer work area and contribute to the safety goals of PBOT. These positions will:

Right of Way Acquisition

Right of Way Acquisition has seen incredible workload growth over the past few years, and additional growth is projected due to increased throughput from both PBOT and BES CIP Programs, a continual high volume of development related needs, the development of the vertical infrastructure rules/procedures, and significant increases to the number of leases managed, together with the administrative management of those leases (billing, insurance, estoppel certificates, inspections, assignments, amendments, renewals, rate adjustments).

Two Supervisor I positions are being requested in the fall bump in response and in anticipation of this growth. The vertical infrastructure administrative rules were still in development during the last budget cycle and the potential impacts were unknown. Additionally, Multnomah County no longer allows the creation of access control strips (a legal mechanism to prevent un- or under-developed properties from accessing public right of way) on plats, requiring a new and separate process by Right of Way Acquisition to create, document and record these parcels with the county. Over the summer, both BES and PBOT have released plans (Project Management Office and Stages/Gates, respectively) to increase their CIP throughput, which will have immediate impacts on Right of Way Acquisition resources.

Right of way Coordination and Compliance

Expanded efforts to ensure the safe and efficient use of the right-of-way require additional staff resources to implement newly adopted initiatives and support "Moving to Our Future," PBOT's Strategic Plan. Two positions are being requested, an Engineering Tech I and an Engineering Tech II. Both these positions would be permanent, full time positions reporting to the existing Coordinator III and funded through civil penalties and lease revenue.

The "Get Portland Moving" program seeks to coordinate and minimize disruptions through the facilitation of information sharing. The single staff member in this program will soon be project managing the expansion and configuration of Geocortex, a software solution intended to increase access to data to make better decisions about transportation assets and the timing of disruptions. Additional staff resources are needed to maintain and expand current operations, including the processing of updates about major projects in the right-of-way, timely identification of opportunities to preserve public infrastructure, and responsiveness to inquiries from the public.

New staff would provide an additional opportunity to consolidate the intake of complaints and concerns, providing better customer service and improving the process of promptly identifying and responding to immediate safety hazards. Complaints is currently housed in Portland in the Streets – complaints and community uses both peak during summer months, which has led to complaints not receiving as prompt attention due to staff being engaged with community members.

Utility Permitting (TSUP)

This position collaborates with other groups, Bureaus and Franchised on Street Opening permits issued. This position is responsible for the personnel management of 7 represented engineering technician class positions and is responsible for the monthly billing of both City Bureaus/Other governmental entities and Franchised Utilities.

Building Plan Review

PBOT's Building Plan Review section has multiple work programs and priorities beyond standalone building plan review. Within this section we have an Encroachment Permit program where we review, issue or deny hundreds of private encroachment requests per year.

Additionally, this work group is also responsible for the review and ultimate sign off on land use final plats for new subdivisions and lot consolidations. There are two current staff that are performing lead worker roles for each of these two distinct program areas and their job duties reflect the classification specifications for Engineering Tech III. Two new engineering technician III positions are needed to clearly assign these work programs to each of these positions.

Service Impacts

Not receiving the Maintenance positions would have significant impacts on project delivery. Specifically causing large delays in the volume of pavement striping, markings and crosswalks and sign maintenance that could be achieved. These positions are needed due to the significant increase in the inventory and complexity of pavement markings in recent years and the resulting need for increased maintenance. Some of the Americans with Disabilities Act (ADA) sidewalk corner installations required by the settlement involve adjusting, relocating or installing new catch basins, leads and manholes. The Maintenance sewer repair program currently does not have adequate staff to accomplish this new work in addition to its regular operations. If these positions were not approved this would cause delays in the ADA ramp program.

All of the Development Permitting & Transit positions are funded through fee's and are needed due to increased workloads for these groups. Not approving these positions will cause delays in the permitting process and delay development projects throughout the city. This work correlates to our performance measure TR_0049 Percentage of PBOT public works permit reviews completed on-time.

Equity Impacts

- The maintenance positions directly impact the CREEC settlement and ADA ramp building effort. They also work on of pavement striping, markings and crosswalks and sign maintenance that helps our Vision Zero work and key performance measure.
- Contributes to safety for all street users.
- Transforms PBOT's relationship with underserved communities.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-562,899	0	-562,899
Personnel	1,416,138	0	1,416,138

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	643,047	0	643,047
Interagency Revenue	-220,000	0	-220,000
Licenses & Permits	430,192	0	430,192

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000092 - Traffic Crew Leader	3.00	185,203	0	14,168	92,401	291,772
30000095 - Environmental Systems Crew Leader	1.00	61,734	0	4,723	30,800	97,257
30000189 - Regulatory Program Specialist	1.00	50,274	0	3,846	28,222	82,342
30000324 - Engineering Technician I	1.00	44,221	0	3,383	26,859	74,463
30000325 - Engineering Technician II	1.00	59,259	0	4,533	30,245	94,037
30000326 - Engineering Technician III	4.00	287,872	0	22,022	132,412	442,306
30002490 - Utility Worker II-CL	5.00	256,152	0	19,595	142,186	417,933
30002493 - Automotive Equipment Oper I-CL	2.00	95,430	0	7,300	55,292	158,022
30002495 - Construction Equipment Operator-CL	1.00	50,814	0	3,887	28,344	83,045
30003103 - Supervisor I - E	3.00	253,063	0	19,359	107,669	380,091

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/30/19

CBO Discussion & Recommendations

Run Time: 2:17:50 PM

Position Detail

Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
Total	22.00	1,344,022	0		674,430	2,121,268

TR - Portland Bureau of Transportation

DP Type

New Revenue

Request Name: 9389 -Project Delivery

Package Description

Fixing Our Streets Audit - \$50,000

- As part of the Fixing Our Streets ballot measure that voters approved was an agreement that PBOT would hire an outside agency to perform and audit of the program. This request is to pay for that audit.

Fixing Our Streets Public Outreach - \$33,000

- Staff resources (CSA/flex services) needed to support FOS public outreach. 20+ meetings to discuss our FOS 2 proposal.

New Van for Survey - \$68,000

- Survey's current and foreseeable workload is very heavy, and we recently added a sixth (6th) full-time Survey Field Crew. We are now short one vehicle/van. In order to efficiently field the 6th Survey Field Crew when other PBOT vans are in for service or we need a second vehicle assigned to a project, we need a dedicated van for our 6th Survey Field Crew.

Equipment for Marking Bus and Bike Lanes - \$30,000

- The City is implementing red (rose) transit/bus-only lanes in strategic areas of Portland. This request would fund the purchase of a new traffic paint sprayer and trailer to be used to paint the rose lanes, to paint green bike lanes and apply other color treatments on Portland streets. The sprayer will allow crews to be more efficient, apply the material uniformly and have less exposure to the paint.

3 Public Works Inspectors and 3 Vehicles \$120,000

- 1 – Public Works Inspector - This full-time position will be assigned to the CREEC program. The program continues to evolve and is now working with contractors to build ADA ramps that would count towards the 1500 per year goal. This position will help with the additional workload that comes with the gearing up of the program to achieve the goal set by the CREEC settlement.
- 2- Public Works Inspector, Sr. – We are requesting for 1-full time and 1-limited term position. The CON Section's volume of projects has more than doubled due to projects associated with the Fixing Our Street Program, ADA Settlement (CREEC) and Capital Improvement Projects that has Federal Funding. We can't assign contract Inspectors to projects with Federal Funding as required by PBOT's ODOT certification. Consequently, the Section's workload exceeds capacity. We have more CIP with Federal money than Sr. PW Inspectors whom we can assign to them. These positions are needed to provide timely and good quality/quantity documentation which are federal aid requirements. We are asking for 1-limited term position as a precaution just in case FOS 2 does not pass, otherwise, we anticipate continued work in the PBOT Construction Section at the Sr. Inspector Level in the years to come.
- We would like to include in this request 3 – pick-up trucks which will be used by these 3 new positions.

Service Impacts

- One of the Public Works Inspectors is needed to help the Bureau reach its obligation of building 1,500 ADA ramps per year set out by the CREEC settlement.
- The other two Public Works Inspectors are needed to keep up with the workload that has doubled due to Fixing Our Streets and other Capital Improvement projects. This work cannot be contracted out as this work is federally funded and it is a requirement of PBOT/ODOT certification.
- With the implementation of Rose Lanes and more bike lanes throughout the city, dedicated equipment is needed to keep up with the workload. Without this new equipment projects will be delayed.

Equity Impacts

- Contributes to safety for all street users.
- Develops a transportation equity framework to guide future equity initiatives, policies, and investments.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-212,015	0	-212,015
Internal Materials and Services	188,000	0	188,000
Personnel	329,405	0	329,405
Contingency	-50,000	0	-50,000
External Materials and Services	50,000	0	50,000

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/30/19

CBO Discussion & Recommendations

Run Time: 2:17:50 PM

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	305,390	0	305,390
Miscellaneous Fund Allocation	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000228 - Public Works Inspector	1.00	67,558	0	5,169	32,112	104,839
30000229 - Public Works Inspector, Sr	2.00	146,556	0	11,212	66,798	224,566
Total	3.00	214,114	0		98,910	329,405

TR - Portland Bureau of Transportation DP Type New Revenue

Request Name: 9390 -License Plate Readers

Package Description

This package would allow the Parking Enforcement group to purchase two license plate readers and two vehicles to mount the license plate readers on for patrol. These purchases would be paid for using Parking Kitty surcharge funds.

Service Impacts

The service impact of this package includes:

- Allowing the parking enforcement group to patrol parking meter districts, parking permit areas, timed parking zones and special parking zones more often which will result in improved compliance with parking regulations.
- With improved compliance with parking regulations parking spaces that are meant for shorter timeframes will have more turnover allowing for more shoppers/users to access spaces closer to business.
- Working with the Police Bureau the license plate readers will also be able to identify vehicles that have been reported stolen, or reportedly used in a crime or even an Amber alert.

Equity Impacts

The license plate readers will allow for consistent enforcement of ADA ramps and disabled parking spots increasing the likelihood that the ramps and parking spots will available to community members that need them.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	120,000	0	120,000
Internal Materials and Services	80,000	0	80,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Charges for Services	200,000	0	200,000

TR - Portland Bureau of Transportation DP Type New Revenue

Request Name: 9391 -Snow & Ice Response

Package Description

This project includes two components: 1. \$113,000 for Ceramic Infused Rubber Blades for Snow and Ice Plows and 2. \$30,000 for rental of a frac tank for MagCl.

Service Impacts

1. This project will outfit PBOT's current snow plow fleet with ceramic infused rubber blades which, unlike steel blades, can be used directly on the road's surface and is optimal for water, slush and ice. Rubber blades will potentially reduce the blade replacement rate by lasting 8 to 9 times longer than traditional metal blades, and reduce damage to the streets caused by steel blades. 2. By renting the frac tanks, we will double our existing capacity to store magnesium chloride for anti-icing purposes. As this compound becomes more widely used in the region, there is a possibility of a vendor shortage or less timely re-supply. A larger supply on hand will help the City keep critical routes open during snow and ice events and allow us to address this in a more strategic manner.

Equity Impacts

Contributes to the resilience of communities that are the most vulnerable amid growth and change.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	143,000	0	143,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	143,000	0	143,000
Miscellaneous Fund Allocation	0	0	0

TR - Portland Bureau of Transportation	DP Type	New Revenue
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Request Name: 9392 -Rose Lane Project

Package Description

This package will fund project development, analysis and design work in FY219/20 to develop the Rose Lanes project. The project will be comprised of a bundle of "Rose Lane" quick build/ temporary pilot projects deployed in early 2021 or sooner, that helps implement an Enhanced Transit Network. Rose Lanes are envisioned to be faster and full of people on frequent transit. Rose Lanes will include bus and streetcar routes with transit priority to improve transit speed, reliability and capacity. Rose Lanes will include segments of uncongested laneway treatments and other transit priority treatments from the City's Enhanced Transit Toolbox. Transit laneway examples: Bus Only Lanes, Business Access and Transit or Bus And Turn lanes (BAT lanes), Shared Bus and Bike lanes, Pro-time lanes with parking off-peak or other shared transit priority lanes. The projects will typically involve striping, signage, paint and post treatments within the existing roadway, maybe some minor signal adjustments or modifications. The recent SW Madison and NW Everett projects provide some examples.

PBOT staff will also explore a "Rose Lane" branding applied along enhanced transit routes to increase legibility and promote riding transit. Staff intends to use this project as an opportunity to leverage TriMet service improvements and other rider benefits through partnership agreements.

Service Impacts

The Rose Lanes Project would enable us to more rapidly implement our Enhanced Transit Corridors Plan (adopted in June 2018) to help meet our transit ridership and mode share goals and make more efficient use of the public right-of-way to move more people. To achieve our policy goal of a 25% transit mode share of commute trips by 2035, we need to more than double transit ridership for the commute trip between now and 2035. One key way to do this is to make transit faster, more reliable and frequent. This will help make transit better and a useful option for more people.

The Rose Lanes Project overarching goals include:

- Help meet the City's goals to address climate change and resiliency.
- Help meet the City's goals around equity, including racial equity and transportation justice.
- Help meet the City's Vision Zero safety goal to eliminate deaths and serious injuries on our streets.
- Help meet PBOT's Strategic Plan goals on safety and moving people:
 - o Make our streets safer for all road users
 - o Provide transportation choices for a growing city
- Increase transit ridership for all types trips, and more specifically to help achieve the City's policy goal of a 25% transit mode share of commute trips by 2035.
- Make more efficient use of the public right-of-way.
- Help meet the region's vision to make transit more frequent, convenient, accessible and affordable for everyone.

Equity Impacts

The Rose Lanes Project is intended to help meet the City's goals around equity, including racial equity and transportation justice. High-ridership transit is one of the most efficient, equitable, and sustainable way to move large numbers of people in scarce urban space. Unfortunately, buses and streetcars, along with all the people on them, are increasingly stuck in traffic and getting slower. They are most often delayed while full of passengers and late to pick up new passengers. This leads to longer travel times by transit. It causes people to be delayed, miss transfers to other transit lines, and ultimately arrive late to their destinations. All of this delay and unreliability shrinks people's access to places by transit within a reasonable travel time, making transit less useful and less competitive with driving. Less transit access equates to less access to opportunity.

Transit delay and unreliability is an equity issue. It disproportionately impacts people who rely on transit, particularly households with low income and low or no car ownership, people of color and people with disabilities. Slow transit makes travel even more difficult and long for people who must live further from the work and their other needs to find affordable housing. This has been exacerbated by involuntary displacement and the housing affordability crisis in Portland. Unreliable transit can be a greater burden on people who must punch a clock for their work shift and risk losing their job if they arrive late because transit caused them to be late. To ensure they arrive on time, people must leave earlier to account for the likelihood that transit will be late, making their commute time even longer.

The Rose Lane Project intends to transform transit and make it faster, more reliable and a competitive mode choice by implementing an Enhanced Transit Priority Network all at once. The effort will focus on addressing segments in the bus network with the highest transit delay for the most passengers today. The project would include transit priority treatments from the City's Enhanced Transit Toolbox along miles of multiple connecting bus and streetcar lines across the city, including some red bus priority lanes. Reducing the worst transit delay spots in the city has a ripple effect of benefit along the whole bus line, often multiple bus lines extending across the city and region. For example, TriMet bus line 20 crosses the Burnside Bridge in the Central City and travels east on Burnside and Outer SE Stark connecting to Gresham. If a bus is delayed in traffic an extra 10 minutes downtown, then it will be late to pick up passengers along the rest of the route. Thus, a transit priority improvement in the Central City can improve transit travel time and reliability for people waiting for the bus in East Portland, even if they do not travel downtown. This project can allow buses to travel faster and arrive on-time miles down the line, helping people make transfers, travel to more places, and arrive to their destinations on time.

This effort includes evaluating the potential outcomes of the Rose Lane Project using performance measures, including equitable access benefits. PBOT will incorporate the following performance measures into the development of the pilot focused on transportation justice and equity:

- How much time and money can the changes help people save, particularly low-income households and people of color.
- How many more low and middle wage jobs are accessible to low-income households and people of color within 20 minutes, 30 minutes or 45 minutes.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	200,000	0	200,000
Personnel	200,000	0	200,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	400,000	0	400,000
Miscellaneous Fund Allocation	0	0	0

TR - Portland Bureau of Transportation DP Type New GF Request**Request Name: 9393 -Small Wireless Facilities****Package Description**

1. Public Right of Way Cost Study—\$66,000. Ashbaugh & Sculco, CPAs, PLCs have been contracted to conduct a public right-of-way cost study for the City. Executed through the City Attorney's Office, the initial cost was \$100,000, with the Office for Community Technology and PBOT each paying \$50,000. Due to the complexity of the City's systems and the volume of the data request, the consultants have requested an additional \$66,000 to complete the study.
Office of City Attorney contract. PBOT project management. OCT lead.

2. Streetlight and Traffic Light Pole Standards—\$55,691. PBOT has contracted with HDR Contract No. 31001212 Task Order #1 to develop engineering standards for 3-4 heights of "cobra head" street lights and traffic signal poles. Similar is scope to new versions of P-601 through P-609, P-651, P-660 and P-665. City owned street light and traffic signal poles will be replaced with new foundations, poles and lights to accommodate attaching small cell wireless equipment. Carriers will select a streetlight location and prepare their Vertical Infrastructure application by following City standards for poles and foundations for traffic signals and cobra head street lights that integrate carrier's small cell equipment. Replacements are at the cost of the carrier. Initial budget \$125,000 depending on number of pole combinations and how much current design details could be reused. the carrier. Initial budget \$143,662 depending on number of pole combinations and how much current design details could be reused. The HDR contract amendment results in an increase of \$55,691.

3. "Smart" Multipurpose Pole Design and Engineering Standard's—\$131,000. Rapidly growing demand for wireless and data services - dependent on more attachments and infrastructure - is increasing pressure on two of Portland's finite resources: the public right-of-way (ROW) and City-owned street light poles in the public ROW. It is estimated that there will be more than 500 attachments in the city center for small cells alone. It is apparent that there are not enough of them to meet the demand without considering locating small cell facilities where ornamental streetlights are currently located. At the request of the Historic Landmarks and Design Commissions, PBOT is proactively reaching out to the street light and industrial design communities to create a pole design that supports small cell and other technologies that the City and carriers can purchase and install.

Service Impacts

We are adding scope and fee to account for the redesign effort HDR needs to perform due to added geotechnical engineering work related to foundations and PBOT's changes to the design criteria, based on feedback from carriers received after the project started.

Equity Impacts

As a Utility permitting workgroup, the workload generated through this section are industry and service driven. Applications are reviewed and permitted based on the individual utility needs to provide service throughout the City.

CBO Analysis

Design and Engineering Request

PBOT is recovering costs for small cell wireless permit review under the AT&T agreement. Conceptually, element of design and engineering costs could have been recovered under this fee structure, though it likely would have been difficult to allocate appropriate proportional costs to AT&T. This revenue is distinct from franchise fee revenue, that has historically been viewed as a charge for access to the right-of-way. Going forward, under new small cell deployment agreements that are subject to the recent FCC rulings, charges to wireless providers must be based on a reasonable approximation of costs to the City (both direct and indirect).

The City Attorney, the Office for Community Technology, and PBOT are all working on the cost study that will inform the allowable charge to wireless companies, ensuring that all costs associated with 5G deployment are recovered from providers.

CBO's understanding is that PBOT is requesting 'reimbursement' for the design and engineering costs from the General Fund – rather than simply incurring these costs as part of PBOT's normal operating budget – because they are a direct result of 5G deployment. PBOT does not view supporting 5G deployment efforts as part of its core mission. CBO has a slightly different perspective: that management of the right-of-way is core to PBOT's mission, though what this looks like may change over time and in response to changing technologies or new city priorities. The Derelict RV program and PBOT contributions to campsite clean-up are other examples of this situation.

CBO agrees with PBOT that costs for design and engineering related to small cell deployment should be charged back to wireless carriers going forward under the new FCC regulations. It is not yet clear what cost structure of these future agreements will look like. However, CBO is wary of setting a precedent that General Fund resources should be used to backstop the costs incurred by non-General Fund bureaus to advance citywide priorities. In some cases this may be appropriate (i.e. use of rate-payer funds in utilities for general benefit), but there is not necessarily a requirement to do so where the activity falls into the legal uses of a non-General Fund bureau's revenue streams. For example, there are restrictions on the use of PBOT's gas tax and parking meter revenue, but the costs for re-designing and engineering light poles for small cell deployment are likely allowable uses.

The City's Financial Policies provide fairly strict guidelines around the allocation of new General Fund resources in a BMP process. Per financial policy, General Fund contingency shall be allocated in the Fall BMP for five-year balancing, mitigating overhead revenue shortfalls in future years due to the true-up process, paying down existing debt as advised by the Bureau of Revenue and Financial Services, or other urgent and unforeseen needs or emergencies in the current fiscal year.

Given the condensed timeline by which the City negotiated the franchise with AT&T, the need for design and engineering related to small cell deployment may not have been foreseeable at the time of FY 2019-20 budget development, and work was arguably urgent, given the August 2019 effective date of the AT&T agreement. At this point, the bureau has already incurred the \$187,000 in costs and funded them within existing resources. Given the time horizon over which PBOT manages its resources, the tradeoff of not funding this request is easy to articulate. Conceptually, there is a transportation project in six or seven years from now that will not happen as a result of PBOT absorbing these costs in its current year budget. On the General Fund side, there are multiple priority projects competing for new General Fund resources, as well as options for paying down debt or other outstanding liabilities.

Given the potential concerns about precedent-setting noted above, CBO recommends that PBOT absorb the cost of pole design and engineering standards. CBO's perspective is that PBOT can absorb reasonable costs associated with management of the right-of-way, even if those costs are in support of citywide priorities rather than transportation-specific priorities.

Study on right-of-way cost recovery methodology

The original cost for the study on cost recovery methodology was \$100,000, funded by both PBOT and OCT. A primary goal of the cost study is to preserve and maximize revenues to the City, and specifically revenues to the General Fund. The City's financial policies (FIN-2.06 – Revenue) state that support of revenue collection efforts should be top budgetary priorities. Per the bureau, the unforeseen costs increases are related to the depth and complexity of data required to complete the study. CBO is not certain how the original 50/50 cost sharing agreement was reached between OCT and PBOT, but OCT did receive General Fund resources to fund a portion of the study in FY 2018-19. The cost recovery methodology study does have PBOT-specific applications, but the more basic intent of the study is to preserve revenue streams into the General Fund. Given the unforeseen cost increases, the sense of urgency around defense of federal efforts to reduce franchise fees, and the fact that PBOT has already contributed to the costs of the study, CBO recommends \$66,000 in new General Fund discretionary resources be allocated to PBOT to support the continuation of the study.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	252,691	-186,691	66,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Fund Transfers - Revenue	252,691	-186,691	66,000

TR - Portland Bureau of Transportation**DP Type****Other Adjustments****Request Name: 9394 -GTR Carryovers****Package Description**

GTR Carryovers

- Media Training \$10,000 - Professional development for Director to handle media and communication requests.
- Pricing for Equitable Mobility Project Development \$40,000 - Implements and supports the Equitable Mobility Task Force.
- Maximo Upgrade Project \$210,929 - Continues the Maximo Upgrade project that will be completed this fiscal year.
- NW Circulation Plan \$40,000 - Project already in progress and needs additional time to be completed.
- Level of Service Standard Update \$60,000
- Project Development Funds \$283,533 - Project already in progress and needs additional time to be completed.
- Sidewalk Labs \$150,000 - Partnership with Metro and TriMet to pilot test Republica, a data tool developed by Sidewalk Labs, to provide a synthetic representation of how people travel. The contract for this project is in place and ready for execution.
- Smartcities (T00818, T00819, T00820) – GF \$183,590
- Mobile Technology for Engineering \$20,000
- Pricing for Equitable Mobility Project Development \$208,645
- Willamette Shoreline Rail \$40,000
- Electrical Maintenance (ELM) - Vehicle Purchase \$432,000
- Maintenance Tool Room Management Project \$70,000 This request carries over unspent FY 18-19 budget to improve the inventory and maintenance management systems for the motorized hand tools and small engine equipment at Maintenance Operations. This project will use current technology solutions to gain more effective tool tracking, a more accurate inventory and improved equipment maintenance.
- Purchase New Vehicles \$1,672,000
- Maintenance Salt Storage Building \$50,000 This request carries over unspent FY 18-19 budget for the construction of a permanent covered facility for the storage of salt that will be used on City streets during winter snow and ice events. Salt is an effective tool in dealing with snow and ice in winter weather conditions and a covered area is necessary to properly store it and protect it in bad weather.
- Replace Maintenance Employee Lockers \$130,000 This request carries over unspent FY 18-19 budget to replace employee lockers. Maintenance Operations provides lockers to field employees for storage of clothing and gear. However, there are a limited number of lockers, some employees need to share lockers, and the lockers are of different sizes. This request provides funds to increase the total number of lockers, to standardize the size, and provide storage space to hang wet items.
- Reconfiguration of Maintenance Operations Space \$750,000 This request carries over unspent FY 18-19 budget to reconfigure the space at Maintenance Operations. The current Maintenance building was constructed in 1967 and supports 400 employees and PBOT's daily transportation maintenance operations. It is necessary to reconfigure the space to support increased staff and program responsibilities, including support for incident response to storms, earthquakes and other disruptive and hazardous events. Reconfiguring the space will encourage a collaborative work environment, provide a secure building for staff and visitors, and embrace new and trending technology.
- ADA Transition Plan \$75,000
- Parking Enforcement Handhelds Equipment Replacement \$450,000
- TDM Plan Multimodal Incentives \$119,000 The major deliverable is providing a Transportation Wallet worth \$308 to 500 affordable housing residents. These are transmitted through a series of 7 transportation fairs at housing partner sites. By August 23rd, we will have conducted four of the seven fairs and 220 affordable housing residents will have received their Transportation Wallets. All fairs will be conducted and Transportation Wallets/incentives delivered by September 2019. The evaluation should be complete by spring 2020
- Transportation Wallet in Affordable Houses \$150,000 This pilot project created a new incentive delivery device, pre-paid cards. At the project onset, City Treasury had no product to provide us that could limit fraud and meet the needs of the program. ATS and Regulatory spent six months working with credit card providers, the City Treasurer's office, and Central Accounting on selecting a provider and developing a process that met the requirements of the City Treasurer and Central Accounting. Time was the victim of an innovative program meeting city bureaucracy.
- Transportation Demand Management Action Plan \$150,000 Contract executed in August and the kick off meeting is scheduled for early September. Project is scheduled for a June 2020 completion.
- Truck Side Guards Retrofit \$205,489 – ATS is requesting a budget carryover of \$205,489.13 from 9TR000002704 for the city-wide side guard retrofits. \$260,000 was allocated in the Fall BMP of 2018 to retrofit all eligible city vehicles with side guards as outlined in Action D7 of the Vision Zero Action Plan. These panels are engineered to deflect vulnerable road users (VRUs) in certain crash types and prevent VRUs from being crushed under rear wheels of heavy vehicles. ATS has made significant process in partnering with Fleet to install side guards on eligible heavy fleet vehicles (gross vehicle weight rating of 10,000+) to meet the Volpe Research Center's recommended standards. As of 08/20/19, 83 PBOT vehicles and approximately 10 Parks & Recreation vehicles have been retrofitted with side guards. Installation began on 4/10/19 and the number of PBOT vehicles eligible for side guards far exceeded the original estimate of 29 vehicles, which added significant planning and installation time for PBOT vehicles. Approximately 42 Water Bureau vehicles are slated to be retrofitted with side guards with a start date of 08/26/19. The project funds are covering Fleet staff time, materials and labor for installation, and labor for vehicle alterations as needed. For example, front bumper cone holders had to be mounted to allow for the side guard installation on several PBOT Maintenance Operations vehicles. As of 8/15/2019, \$91,935.67 has been spent on the project. Carryover funds will pay for retrofits for vehicles for remaining city bureaus. The estimated date of completion for all vehicles is not firm but we are aiming to be finished with retrofits by 12/31/19. Fleet's specifications writer added Volpe standard side guards to Fleet's purchasing specifications so all new vehicles ordered moving forward will arrive outfitted with side guards. Once the retrofits are completed, Fleet will be responsible for maintaining side guards and replacing damaged panels when applicable.
- New Mobility Fund \$85,000 Increase transportation options, such as bike-share and e-scooters, that are able to move more people sustainably. Second pilot is underway.

Service Impacts

All of the carryover requests in this package are in the process of being completed. Majority have contract payment obligations already in place. Other items are projects that are in the process of scoping, design or construction. Delaying funding on any of these projects could have financial ramifications from matching funding partners and increased construction costs.

Equity Impacts

Each project is reviewed and evaluated to determine the equity score received when the project was in the planning and project development phases. On a micro/individual level, the project managers use this information to help inform conversations with the community as they perform project-related Public Involvement tasks. As we take a systems-wide/macro approach, we use the equity matrix to help inform where projects will be implemented and when those projects will be installed.

Other key equity impacts include:

- Strengthens staff capacity to understand, utilize, implement, and contribute to PBOT's equity framework.
- Contributes to the resilience of communities that are the most vulnerable amid growth and change.
- Increases opportunities for historically underserved communities to participate in the development of policy and decision making.
- Contributes to safety for all street users.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	450,000	0	450,000
External Materials and Services	2,291,275	0	2,291,275
Internal Materials and Services	2,385,378	0	2,385,378
Personnel	458,533	0	458,533

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	5,585,186	0	5,585,186
Miscellaneous Fund Allocation	0	0	0

TR - Portland Bureau of Transportation DP Type New Revenue

Request Name: 9402 -Fund Level

Package Description

This decision package carries forward unspent balances for various programs, including Transportation System Development Charges (TSDCs), Fixing Our Streets (local gas tax and heavy vehicle use tax), Local Transportation Infrastructure Charges (LTIC) and Bicycle Parking Fund. Also included are balance reconciliations for restricted revenue sources, including Regulatory fees, net meter revenue and Area Parking Permit Program surcharges.

Service Impacts

No service impacts result from this decision package.

Equity Impacts

No equity impacts result from this decision package.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	24,881,828	0	24,881,828
Contingency	2,312	0	2,312
Contingency	14,927,489	0	14,927,489
Contingency	113,997	0	113,997
Contingency	3,704,537	0	3,704,537
Internal Materials and Services	-14,079	0	-14,079

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	24,881,828	0	24,881,828
Charges for Services	0	0	0
Miscellaneous Fund Allocation	0	0	0
Beginning Fund Balance	2,312	0	2,312
Beginning Fund Balance	14,927,489	0	14,927,489
Beginning Fund Balance	113,997	0	113,997
Beginning Fund Balance	3,690,458	0	3,690,458

TR - Portland Bureau of Transportation DP Type Contingency

Request Name: 9403 -Meters

Package Description

Project: New On-street Meter Purchase
 Purchase 283 new meters to expand the on-street paid parking system in the Central City and NW Portland. Meters are the most effective tool to manage on-street parking and there is a need to expand the system in the Central City and Northwest Parking Districts.
 Project: Upgrade Existing Meters
 Upgrade the existing meters to be ADA compliant and move to a pay-by-plate system to eliminate the need for paper and provide a more reliable system.

Service Impacts

Project: New On-street Meter Purchase
 On-street parking is managed to support the economic vitality and encourage parking turnover, improve circulation, maintain air quality and encourage the use of alternative modes by managing the supply.
 Project: Upgrade Existing Meters
 The new meters have a larger screen and more user friendly. In addition, they will also have 4G LTE capability to ensure better quality wireless communication coverage.

Equity Impacts

Project: New On-street Meter Purchase
 Well managed on-street parking enables all users access to curb space and supports local businesses.
 Project: Upgrade Existing Meters
 The upgrade will make the existing machines ADA compliant by meeting height standards. In addition, by moving to a pay-by-plate system there is environmental equity by eliminating paper receipts and reduced number of trips the meter technician need to make in their fueled vehicles.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	5,145,706	0	5,145,706
Contingency	-5,145,706	0	-5,145,706

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Miscellaneous Fund Allocation	0	0	0

TR - Portland Bureau of Transportation DP Type Other Adjustments

Request Name: 9407 -Capital

Package Description

Due to delays in schedules, a carryover is requested to complete scoping, design, construction and match for the below GTR Capital projects.

- T00058 - Signal Reconstruction - \$353,266
- T00148 - Naito Ped Crossing - \$20,541
- T00385 - ATS - \$456,822
- T00452 - Going to the Island Freight Improvements - (\$1,233)
- T00453 - St Johns Truck Strategy, Phase II - \$712,793
- T00455 - East Portland Access to Employment - \$232,654
- T00457 - Downtown I-405 Ped Safety Imp, SW - \$61,611
- T00459 - Columbia Blvd ITS, N/NE - \$28,820
- T00460 - Connected Cully, NE - \$105,136
- T00463 - HSIP - \$441,981
- T00487 - 10th & Yamhill, SW – \$5,445,201
- T00570 - Beaverton Hillsdale Hwy: 30th - 39th - \$124,775
- T00591 - Naito: Harrison - Jefferson, SW (ODOT Advance) - \$110,171
- T00618 - Hawthorne Safety Improvements, SE - \$105,861
- T00629 - Division St: 82nd-174th, SE - \$334,028
- T00664 - Transit Priority Program - \$73,933
- T00672 - Regional Signal System – CONOPS & Implementation - \$116,824
- T00678 - Upper Hall St Landslide - \$121,296
- T00679 - 45th Drive Landslide Abatement, SW - \$38,355
- T00680 - College St Landslide Abate, SW - (\$11,460)
- T00695 - Thurman St Landslide Abatement, NW - \$8,895
- T00722 - Thurman Bridge Painting, NW - \$2,568
- T00735 - CIP Spot Improvements - \$1,332,804
- T00740 - Tillamook: Flint-69th, N/NE - \$128,694
- T00741 - Partnering for HB2017 Projects - \$835,916
- T00817 - Rosa Pkwy: Willamette Blvd - MLK Blvd, N/NE - \$55,578

Due to delays in schedules, a carryover is requested to complete scoping, design, construction and match for the below GF Capital projects.

- T00064 - Harbor DR & River Pkwy, SW - \$206,766
- T00456 - Halsey/Weidler: 103rd - 113th, NE - \$66,440
- T00508 - Taylor’s Ferry Rd Rockslide Abatement, N - \$6,617
- T00608 - Sunderland Rd Bridge Repl, NE-BR #094 - \$97,726
- T00613 - MLK: Tillamook – Ainsworth, NE - \$16,795
- T00619 - Front Ave: 9th-19th LID, NW - \$1,354,357
- T00660 - Naito: Jefferson to Davis, SW - \$7,325
- T00663 - Halsey: 114th - 162th, NE - \$803,524
- T00687 - ADA/CREEC Ramps - \$497,473
- T00692 - Guard Rail Replacement - (\$78,097)
- T00696 - Greeley: Going-Interstate Multiuse P, N - (\$113,199)
- T00713 - 42nd: Killingsworth - Columbia - \$562,223
- T00747 - Signal Relamping - \$390,774
- T00773 - 60th/Halsey Area Improvements - \$418,412
- T00899 - LED St Light: Underground Circuitry - \$221,749
- T00923 - Traffic Signal Upgrade -Economic Dev - \$250,000

Service Impacts

All of the projects in this package are in the process of scoping, design or construction. Delaying funding on any of these projects could have financial ramifications from matching funding partners and increased construction costs.

Equity Impacts

Each project is reviewed and evaluated to determine the equity score received when the project was in the planning and project development phases. On a micro/individual level, the project managers use this information to help inform conversations with the community as they perform project-related Public Involvement tasks. As we take a systems-wide/macro approach, we use the equity matrix to help inform where projects will be implemented and when those projects will be installed.

CBO Analysis

Recommended as requested.

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/30/19

CBO Discussion & Recommendations

Run Time: 2:17:50 PM

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	-1,325,378	0	-1,325,378
Contingency	7,000,000	0	7,000,000
External Materials and Services	5,284,904	0	5,284,904
Capital Outlay	2,491,688	0	2,491,688
External Materials and Services	3,053,513	0	3,053,513
Personnel	-100,000	0	-100,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Beginning Fund Balance	10,959,526	0	10,959,526
Bond & Note Proceeds	-3,564,405	0	-3,564,405
Charges for Services	0	0	0
Fund Transfers - Revenue	3,564,405	0	3,564,405
Miscellaneous Fund Allocation	0	0	0
Beginning Fund Balance	5,445,201	0	5,445,201

TR - Portland Bureau of Transportation DP Type New Revenue

Request Name: 9444 -BES IA Revenue Adjustment

Package Description

This package recognizes revenue from the Bureau of Environmental Services (BES) for PBOT services in designing and repaving on the Guilds Lake project.

Service Impacts

IA revenue for work performed on behalf of the Bureau of Environmental Services.

Equity Impacts

Since this is work performed for BES, please refer to BES write up for any equity impacts.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Capital Outlay	550,000	0	550,000

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Interagency Revenue	550,000	0	550,000

TR - Portland Bureau of Transportation DP Type Other Adjustments

Request Name: 9458 -Convert LT to Full Time Permanent Position

Package Description

This package would convert a limited term Planner I position to full time. This position is fully funded in the FY 19-20 budget so this conversion would have no impact on the current budget. The workload for the Planning group necessitates this position be filled on a permanent basis and converting the position to full time will help with recruitment of top candidates.

Service Impacts

This position is needed for work on projects such as the Outer Stark safety project, NW Streetcar expansion and the transportation resiliency plan.

Equity Impacts

No direct equity impacts for converting this position to full time.

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000380 - Planner I, City-Transportation	1.00	69,160	0	5,291	32,472	106,923
Total	1.00	69,160	0		32,472	106,923

WA - Portland Water Bureau

DP Type

Mid-Year Reduction

Request Name: 9249 -Cash Transfer to General Fund

Package Description

Transfer \$24,481 to the General Fund for revenues collected from Dodge Park Permits and Fees in FY 2018-19.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. This request follows Council's FY 2015-16 Spring BMP appropriation of \$35,000 in General Fund resources for the bureau's operations and maintenance of park-like amenities at Dodge Park and Water Hydroparks. The FY 2017-18 Adopted Budget made this an ongoing versus a one-time allocation from the General Fund. The \$35,000 of ongoing funding from the General Fund ensures that maintenance of park-like amenities at Dodge Park and Hydroparks, for which use of ratepayer funds are prohibited, gets done each year, while the transfer of \$24,481 back means that some of the costs are recuperated by the General Fund. There will be no reservations at Dodge Park effective July 1, 2019, so this is the final transfer of revenues collected from park permits and fees.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-24,481	0	-24,481
Fund Transfers - Expense	24,481	0	24,481

WA - Portland Water Bureau

DP Type

Other Adjustments

Request Name: 9250 -Carryover of funds

Package Description

1. Resolution No. 37146 was adopted by City Council on July 15, 2015 to maintain, repair and preserve the Mount Tabor Reservoirs following disconnection. The Water Bureau received from the General Fund \$750,000 in FY 2016-17, \$1,020,000 in FY 2017-18, and \$1,115,000 in FY 2018-19 for the maintenance, repair, and preservation work identified in the 2009 Mt. Tabor Reservoirs Historic Structures Report. Of that amount, \$2,217,138 has been spent. Therefore, this requests for the balance to be carryover to FY 2019-20. The carryover amount is \$667,862. 2. Carryover \$88,000 that was unspent in FY 2018-19 due to the roof replacement that must be completed prior to installation of the solar panels.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. \$93,000 was originally appropriated in the FY 2016-17 Adopted Budget for the solar panel installations at the Groundwater Pump Station. The Water Bureau had already carried over the \$88,000 in this request over two years, from FY 2016-17 to FY 2018-19, and is requesting to carry over the funds once again. PWB states that the amount was unspent last year due to the roof replacement that must be completed prior to the installation of the solar panels. The roof replacement was not considered part of the City's solar installation initiative but is a new major project initiated in July 2018. The timing is being coordinated with the City's solar array installation. The project is estimated to take 15 months from initiation to completion. In July 2019, the roof installation project was fully released to be worked on, but actual construction will not begin until spring or summer of 2020.

In regard to the Mt. Tabor Preservation project, work accomplished in FY 2018-19 include the beginning of basin repairs at Reservoir 1, the completion of the FY 2017-18 work to do concrete restoration on the structures at all three reservoirs, and window restoration and re-roofing at the Reservoir 1 Weir Building. There was also planning and design work done for the Reservoir 1 basin repairs and the FY 2019-20 preservation work. PWB expects the remaining amount of \$667,862 requested to be carried over to be spent this fiscal year on Reservoir 1 liner repair and parapet wall repairs at Reservoirs 5 and 6. The funds are to be used on the Pioneer Waterproofing contract that was entered into last year for \$820,000, since only \$153,000 of the contract work was completed in FY 2018-19. It should also be noted that the bureau received an additional \$1,115,000 in General Fund one-time resources for the project in FY 2019-20, and with this appropriation, the City has fulfilled its financial obligation of a total of \$4.0 million devoted to the project.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
Contingency	-755,862	0	-755,862
External Materials and Services	755,862	0	755,862

WA - Portland Water Bureau

DP Type

Technical Adjustments

Request Name: 9293 -Interagency adj with Professional Dev

Package Description

Interagency with Human Resources - Increase interagency with Human Resources by \$9,102 for unexpended professional development training related to PTE-17 and DCTU.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-9,102	0	-9,102
Internal Materials and Services	9,102	0	9,102

WA - Portland Water Bureau

DP Type

Technical Adjustments

Request Name: 9294 -Interagency - Leadership Training

Package Description

Interagency with Human Resources – New interagency with Human Resources for \$25,000 for Leadership training.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. The training is mandatory and is a partnership with the Bureau of Human Resources to establish a leadership development program. It is currently under development with an expected roll-out during the fall.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total	
External Materials and Services	-25,000	0	0	-25,000
Internal Materials and Services	25,000	0	0	25,000

WA - Portland Water Bureau

DP Type

Technical Adjustments

Request Name: 9295 -Interagency with HR to increase professional developement

Package Description

Increase interagency with Human Resources by \$6 for unexpended professional development training related to PTE-17.

Service Impacts

N/A

Equity Impacts

N/a

CBO Analysis

Recommended as requested.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-6	0	-6
Internal Materials and Services	6	0	6

WA - Portland Water Bureau

DP Type

Technical Adjustments

Request Name: 9298 -Increase IA with Debt Mgmt

Package Description

Interagency with Debt Management – Increase interagency with Debt Management for \$17,712 to address recent changes to the Debt Management budget for staff succession planning, IA methodology changes, etc.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. This agreement is between Debt Management and several infrastructure bureaus to temporarily double-fill a position in that department in order to train up a staff person.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	-17,712	0	-17,712
Internal Materials and Services	17,712	0	17,712

WA - Portland Water Bureau

DP Type

Internal Transfer

Request Name: 9305 -Prior year transfer adjustment

Package Description

Adjust cash transfers between Water Division funds for capital revenue received in the prior year that will be transferred to the Construction Fund and capital expenditures incurred in the prior year that will be reimbursed to the Operating Fund.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Recommended as requested. \$104,694 in capital expenditures incurred in the prior year is being reimbursed to the Operating Fund, while \$2,235,029 of capital revenue received in the prior year is being transferred to the Construction Fund. These adjustments are simply true-ups of prior year transactions.

	2019-20 FALL Requested Adj	CBO Adjustments		2019-20 FALL Recom Total
Contingency	-2,130,335		0	-2,130,335
Fund Transfers - Expense	2,235,029		0	2,235,029
Ending Fund Balance	2,130,335		0	2,130,335
Fund Transfers - Expense	104,694		0	104,694

	2019-20 FALL Requested Adj	CBO Adjustments		2019-20 FALL Recom Total
Fund Transfers - Revenue	104,694		0	104,694
Fund Transfers - Revenue	2,235,029		0	2,235,029

ZD - Prosper Portland

DP Type

New GF Request

Request Name: 9291 -SW Corridor Business and Property Owner Survey

Package Description

The SW Corridor Light Rail Project is currently in design phase with anticipated construction starting in 2022-2023. The City of Portland, with funding from Metro, is beginning to implement the Southwest Corridor Equitable Housing Strategy.

The existing housing strategy is focused on creation of additional affordable options and preventing displacement of existing residents. It is essential to determine whether a similar approach focused on the needs and vulnerability of existing entrepreneurs and the commercial property owners should be taken in SW Corridor.

Funding will be used to conduct a study of both business and property owners located along mid-Barbur Blvd (West Portland Town Center at the south end to around Capitol Hwy at the north end). Information collected from the study will provide a baseline of exiting conditions, evaluate potential adverse impacts to the business community and commercial real estate market as a result of the SW Corridor Light Rail investment, and outline potential opportunities where Prosper Portland, the City, TriMet and others might focus investments.

Service Impacts

Funding will be administered through a contract with a non-profit or community-based partner. No additional FTE costs will be incurred with the request.

Equity Impacts

The study will focus on collecting data to identify business owners who may be more susceptible to displacement. As a result of the study, Prosper Portland and other partners will identify anti-displacement measures to ensure business owners of color and long-term business owners are able to benefit from the transit investment.

CBO Analysis

Prosper Portland states that the \$50,000 amount is based on a similar study that was recently performed by one of its partners. The agency notes that the number of businesses or property owners who participate in the study is a measure of whether or not the effort is successful. Specific data to be collected include: business owner demographics, language needs, property ownership, employee residence, difficulty finding qualified employees, etc. These data points would be used to evaluate displacement risk with a focus on business owners of color and long-term business owners.

CBO typically only recommends the mid-year appropriation of General Fund contingency resources in cases where the request is urgent, unforeseen, and unable to be absorbed in the bureau's existing budget. CBO does not recommend funding this request because it is neither urgent nor unforeseen. In addition, while Prosper Portland has provided CBO with a list of the data to be collected, it is not clear how the data would lead to action in relation to the Southwest Light Rail Corridor project, although any anti-displacement measures to be implemented would require funding in the future. At this point, it is unclear what the source of these funds would be, although the agency notes that the requests for resources would occur in coordination with PBOT-led transportation funding and PHB-led housing funding plans. As a long term project, CBO recommends that the bureaus involved work together to develop a coordinated plan with holistic cost estimates and present it to Council for consideration during budget development so that the costs may be evaluated in the context of other funding needs and priorities.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	50,000	-50,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	50,000	-50,000	0

ZD - Prosper Portland**DP Type****New GF Request****Request Name:** 9292 -Division Business Support**Package Description**

Funding will be used to continue delivery of culturally responsive business support services and technical assistance to businesses located in outer SE Division corridor.

City Council adopted the Division Transit and Development Local Action Plan in July 2016. The goal of the Local Action Plan was to support local community residents and strengthen existing businesses before and during construction of the Division Transit Project. The Local Action Plan directed Prosper Portland to implement the Economic Development activities articulated in the plan.

Although previous General Fund requests for this work were not approved by City Council, Prosper Portland directly funded or received funding from other city bureaus to deliver on these goals. To date, Prosper Portland has invested over \$445,000 on community economic development programming in the outer SE Division corridor. Investments have been prioritized based on community recommendation and needs. Activities include culturally responsive business technical assistance, neighborhood-based workforce services, community engagement support, and property development feasibility study grants for property owners of color. Transit project costs are approximately \$175 million with state, regional, local and federal funding contributions. The Portland Housing Bureau will meet the housing goals outlined in the Local Action Plan with investments from the Portland Housing Bond and other resources. In addition, the Portland Bureau of Transportation has committed to investing \$120,000 for FY19-20 thru FY 20-22 to support community engagement efforts along the Division Corridor. These funds will be provided to the Jade District and Division Midway Alliance Neighborhood Prosperity Districts. TriMet will also provide \$40,000 per year in community outreach through the DTP's existing community affairs budget, in-kind staff, and direct contracts with NGO organizations on the alignment.

Service Impacts

City funds will be used to continue providing culturally responsive business outreach and technical assistance to businesses located in the outer SE Division corridor. These funds will be administered through the Inclusive Business Resource Network (IBRN); therefore, no additional FTE costs will be incurred with this request. These services cannot be implemented with existing General Funds currently allocated to the IBRN program. Both IBRN program funds and IBRN – Neighborhood Prosperity Network (NPN) Business Support resources have been fully allocated and providers will be at full capacity. Additional resources will be required to implement Division Business Support. Other local and regional agencies have indicated that they do not have the resources to fund this work.

Equity Impacts

To date, Business Support and Technical Assistance partners have provided outreach and referral services to over 200 businesses. More than half of those businesses are owned by people of color and 40% were from the Asian/Pacific Islander community. As a result of those efforts 14 businesses received 160 hours of business support services. Partners anticipate an increase in service need in FY 19/20 based on discussions with business owners and the transit construction timeline. We anticipate that outreach efforts will continue to serve a high number of businesses, and 30 businesses will receive approximately 300 hours of business support services.

CBO Analysis

In July 2016, City Council voted to approve the Portland Local Action Plan for the Powell-Division corridor. The plan identified the need for new business retention technical assistance at an estimated cost of \$100,000/year over five years. This funding need was part of a total funding gap of \$4.3 million articulated for the economic development strategies in the Plan. Although members of Council expressed concerns about the risk of passing the Action Plan with the funding gap during discussion of the item, the Plan was unanimously approved. Prosper Portland has requested funding for this Division Business Support over a number of budget development and amendment processes, and City Council has consistently declined to fund the effort. In contrast to past requests, the agency states, though, that this time the budget amount has been significantly reduced to only fund the business technical assistance and support activity outlined in the Action Plan. Through partnership with other City and regional partners, the agency was able to secure grant funding from Metro for these costs for the first two years of the Action Plan, however, this funding source has now ended. In addition to this request for FY 2019-20, Prosper Portland plans to request \$100,000 from the General Fund for each of the two remaining fiscal years of the plan: 2020-21 and 2021-22. The \$100,000 amount of this Fall Supplemental request is based on the cost to fund these services in previous years and also aligns with the formula Prosper Portland uses to deliver services through its Inclusive Business Resource Network providers. Specifically, the agency states that with the funding, 30 businesses would receive approximately 300 hours of business support services. The success of the effort will be measured based on the health of the businesses over the course of the year. However, the agency states that the measurement of ongoing success will be dependent on future funding.

Although this request is in accordance with a Council approved plan, the cost is not unforeseen, as Prosper Portland has requested funding for it over a number of budget development and amendment processes, and thus does not meet Financial Policy criteria for mid-year General Fund Contingency appropriation. CBO recommends that the bureau adjust its internal resource allocation to provide these services to businesses in outer Division in accordance with the project's priority level. The bureau has noted that existing resources are fully programmed for other efforts; however, CBO asserts that as part of a Council-approved plan, this project should be deemed a top priority for existing allocations. Further, CBO recommends that Council take action to either appropriate required resources or direct bureaus to absorb the required implementation costs associated with any future Council-passed plans.

This work is related to anti-displacement efforts in East Portland, which is a topic of discussion among - and is related to several distinct efforts currently taking place in - several City bureaus. CBO recommends that Prosper Portland continue to work together with Council and other bureaus involved in anti-displacement efforts, including the Bureau of Planning and Sustainability, to coordinate such efforts and ensure resources are maximized to create impact.

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
External Materials and Services	100,000	-100,000	0

	2019-20 FALL Requested Adj	CBO Adjustments	2019-20 FALL Recom Total
General Fund Discretionary	100,000	-100,000	0