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CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

OMF Advisory Meeting Committee Notes

Monday, January 13, 2014

Members and OMF Leadership Present: Amalia Alarcon de Morris, Betsy Ames, Jane Braaten, Jennifer Cooperman, Bryant Enge, Mike Greenfield, Erin Janssens, Carol Justice, Jane Kingston, Thomas Lannom, Fred Miller, David Rhys (for Anna Kanwit), Catherine Reiland, Paul Scarlett, Gail Shibley, David Shaff, Gerry Verhoef.

Members and OMF Leadership Absent: Ben Berry, Donna Hammond, Tim Crail, Mark Lewis, Traci Manning, Robert McCullough, Satish Nath.

Other Staff Present: Kelly Ball, Aaron Beck, Ron Haddock, Bob Kieta, Sara Lowe, Larry Nelson, Elyse Rosenberg, Dan Trubman.

Welcome

Interim CAO Fred Miller introduced himself and shared how he sees his role while the OMF Study is conducted.

OMF Program Rankings

Committee members agreed to the same program rankings as the OMF Bureau Directors.

Comments

- City Bureaus rely on OMF bureaus and programs to provide direct services to the community.
 - It is challenging to give more importance to one program over another.
- Many services are connected, so it is difficult to prioritize one over the other.
 - Example: Bureaus like Water, Police, and Fire rely heavily on CityFleet for their vehicles, however services provided by Procurement are critical in order to purchase the vehicles. Changes to one program will impact overall service delivery.
- BHR's site teams are very effective. This model is supported by the BAC.

OMF Decision Packages

OMF Bureau Directors presented updates to decision packages. See attached handout.

Feedback from Committee for BAC Report

OMF Advisory Committee members discussed points to include in the BAC Report submitted with the OMF Requested Budget.

Comments

- There is unanimous committee support for positions and decision packages that pay for themselves, as long as they do not adversely impact the services currently provided to City bureaus.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons

- Example: The Bureau of Internal Business Services CityFleet division is putting forward a decision package to provide services to Multnomah County. This package would bring in revenue to pay for the additional service with no additional cost to the City. However, if the length of time to service a City vehicle or travel to a service location increases, then there would be concern. BAC members were assured this decision package would not change the service they currently receive, and may allow for more options with potential to reduce some costs.
- The ADA Title II Transition Plan Project Management was highlighted, as there is potential for adverse impacts if the City is not in compliance.
- There is some concern about the impact on City bureaus' budgets for decision packages that would increase rates.
- There is general support for the realignment and add packages OMF is submitting in the Requested Budget.



OMF FY 2014-15 Draft Requested Budget Summary

OMF Advisory Committee

Jan. 13, 2014

Introduction

City bureaus received budget guidance from the Mayor that the FY 2014-15 budget would be a stabilization budget, with no reductions to current service levels for the General Fund and limited amounts of new one-time and ongoing resources available for decision packages. Subsequent guidance from the Mayor and the City Budget Office communicated the Mayor's priorities and required the classification of each decision package as a Key Priority, Critical Need, Realignment, or Reduction.

Over the last four years, OMF has cut one-time and ongoing resources of \$26.53 million and 67 FTE.

With this background and guidance, OMF reviewed critical service gaps and operational risks against available internal resources. OMF Bureaus funded what they could through internal realignments and developed add packages aimed at reducing the remaining gaps. This document provides a summary of the decision packages prepared for FY 2014-15 by OMF Bureaus and Divisions.

OMF Significant Issues

- Adequate Funding of Internal Service Funds Reserves
- Critical Technology Recovery in a Disaster
- Facilities and Technology Asset Major Maintenance and Replacement
- Financing the City's Recovery After an Earthquake
- Portland Building Exterior Envelope and Structural Deficiencies
- Workforce Planning

Methodology for Ranking Decision Packages

The OMF Core Leadership Team evaluated proposals and developed packages based on the following criteria:

- Aligns with Council priorities
- Addresses an OMF Significant Issue or Strategic Plan Strategy
- Mitigates an operational or financial risk
- Responds to customer input
- Increases outside agency revenues and intergovernmental partnerships

The OMF Core Leadership Team then prioritized packages based on the following additional criteria:

- Amount of General Fund discretionary funding required
- Amount of General Fund discretionary one-time and ongoing funding the Council has available in the forecast

Other Related Budget Actions and Considerations

Investing Server Savings to Fund Critical Needs

The Bureau of Technology Services (BTS) updated the cost allocation metrics for the Enterprise Server to reflect current and planned usage. Since OMF and the City Budget Office (CBO) no longer routinely use IBIS historical financial and personnel data and the Water Bureau no longer routinely uses their historical billing information that are housed on the server, OMF assumed they will be off the server on July 1, 2014. This will generate savings for OMF, CBO and the Water Bureau while shifting costs to the remaining users of the Enterprise Server, the Police Bureau and the Auditor's Office.

OMF will submit a decision package requesting one-time resources to mitigate the impact of the change for the Police Bureau and the Auditor's Office. OMF proposes to use the savings it will realize as a realignment resource to fund critical needs and bridge service delivery gaps. OMF will submit realignment packages to restore an Employment and Diversity Senior Human Resources Analyst and Workforce Development efforts in the Bureau of Human Resources and a half-time Utility Franchise and License Fee Auditor for the Revenue Bureau's Office for Community Technology.

Packages Withdrawn or Addressed via an Alternate Funding Strategy

The Revenue Bureau submitted a decision package requesting one-time funds of \$25,000 to exempt the Property Management License Fund (a pass through fund) from General Fund Overhead charges in FY 2014-15. Charging the fee would be a violation of the Council-approved contract that contains an administrative fee cap (1.25% of billings), as this amount is already being charged to the fund. The updated budget guidance issued on December 23, 2013, by the Mayor includes the opportunity to fund some one-time needs in FY 2014-15 with carryover from FY 2013-14. Based on this guidance, OMF is withdrawing this FY 2014-15 add package and plans to request carryover to fill this need.

BTS submitted a decision package requesting ongoing resources to fund an additional resource for the Fire Bureau. Following subsequent discussions between the Fire Chief and the Chief Technology Officer, this package has been withdrawn.

BTS submitted a decision package requesting ongoing resources to restore a supervisor position supporting the Police Bureau. BTS is now requesting the supervisor position via an internal realignment rather than an add package. Subsequently, the Police Bureau approached BTS expressing the need for two additional positions to support the Regional Justice Information Network and Mobile Audio-Video. These requests will be submitted as add packages by the Police Bureau. If they are approved, BTS will match these packages.

Additionally, other City bureaus may be preparing add packages that, if approved, would include impacts to OMF. OMF will evaluate and match these packages as appropriate during the budget process.

Innovation Fund

OMF submitted the following packages to the Innovation Fund for consideration.

- Revenue Bureau – Tax Information Exchange Agreement between IRS & Portland - \$295,000
- Human Resources - New Employee Onboarding Elearning System - \$150,000
- Printing & Distribution - Replace Laser Printers with Dry Toner Copiers/Printers - \$75,000

The current estimated time for announcing decisions regarding the Innovation Fund is late January. As this timing is concurrent with the submission deadline for the Requested Budget, OMF has also included decision packages for Revenue Bureau and Human Resources proposals. An appropriate decision will be made about the budget requests following the announcement of Innovation Fund decisions.

Citywide Technology Assessment

The Citywide Technology Assessment is underway to review all bureau technologies that are used to enable the business at the City of Portland. Sierra Systems, the City's consultant, is looking at systems, architectures, hardware, software, and staff. This assessment covers the areas of organizational structure, staff skills, state of technology citywide, budget, and enterprise governance.

Proposed findings and recommendations are scheduled to be delivered to the City Council in early 2014.

Fleet Budget Note

There is a Budget Note for CityFleet to complete a comprehensive analysis of the City's fleet focused on utilization and motor pool opportunities for the FY 2014-15 budget. The process to review bureau fleet inventories began in August and a report to Council will be forthcoming.

Summary of Decision Packages Based on Reason for Submission

The following table summarizes OMF’s decision packages based on the reason they are being submitted, using the lens of the Core Leadership Team’s ranking criteria. The table also notes decision packages that were previously under consideration but that are now being withdrawn or for which an alternate funding strategy has been developed. The table does not include OMF’s Innovation Fund submissions but, due to the timing of Innovation Fund decision-making, does include decision packages to fund two of the Innovation Fund proposals through the budget process.

<u>Bureau</u>	<u>Description</u>	<u>Total Request</u>	<u>GF Discretionary</u>
Aligns with Council priorities, an OMF Significant Issue, or Strategic Plan Strategy			
Human Resources	City-Wide Non-Rep Classification/Compensation Study, one-time	\$ 300,000	\$ 138,510
Technology Services	Technology Disaster Planning Analyst, ongoing	\$ 136,801	\$ 56,369
BIBS - Risk	Sustain earthquake insurance coverage limits, ongoing	\$ 500,000	\$ 150,000
Human Resources	Employment and Diversity Senior Human Resources Analyst, ongoing realignment	\$ -	\$ -
Human Resources	Workforce Development, one-time realignment	\$ -	\$ -
	Subtotal	\$ 936,801	\$ 344,879
Mitigates an operational or financial risk			
BIBS - Risk	Risk Specialist, ongoing realignment	\$ -	\$ -
Technology Services	Network Security Analyst, ongoing	\$ 116,381	\$ 61,682
BIBS - Facilities	ADA Title II Transition Plan Project Management, one-time	\$ 123,121	\$ 71,095
Revenue	Utility franchise/ license fee audit, one-time realignment	\$ -	\$ -
	Subtotal	\$ 239,502	\$ 132,777
Responds to customer input			
BIBS - Facilities	Project Manager, ongoing realignment	\$ -	\$ -
Revenue	MHCRC Special Appropriation, ongoing realignment	\$ -	\$ -
BIBS - Facilities	Facilities Maintenance Technician, ongoing realignment	\$ -	\$ -
Technology Services	BTS Police IT Information Systems Supervisor, ongoing realignment	\$ -	\$ -
BIBS - Facilities	Restore Janitorial Services, ongoing	\$ 200,000	\$ 123,530
Technology Services	Mitigate impact of change in Enterprise Server charges, one-time	\$ 537,252	\$ 537,252
	Subtotal	\$ 737,252	\$ 660,782
Increases outside agency revenues and intergovernmental partnerships			
Revenue	Tax Info Exchange - IRS and Portland, ongoing	\$ 165,000	\$ 165,000
BIBS - CityFleet	Consolidate Multnomah County Fleet Services with CityFleet, ongoing*	\$ 756,268	\$ -
BIBS - Procurement	Assistant Procurement Specialist Position for PPS IGA, ongoing*	\$ 50,000	\$ -
	Subtotal	\$ 971,268	\$ 165,000
	One-Time Subtotal	\$ 423,121	\$ 209,605
	Ongoing Subtotal	\$ 1,118,182	\$ 556,581
	Total FY 2014-15 City Resources Requested	\$ 1,541,303	\$ 766,186
	Requested for Other Bureaus	\$ 537,252	\$ 537,252
	*Outside Revenue	\$ 806,268	\$ -
	Grand Total	\$ 2,884,823	\$ 1,303,438
Withdrawn or Other Funding Strategy			
Technology Services	IT position for services to Fire, ongoing (withdrawn)	\$ -	\$ -
Revenue	Property Management License Fund - General Fund overhead exception, one-time (request funding from carryover)	\$ -	\$ -
Technology Services	BTS Police IT Division - RegJIN Support, ongoing (Police Bureau request)	\$ -	\$ -
Technology Services	BTS Police IT Division - Mobile Audio Video Support, ongoing (Police Bureau request)	\$ -	\$ -
	Total	\$ -	\$ -

Summary of Decision Packages Based on Package Type

The following table summarizes OMF’s decision packages based on the classification of each decision package as a Realignment, Key Priority, or Critical Need. The table also notes decision packages that were previously under consideration but that are now being withdrawn or for which an alternate funding strategy has been developed. The table does not include OMF’s Innovation Fund submissions but, due to the timing of Innovation Fund decision-making, does include decision packages to fund two of the Innovation Fund proposals through the budget process.

<u>Bureau</u>	<u>Description</u>	<u>Total Request</u>	<u>GF Discretionary</u>
Realignment			
Human Resources	Employment and Diversity Senior Human Resources Analyst, ongoing realignment	\$ -	\$ -
Human Resources	Workforce Development, one-time realignment	\$ -	\$ -
Revenue	Utility franchise/ license fee audit, one-time realignment	\$ -	\$ -
BIBS - Risk	Risk Specialist, ongoing realignment	\$ -	\$ -
Technology Services	BTS Police IT Information Systems Supervisor, ongoing realignment	\$ -	\$ -
BIBS - Facilities	Project Manager, ongoing realignment	\$ -	\$ -
BIBS - Facilities	Facilities Maintenance Technician, ongoing realignment	\$ -	\$ -
Revenue	MHCRC Special Appropriation, ongoing realignment	\$ -	\$ -
	Subtotal	\$ -	\$ -
Key Priority			
Technology Services	Technology Disaster Planning Analyst, ongoing	\$ 136,801	\$ 56,369
BIBS - Risk	Sustain earthquake insurance coverage limits, ongoing	\$ 500,000	\$ 150,000
	Subtotal	\$ 636,801	\$ 206,369
Critical Need			
Revenue	Tax Info Exchange - IRS and Portland, ongoing	\$ 165,000	\$ 165,000
Human Resources	City-Wide Non-Rep Classification/Compensation Study, one-time	\$ 300,000	\$ 138,510
Technology Services	Network Security Analyst, ongoing	\$ 116,381	\$ 61,682
BIBS - Facilities	ADA Title II Transition Plan Project Management, one-time	\$ 123,121	\$ 71,095
BIBS - CityFleet	Consolidate Multnomah County Fleet Services with CityFleet, ongoing*	\$ 756,268	\$ -
BIBS - Procurement	Assistant Procurement Specialist Position for PPS IGA, ongoing*	\$ 50,000	\$ -
BIBS - Facilities	Restore Janitorial Services, ongoing	\$ 200,000	\$ 123,530
Technology Services	Mitigate impact of change in Enterprise Server charges, one-time	\$ 537,252	\$ 537,252
	Subtotal	\$ 2,248,022	\$ 1,097,069
	One-Time Subtotal	\$ 423,121	\$ 209,605
	Ongoing Subtotal	\$ 1,118,182	\$ 556,581
	Total FY 2014-15 City Resources Requested	\$ 1,541,303	\$ 766,186
	Requested for Other Bureaus	\$ 537,252	\$ 537,252
	*Outside Revenue	\$ 806,268	\$ -
	Grand Total	\$ 2,884,823	\$ 1,303,438
Withdrawn or Other Funding Strategy			
Technology Services	IT position for services to Fire, ongoing (withdrawn)	\$ -	\$ -
	Property Management License Fund - General Fund overhead exception, one-time (request funding from carryover)	\$ -	\$ -
Technology Services	BTS Police IT Division - RegJIN Support, ongoing (Police Bureau request)	\$ -	\$ -
Technology Services	BTS Police IT Division - Mobile Audio Video Support, ongoing (Police Bureau request)	\$ -	\$ -
	Subtotal	\$ -	\$ -

Decision Package Summaries

Bureau of Human Resources

Citywide Non-represented Classification/Compensation Study

Requests one-time resources to hire outside consulting assistance for a comprehensive Citywide job classification and compensation study for non-represented positions. The non-represented pay structure and classifications have not been reviewed since 1999. This request is being submitted after discussions with the Council subcommittee on Span of Control led by Commissioners Fish and Novick.

Amount of Request: \$300,000

Funding Source: One-time General Fund Discretionary and Overhead

FTE: 0

Employment and Diversity Senior HR Analyst

Requests realignment of ongoing current service level resources to restore a Senior Human Resources Analyst within the Outreach, Employment and Diversity Resources program, which was eliminated in budget reductions in FY 2013-14. Restoration of the position will allow BHR to provide more timely recruitment services to our customer bureaus. This position would provide outreach, create announcements, review applications, create certification lists, send qualified applications to supervisors and managers to review, conduct reviews and create assessment centers. This package would allow BHR to perform the task of initially screening applications to determine whether they meet minimum qualifications.

Amount of Request: \$0 (Realignment)

Funding Source: Ongoing General Fund Discretionary and Overhead

FTE: 1 (Non-represented, non-supervisory)

Workforce Development

Requests realignment of one-time current service level resources to create a Citywide new employee onboarding process, incorporating standardized orientation information, and leveraging the City's new eLearning system, CityLearner. The City hires approximately 1,000 employees in a fiscal year, of which about one-third are regular full-time and about two-thirds are seasonal and/or temporary employees. Citywide information will be standardized and shared, and bureaus will be able to create onboarding modules to meet specific bureau requirements.

Amount of Request: \$0 (Realignment)

Funding Source: One-time General Fund Discretionary and Overhead

FTE: 0

Bureau of Internal Business Services**CityFleet - Consolidate Multnomah County Fleet Services with CityFleet**

Requests authority to appropriate ongoing Outside Agency revenue to provide fleet services to Multnomah County. City Council authorized an Intergovernmental Agreement with Multnomah County for the maintenance and repair of their vehicles and equipment. After a successful pilot program, the County has requested that the City provide fleet services. The approval of this package will result in the following benefits to the City of Portland; 1) increased volume of parts and fuel purchases will help reduce costs to Multnomah County and the City, 2) an outer eastside shop facility will assist City bureaus with daily operations and increase the City's ability to respond in an emergency, and 3) the agreement itself represents a commitment to partnership with other governmental entities.

Amount of Request: \$756,268 in new revenues

Funding Source: Ongoing Outside Agency Revenues

FTE: 7 (Represented, non-supervisory)

Facilities - ADA Title II Transition Plan Project Management

Requests one-time resources to add a new position, ADA/Transition Plan Coordinator, funded through FY 2015-16. This position will develop a Citywide ADA transition plan, as well as an implementation and documentation program. This position is a Citywide priority because federal grant funding rests on the ability to comply with the federal non-discrimination statutes.

Amount of Request: \$123,121

Funding Source: One-Time Interagency Rates

FTE: 1 (Non-represented, non-supervisory)

Facilities - Facilities Maintenance Technician

Requests realignment of ongoing current service level resources to add a Facilities Services Maintenance Technician so that the Division can maintain a preventative maintenance program and respond to customer requests and needs. The Division has had the same number of technicians since 1995 but the square footage maintained by these technicians has nearly doubled with the addition of buildings like Archives and Records Center, Kelly Building, Police Training Facility, Emergency Communications Center, and Jerome Sears Building.

Amount of Request: \$0 (Realignment)

Funding Source: Ongoing Interagency Rates

FTE: 1 (Represented, non-supervisory)

Facilities – Project Manager

Requests realignment of ongoing current service level resources to convert a limited term Project Manager position to full time. Customer bureau demand for project management services remains high and Facilities continues to experience a large backlog of funded projects that are delayed due to a lack of staff capacity. Additionally, delaying projects costs the City more due to reduced building efficiency and higher maintenance costs. This package is funded through the major maintenance component of building rental rates.

Amount of Request: \$0 (Realignment)

Funding Source: Ongoing Interagency Rates

FTE: 1 (Non-represented, non-supervisory)

Facilities – Restore Janitorial Services

Requests ongoing resources to restore \$200,000 in janitorial contracts in City Hall, the Portland Building, the 1900 Building, and Police facilities. These services were cut in the FY 2013-14 budget reductions. Between budget reductions and cost increases, customer Bureaus have communicated that the level of service currently provided is not acceptable and service level increases have been requested. While this will not replace all janitorial services that were lost due to budget reductions and cost increases over the last four years, it will provide us with the ability to meet our customers' most critical needs.

Amount of Request: \$200,000

Funding Source: Ongoing Interagency Rates

FTE: 0

Procurement - Assistant Procurement Specialist Position for PPS IGA

Requests authority to appropriate ongoing Outside Agency revenue through an Intergovernmental Agreement (IGA) with Portland Public Schools to add a position to provide contract compliance services. This revenue will be applied to Personnel Services and will fund one Assistant Procurement Specialist to support this IGA work and overflow work for City construction compliance in which an FTE was lost through the FY 2013-14 budget reductions.

Amount of Request: \$50,000 in new revenues

Funding Source: Ongoing Outside Agency Revenues

FTE: 1 (Non-represented, non-supervisory)

Risk Management - Risk Specialist

Requests realignment of ongoing current service level resources to add a Risk Specialist position. Currently, funds are being used to pay for a temporary services employee. The position provides technical assistance to the Citywide Occupational Health and Infectious Disease program and the Risk Manager. This package would support the Occupational Health Nurse and Risk Manager in program operations, technical program documentation, procedures updates, file management, data development, research, analysis, report writing and the conversion to a new risk management data system.

Amount of Request: \$0 (Realignment)

Funding Source: Interagency Rates

FTE: 1 (Non-represented, non-supervisory)

Risk Management - Sustain Earthquake Insurance Coverage Limits

Requests ongoing resources to sustain the City's current level of \$100 million in earthquake insurance coverage. Major property insurance carriers are reevaluating their earthquake exposure in the Pacific Northwest, and are limiting their risk or leaving the market in western Oregon. The City's incumbent insurer has notified the City it will reduce current limits by 75% to \$25 million at next year's 2014-15 renewal. It will cost the City an additional estimated \$500,000 to sustain coverage at \$100 million.

Amount of Request: \$500,000

Funding Source: Ongoing Interagency Rates

FTE: 0

Revenue Bureau**MHCRC Special Appropriation**

Requests realignment of ongoing current service level resources so that the City of Portland's contractually obligated payment to the Mt. Hood Cable Regulatory Commission's (MHCRC) annual budget is designated as a Special Appropriation. This will allow for segregation and more transparent tracking of the City's obligated amount in accordance with the Intergovernmental Agreement among the cities of Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County, which governs the MHCRC. Currently, the City's allocation amount is included in the Current Appropriation Level (CAL) target provided to the Revenue Bureau. The package does not change the amount of the contractually-obligated payment for the City of Portland's share of the MHCRC's approved budget.

Amount of Request: \$0 (Realignment)

Funding Source: One-Time General Fund Discretionary

FTE: 0

Tax Info Exchange - IRS and Portland

Requests ongoing resources to fund a position to support the Revenue Bureau's implementation of an agreement for free, direct exchange of taxpayer information with the IRS. To fully benefit from the exchange, additional resources are needed on an ongoing basis to administer the agreement and facilitate the exchange of data. Benefits of this package include a substantial reduction in tax filing burden for citizens, a significant increase in compliance with local income taxes, and a reduction of bureau administrative workload.

Amount of Request: \$165,000

Funding Source: Ongoing General Fund Discretionary

FTE: 1 (Non-represented, non-supervisory)

Utility Franchise/License Fee Audit

Requests realignment of one-time resources to fund a part-time position on a limited term basis for two years within the Revenue Bureau Audit Section for utility franchise and license audits. The Office for Community Technology would like to initiate at least between 15-20 utility audits each fiscal year. A review done by IntelliBridge Partners in September 2010, found that audit positions produced a return on investment ranging from 135% to 559%. If the add package is not funded, the Bureau will fall behind in its audit schedule and the City may lose the ability to recover funds for past underpayments.

Amount of Request: \$0 (Realignment)

Funding Source: One-Time General Fund Discretionary

FTE: 0.5 (Represented, non-supervisory)

Bureau of Technology Services**BTS Police IT Information Systems Manager**

Requests realignment of ongoing current service level resources to fund a supervisor position in the BTS Police IT Division. This position is critical to the success of the RegJIN project, as well as other important Police and BTS initiatives. This position is a technical and managerial resource to ensure critical systems and Public Safety IT initiatives provide better officer safety, productivity, and accountability to the public.

Amount of Request: \$0 (Realignment)

Funding Source: Ongoing Interagency Rates

FTE: 1 (Non-represented, supervisory)

Mitigate Impact of Change in Enterprise Server Charges

Requests one-time General Fund resources to fund an increase in charges for the Enterprise Server for the Police Bureau and the Auditor's Office for next fiscal year. BTS updated the cost allocation metrics for the Enterprise Server to reflect current and planned usage. Since OMF and the CBO no longer routinely use IBIS historical financial and personnel data and the Water Bureau no longer routinely uses their historical billing information that are housed on the server, OMF has assumed they will be off the server on July 1, 2014. This means that fewer customers must support the Enterprise Server that still houses the Portland Police Data System and the Auditor's lien accounting system. OMF

recognizes that this shifts a larger percentage of the costs of maintaining the server onto these two bureaus. This request for one-time General Fund resources would alleviate these bureaus from having to make reductions elsewhere in their FY 2014-15 budgets to address this cost shift.

Amount of Request: \$537,252

Funding Source: One-time General Fund Discretionary

FTE: 0

Network Security Analyst

Requests ongoing resources to fund a position on the Communications Network Team. The position's responsibilities will help ensure the confidentiality, integrity, and availability of all City data, communications systems and assets, which includes ensuring the City is PCI compliant. Without the addition of this position, the City risks being non-compliant and puts the City at risk for fines levied by PCI (Payment Card Industry) auditors and the inability for City bureaus to process payment cards for its customers as part of doing business.

Amount of Request: \$116,381

Funding Source: Ongoing Interagency Rates

FTE: 1 (Represented, non-supervisory)

Technology Disaster Planning Analyst

Requests ongoing resources to add a position to assist in the mitigation of threats to the City's information and technology systems in the case of a natural or man made disaster. This position is expected to: 1) create and monitor an information system and technology asset business continuity plan, 2) assist in the annual testing of the plan, 3) monitor progress towards the Citywide mitigation of threats to its information and technology assets. If this package is not adopted, the City will continue to operate without clear documentation of threats to its ability to operate in the event of a natural or man made disaster.

Amount of Request: \$136,801

Funding Source: Ongoing Interagency Rates

FTE: 1 (Represented, non-supervisory)

The Office of the Chief Administrative Officer (CAO's Office/Policy Team, Accounting Division, Business Operations Division, Enterprise Business Solution Division, and Public Finance and Treasury Division) has no decision packages.

The Public Safety Systems Revitalization Program has no decision packages.