



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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OMF Advisory Meeting Committee Notes Tuesday, January 10, 2017

Members and OMF Leadership Present: Betsy Ames, Jeff Baer, Amy Bowles, Jane Braaten, Lois Cohen, Bryant Enge, Mike Greenfield, Jay Guo (for Mike Myers), Mike Jordan, Anna Kanwit, Robert McCullough, Satish Nath, Tom Rinehart, Catherine Reiland (for Mike Marshman), Ken Rust, and Paul Scarlett.

Members and OMF Leadership Absent: Donna Hammond, Maurice Henderson, Carol Justice, Mike Marshman, Satish Nath, and Ernest Stephens.

City Staff Present: Kelly Ball, Aaron Beck, Claudio Campuzano, Julian Massenburg, David O'Longaigh, Aaron Rivera, Katie Shifley, Ralph Smith, Jeff Winkler, and Kate Wood.

Welcome: Tom Rinehart

- In December, committee members heard decision package concepts.
- During this meeting, OMF Leadership presented more solidified packages.

Bureau of Technology Services Decision Packages: Jeff Baer (Handout #1)

- Jeff Baer provided an overview of BTS' decision packages for FY 2017-18 (handout #1).
- BTS' packages are derived from customer bureaus' demand for these services.
- Enterprise Mobility Management and Technology Disaster Planning are priorities for BTS.

Questions/Comments

- Will all of the City's bureaus pay costs associated with the interagency funded packages?
 - The Enterprise Mobility Management and Disaster Recovery packages are slated to be Citywide costs. The Public Safety package would be funded by the recipients of those services.
- It is difficult for bureaus to make service commitments when bureaus are talking reductions.

Bureau of Human Resources Decision Packages: Anna Kanwit (Handout #1)

- Anna Kanwit provided an overview of BHR's decision packages for FY 2017-18 (handout #1).
- BHR reduction items were discussed.
 - Reducing within BHR Site Teams would result in the loss of resource to a bureau. Site team managers provide critical HR services to bureaus.
- BHR add package concepts were discussed.
- A recent stakeholder feedback exercise identified that recruitment time is a large pressure point for bureaus.

Questions/Comments

- Is there a way to propose a shared cost mechanism to retain the Site Team Manager position?
 - This is problematic to perform on an ongoing basis as it may contribute to a have/have not service delivery.

Bureau of Revenue and Financial Services Decision Packages: Ken Rust

- Ken Rust provided an overview of BRFS' decision packages for FY 2017-18 (handout #1).
- BRFS add and reduction packages were discussed.
- A BRFS budget note was highlighted.
 - BRFS is seeking to amend an Intergovernmental Agreement (IGA) with Multnomah County to increase the County's payment to the City.
 - At this time, the County does not support re-negotiating the terms of the IGA.

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

Questions/Comments

- The City must get revenues on the right path.
- The committee acknowledges that many of Portland's taxes are difficult to administer and it is important to collect all funds owed to the City.
- The Utility Franchise Auditor package is a need, as Franchises are one of the fastest growing revenue sources.
- The committee strongly supports retaining or implementing decision packages that generate revenue for the City.

Bureau of Internal Business Services Decision Packages: Bryant Enge

- Bryant Enge provided an overview of BIBS decision packages for FY 2017-18 (handout #1).
- BIBS addition packages were highlighted.
 - The Building Access Control System package is being considered for security purposes.
 - The packages that address the Asset Management program are under consideration because BIBS does not have enough staffing to complete this needed work.

Questions/Comments

- City Hall masonry repair seems like major maintenance but there are not enough funds available.
- Major Maintenance costs should be configured into rental rates, and adjusted over time.
- Major Maintenance funds need to cover all facility maintenance.

Office of the Chief Administrative Officer Decision Packages: Betsy Ames, Jane Braaten

- Jane Braaten provided an overview of Business Operations' decision packages for FY 2017-18 (handout #1).
- Business Operations' cut package will reduce support for Citywide projects, like change management and business process improvements.
 - Change Management duties for the Portland Building Reconstruction project is a large task and the need is expected to grow over time.
- Betsy Ames provided an overview of the Policy Team Decision packages for FY 2017-18 (handout #1).
- A realignment package is being requested to produce a more robust Strategic Projects and Policy Team. This request will be focused on multi-bureau projects.

Other Announcements

- The next meeting will take place on Tues, Jan. 24.
- OMF's responses to OEHR's Budget Equity Assessment Tool and the OMF Advisory Committee Report will be shared.
- The OMF Requested Budget will be submitted on Jan. 30.

OMF FY 2017-18 Requested Budget Decision Package Summary By Category

January 10, 2017 WORKING DRAFT – Not yet prioritized

Organized by Bureau

Bureau of Human Resources

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
BHR – Cut	<p>BHR – Site Team Manager Reduction This decision package would eliminate a Site Team Manager position. Site Team Managers play a key role in the consistency and quality of services to customer bureaus, providing experienced and high level advice to management. If this reduction is taken, two site team managers will remain with workload requirements that will impact the level of service, support and consultation.</p>	General Fund Discretionary and Overhead Ongoing	(\$165,690)	(1.0)
BHR – Cut	<p>BHR – BES/Water/PBOT Increase for Training This decision package would reallocate training and development personnel costs from the General Fund to interagency funding from Bureau of Environmental Services, Water, and Portland Bureau of Transportation. An interagency agreement between Bureau of Human Resources and BES/Water/PBOT would provide training and development for BES/Water/PBOT employees, including interpersonal effectiveness, leadership development, supervisory competencies, and coaching for managerial strengths. These training programs are aligned with employee development training services provided by BHR citywide, providing a comprehensive and cohesive opportunity for more BES employees to participate in development opportunities. In addition, because BHR Training and Workforce Development delivers training and development services for Citywide employees, BES employees will have an enhanced opportunity to interact with individuals from other City bureaus, not just within their own bureau.</p>	Decrease General Fund Discretionary and Overhead Ongoing, increase interagency charges,	(\$135,526)	0

BHR – Cut	<p>BHR – PERS Realignment of Resources This decision package would reallocate personnel costs for the BHR Payroll PERS position from the General Fund to the Health Fund and change the position's reporting structure to the Health & Financial Benefits Team. The organizational change would create more support for this position's activities as part of a larger group and it allows for cross training and growth of the individual in the position and others currently on the Health & Financial Benefits Team.</p>	General Fund Discretionary and Overhead Ongoing, Interagency Revenue	(\$88,266)	0
BHR – Cut	<p>BHR – Reclassification of Position This decision package would reclassify one Human Resources Coordinator position designated at a future date to a Human Resources Technician. The Human Resources Technician will develop metrics and other data on various HR programs and processes, and communications tools to provide information to city elected officials, bureaus, and the communities we serve. This decision package will reduce personnel services capacity and limit temporary and casual hires.</p>	General Fund Discretionary and Overhead Ongoing,	(\$52,332)	0
BHR – Add	<p>BHR – Senior Human Resources Analyst Positions This decision package requests 2.0 FTE Senior Human Resources Analysts positions within the Diversity, Outreach, and Employment Resources program. These positions will be additional resources to provide outreach, create announcements, review applications, create certification lists, create referrals to supervisors and managers for review, and create assessment centers and capacity to implement initiatives designed to enhance the City's recruitment profile to attract the best qualified candidates.</p>	General Fund Discretionary and Overhead Ongoing	\$245,628	2.0
BHR – Add	<p>BHR - Model Employer This decision package requests 2.0 FTE to implement recommendations in the Strategic Plan, adopted by City Council September 14, 2016, to Implement the 2012 Model Employer Resolution. A Program Coordinator that would function as an Accommodation Coordinator, similar to the function of the Family Medical Leave Act Coordinator with respect to protected leaves, to centralize requests for reasonable accommodations. A Sr. HR Analyst would be responsible for implementation and ongoing monitoring of the Strategic Plan and provide additional focused outreach capacity to increase City employment of individuals who identify as having a disability.</p>	General Fund Discretionary and Overhead Ongoing	\$249,928	2.0

Bureau of Revenue and Financial Services

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Bureau of Revenue and Financial Services – Cut	Accounting – OSS II AR/AP Position, External Materials and Supplies This decision package would eliminate the currently filled Office Support Specialist II that provides administrative support to the Accounting Division and would reduce overtime, professional services and other external materials and services. The Office Support Specialist II position provides hands-on clerical support to the operational and reporting sections of the Accounting Division, as well as administrative support to the Controller. The loss of this position would require the accountant professionals to absorb work of a more clerical nature, thereby reducing the efficiency of the division. The external materials and services will impact staff support and plans to identify more efficient CAFR preparation software.	General Fund Discretionary and Overhead Ongoing	(\$142,815)	(1.0)
Bureau of Revenue and Financial Services – Cut	Grants Management – Special Appropriations Financial Analyst This decision package would eliminate a currently vacant Financial Analyst position that provides budget development, monitoring, and other financial services for the Special Appropriations Fund. This includes competitive grants, internal programs and allocations to external organizations. If this position is not restored and fully funded in the separate Grants Management Division add package, it is expected that responsibility for the management of the Special Appropriations fund will be returned to the CBO. The balance of funds from the personnel cut will be allocated to External Materials and Supplies for operations, education and other staff support expenditures.	General Fund Discretionary and Overhead Ongoing	(\$35,739)	(1.0)
Bureau of Revenue and Financial Services – Add	Grants Management – Special Appropriations Financial Analyst This decision package requests 1.0 FTE to restore and fully fund budget development, monitoring, and other financial services for the Special Appropriations Fund. The Grants Management Division ensures grant monitoring is consistent, financial transactions are accurate and timely; and the intended results are achieved in addition to budget development, monitoring and reporting. This position will support Grants Management Division management of Special Appropriations competitive grants, internal programs and allocations to external organizations.	General Fund Discretionary and Overhead One-time	\$110,694	1.0
Bureau of Revenue and Financial Services – Cut	Procurement – Senior Administrative Specialist, External Materials and Supplies This decision package would eliminate a currently vacant Senior Administrative Specialist as well as other external materials and services. This position/expense supports the Operations Division and Procurement as a whole. The position being eliminated is primarily responsible for processing Accounts Payable, timekeeping,	General Fund Discretionary and Overhead Ongoing	(\$268,977)	(1.0)

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
	technology support, recruitments/on-boarding process and procedures and administrative support to the Sr. Management Analyst. Duties will need to be reassigned to other administrative and technology staff, which will impact expected service levels.			
Bureau of Revenue and Financial Services – Add	<p>Procurement – Construction Project Procurement Staff (PTE Section) This decision package requests 2.0 FTE associated with Professional, Technical and Expert (PTE) service contracts. Increased PTE spending and contract complexity has impacted Procurement Division workload and processing time: FY 2013-14 259 projects worth \$20 million; FY 2014-15 345 projects worth \$43 million; FY 2015-16 326 projects worth \$45.5 million. The Procurement Division requests 1 Senior Procurement Specialist and 1 Procurement Assistant and will centralize PTE solicitation and contracting processes for those bureaus that are unable to manage this effort themselves due to limited resources.</p>	General Fund Discretionary and Overhead Ongoing	\$178,935	2.0
Bureau of Revenue and Financial Services – Cut	<p>Revenue - Tax Collection Staff This decision package would eliminate 1.5 FTE (filled) Revenue & Tax Specialist IV (RTS IV) positions in the Tax Division, and a 0.50 FTE (filled) Revenue Auditor position. It is estimated that this decision package will result in a net reduction of \$318,659 in General Fund resources based upon the 2010 audit performed by outside consultants at the request of the City Budget Office to determine the Return on Investment (ROI) of marginal Revenue Division positions. The RTS IV positions are responsible for collecting past due receivables and obtaining filing and payment compliance from non-filing accounts. The Revenue Auditor position is responsible for auditing business income tax returns, and providing technical assistance to both internal and external customers.</p>	General Fund Discretionary	(\$181,341)	(2.0)
Bureau of Revenue and Financial Services – Cut	<p>Revenue – Portland Community Media Grant Funding This decision package reduces the grant with Portland Community Media (PCM). PCM provides financial and technology resources dedicated to public, educational, and government uses by access providers as designated by the City. This reduction will result in PCM cutting 1.0 FTE, and reduce their capacity to expand availability of culturally specific digital literacy curricula.</p>	General Fund Discretionary	(\$44,819)	0
Bureau of Revenue and Financial Services – Cut	<p>Revenue – Utility Franchise / Wireless Consulting Legal Support This decision package would eliminate legal support in the Office of Community Technology (OCT) used during the negotiation of utility franchise agreements and in creating the new Wireless Policy in response to new FCC rules. Franchise</p>	General Fund Discretionary	(\$41,897)	0

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
	agreements produced \$77 million in revenue in FY 2015-16, \$1.5 million of which was collected from 10 companies with backlogged franchise negotiations. There are currently 13 franchises that are backlogged, with more that will need to be renewed. Franchise audits also produce City revenue, with \$1.6 million resulting from closed franchise audits since 2015. This cut will result in a material and indeterminate negative impact to the General Fund.			
Bureau of Revenue and Financial Services – Add	<p>Revenue – Mt. Hood Cable Regulatory Commission Legal Defense Costs</p> <p>This decision package requests Mt. Hood Cable Regulatory Commission (MHCRC) legal defense costs in the matter of Joel Ranck v. Mt. Hood Cable Regulatory Commission. The MHCRC, City of Portland, Multnomah County, and the Cities of Fairview, Gresham, Troutdale, and Wood Village were jointly sued for the alleged misuse of public, educational and governmental funds. The defendants have agreed to a joint defense led by the City of Portland. The suit seeks \$14 million in damages and an end to the program. Successful defense will enable the City of Portland, MHCRC, Multnomah County and the four cities to continue to enforce its cable franchises, collect negotiated franchise fees, and allocate the public benefits.</p>	General Fund Discretionary	\$221,000	0
Bureau of Revenue and Financial Services – Add	<p>Revenue – Utility Franchise Auditor</p> <p>This decision package requests 1.0 FTE Revenue Auditor to continue to perform audits in the Office of Community Technology (OCT) Franchise Management and Utility License Programs. A decision package including the Revenue Auditor position was approved in FY 2015-16 for one year, and again for one year in FY 2016-17, and has to-date collected \$1,502,891 and billed an additional \$1,267,788. This add package is expected to generate revenues of more than four times the cost of the position.</p>	General Fund Discretionary	\$113,500	1.0
Bureau of Revenue and Financial Services – Add	<p>Revenue – IRS Federal Taxpayer Information System</p> <p>This decision package requests the continuation of 2.0 FTE and related BTS costs associated with the IRS Government Liaison Data Exchange Program, allowing the Revenue Division to continue to receive Federal Taxpayer Information (FTI). This additional data will allow the Revenue Division to identify outstanding tax liabilities and increase collections. Increased General Fund revenue is expected to range from approximately \$780,000 to \$2.3 million ongoing. A similar increase is expected for Multnomah County. One-time audit recoveries are also expected to be substantial but cannot be estimated at this time.</p>	General Fund Discretionary	\$526,111	2.0

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Bureau of Revenue and Financial Services – Add	<p>Revenue – Integrated Tax System</p> <p>This decision package requests 2.0 FTE to develop and manage business requirements for a new Integrated Tax System (ITS) to allow Revenue Division to replace its aging, multiple tax administration systems. These positions will gather requirements, write the Request for Proposal (RFP), lead the vendor selection team and have overall project management responsibility once a vendor is selected. The tax administration system replacement project is critical to the future success of the Division to increase City general fund revenues through increased collections, audit selection, an integrated access to federal tax information (FTI) and Modernized eFiling (MeF).</p>	General Fund Discretionary	\$248,336	2.0
Bureau of Revenue and Financial Services – Add	<p>Revenue – IGA Tax Collection Reimbursement Budget Note</p> <p>This decision package requests 7.0 FTE in the Business Income Tax collection program. In FY 2016-17 the City Budget Office permanently reduced the Revenue Division's GF CAL target by \$640,050 on the assumption that Multnomah County would increase their contribution to the Business Income Tax collection program administered by the City. To date, no such increase has occurred and the Division must now request funding to continue basic tax collection operations for business income taxes for both jurisdictions. Failure to restore funding for the program will result in cutting 7.0 FTE tax collection positions (20% of the program staff) and the loss of millions of dollars of revenue for the City (\$3.5 million) and County (\$2.6 million).</p>	General Fund Discretionary	\$640,050	7.0

Office of the Chief Administrative Officer

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
CAO – Cut	<p>Bus. Ops. – Staff Support for Citywide Projects</p> <p>This decision package meets the cut requirement while still maintaining required financial, communication and administrative services: it increases an interagency with the Office for Community Technology by \$10,000; it eliminates a seasonal Administrative Assistant position for the City Charitable Campaign for \$20,000; it eliminates staff support to the Socially Responsible Investments Committee; it increases an interagency agreement with the Bureau of Technology Services for staffing the Technology Executive Steering Committee for \$25,000; it eliminates a Hatfield Fellow internship for \$40,000; and it eliminates Citywide training support for process improvement and change management by \$22,615.</p>	General Fund Discretionary and Overhead Ongoing, Interagency Rates Ongoing	(\$117,615)	0
CAO – Add	<p>Bus. Ops. – Communications / Change Mgmt. for Portland Building</p> <p>This package requests funding for a limited term position focused on change management and communications to support bureaus in move-in and move-out planning and business services sustainment planning for the Portland Building Reconstruction project. This project affects not only the 1,300 employees currently in the Portland Building but affects all bureaus that rely on central services and that use meeting room and training room space in the Portland Building. Funding for this position will come from the \$195 million project budget; there is no general fund request.</p>	Project Funding	\$136,000	1.0
CAO – Add	<p>Biological Opinion Program Manager</p> <p>This package funds a half-time position to serve as the City's Biological Opinion Program Manager. The City of Portland is required to respond to new direction from the federal government to reduce the impacts of development in the 100-year floodplain on threatened and endangered species. Staff from multiple bureaus are involved in this effort and their Bureau Directors agreed that a Biological Opinion Program Manager position was needed to coordinate with City bureaus and offices to plan and implement the City's response. OMF was selected as the "home" for the position as a neutral convener for the effort, which includes participation from Parks, BPS, PDC, BES, Government Relations, City Attorney, and BDS. Programs and projects of all participating bureaus are impacted. PDC, BES, and BDS have agreed to each contribute 25% of the costs of the position (via interagency agreements and Intergovernmental Agreements), with the final 25% coming from the General Fund in FY 2017-18. The General Fund contribution also reflects the broader community interests in addressing the requirements in a comprehensive fashion.</p>	General Fund Discretionary and Overhead Ongoing (25% is GF – \$19,031)	\$76,126	0.50

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
CAO – Add	<p>CAO – Policy Analyst This decision package adds a Policy Analyst position to the Policy Team in the Office of the CAO. In recent feedback to OMF, bureaus have identified the need for OMF to take on a larger role of convening bureaus for multi-bureau efforts, developing Citywide policies and managing Citywide projects. Examples of multi-bureau Citywide projects are the Council filing improvement project, a Citywide approach to dedicating a percentage of construction project funding for community opportunities and enhancements, housing permitting efficiency, and the City's efforts to ensure compliance with requirements for managing confidential and restricted information.</p>	General Fund Discretionary and Overhead One-time	\$167,000	1.0
CAO – Realignment	<p>CAO – Strategic Projects and Policy Team Realignment of OMF Staff This decision package creates a more robust Strategic Projects and Policy Team under the Chief Administrative Officer by realigning funding for two OMF positions currently housed in BIBS Facilities (the Strategic Planning and Development Manager and the Strategic Projects/Asset Manager positions) and moving them to the Policy Team in the Office of the CAO to work on Citywide projects and policies. In recent feedback to OMF, bureaus have identified the need for OMF to take on a larger role of convening bureaus for multi-bureau efforts, developing Citywide policies and managing Citywide projects. Examples of multi-bureau Citywide projects are the Council filing improvement project, a Citywide approach to dedicating a percentage of construction project funding for community opportunities and enhancements, housing permitting efficiency, and the City's efforts to ensure compliance with requirements for managing confidential and restricted information. In addition, the decision package moves a third position, the Portland Building Reconstruction Project Manager, from BIBS Facilities to the CAO's Office, who will report directly to the CAO.</p>	General Fund Discretionary and Overhead One-time (\$317,092) and Interagency Agreements (\$134,503)	\$451,595	3.0

Bureau of Technology Services

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Bureau of Technology Services – Add	<p>BTS-Technology Disaster Planning Analyst</p> <p>This package requests one position, a disaster planning analyst (Senior Business Systems Analyst), to implement threat mitigation strategies for the City's information and technology systems in case of an unforeseen disaster. BTS operates a variety of information systems that have limited to no ability to survive unforeseen disasters. These systems include the City's financial and certain public safety systems. Bureaus are interested in protecting their technology investments in case of disaster and BTS cannot meet this ongoing demand within current resources.</p>	Interagency Rates Ongoing	\$131,719	1.0
Bureau of Technology Services – Add	<p>BTS - Enterprise Mobility Management</p> <p>This package requests four positions for Enterprise Mobility Management. Establishing a solution for Enterprise Mobility Management (EMM) has reached a turning point as demand from Bureaus for managing mobile devices, managing mobile applications and content is on the rise. Inventory management along with data plan management has seen increased workloads based on the roughly 5,000 mobile devices in the City environment, of which 2,450 are currently smart device applicable to EMM. The project is focused on implementing a Citywide service, administered by BTS, providing Mobile Management capabilities to Bureaus.</p>	Interagency Rates Ongoing	\$543,684	4.0
Bureau of Technology Services – Add	<p>BTS – Chief Data Officer</p> <p>This package requests one position for the Bureau of Technology Services (BTS), ongoing funding to create a citywide Chief Data Officer (or Data Officer, Data Governor) role for the City of Portland. Across all city bureaus the collection, management and analysis of data needed to support business operations continues to grow exponentially. Accurate and timely data and information is a key prerequisite for effective and efficient service delivery to the public. Currently, data collection, data management and analysis activities are not orchestrated across the City with bureau efforts often proceeding in a siloed manner spanning organizations and technology systems. In order for the City to maximize the value of data and information assets a citywide approach must be pursued. Efforts focused on citywide data governance including: eliminating redundant data, improving accuracy, increasing open data, data analysis, and sharing essential data across organization lines in standard and secure methods provide significant opportunities to maximize value and improve service delivery.</p>	Interagency Rates Ongoing	\$207,655	1.0
Bureau of Technology	<p>BTS – Public Safety Position Transfers</p> <p>This package realigns resources for three positions, committing the balance of the Public Safety System Revitalization Project (PSSRP) resources to public safety</p>	Interagency Rates Ongoing	\$140,230	3.0

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Services – Realignment	projects. The Bureau of Technology Services (BTS) is requesting the remaining three PSSRP positions and the balance of resources dedicated to the PSSRP be transferred to BTS in FY 2017-18 to provide ongoing oversight and management to critical Public Safety Technology projects.			

Bureau of Internal Business Services

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Bureau of Internal Business Services/Facilities Services - Add	Facilities Services - Building Access Control System Design This add package funds design of a new secure access control system for buildings under Facilities Services maintenance agreements and other City facilities that property owning bureaus wish to include in scope. The project will be funded by major maintenance funds for Facilities Services-owned buildings, interagency agreements with non-General Fund bureaus who wish to include their buildings or offices in scope, and one-time General Fund discretionary appropriation for General Fund locations not owned by Facilities Services. At a minimum, system design is expected to encompass City Hall, 1900 Building, Emergency Coordination Center, Portland Communications Center (911), Archives & Records, the Portland Building, Interstate Water, Fire & Police Disability and Retirement Fund offices, Portland Housing Bureau offices, Bureau of Revenue and Financial Services offices, Park Ranger facilities, the Columbia Boulevard Wastewater Treatment Plant, and Police facilities.	One-time interagency charges (\$42,601), General Fund Discretionary One-Time (\$73,990), and Facilities Services building major maintenance accounts (\$883,409)	\$1,000,000	0
Bureau of Internal Business Services/Facilities Services - Add	Facilities Services - City Hall Exterior Masonry Rehabilitation The City Hall exterior facade is deteriorating. As a result, loose stone is falling from the building and the balustrades along the roof are not secure and are in danger of falling. The City Hall major maintenance account is underfunded and is not available as a source for all of the funds needed for this work. This request addresses the high priority exterior masonry repairs as determined by our consulting engineers. This specifically includes stone resurfacing and spall repairs to prevent loose stone and patch material from falling from the building; joint and crack repairs to prevent water from infiltrating the building wall assembly; and securing balusters.	General Fund Discretionary One-time	\$1,272,331	0
Bureau of Internal Business Services/Facilities Services - Add	Facilities Services – Add Facilities Maintenance Technician Position This decision package adds a Facilities Maintenance Technician (FMT) Apprentice position. This position will be funded from billable hours to building tenants through the Operations and Maintenance portion of building rental rates. This Facilities Services Apprenticeship Program is part of the division's efforts to increase customer services, diversify the workforce and provide for better succession planning. The FMT Apprentice position will enable the maintenance team to reduce the preventive maintenance backlog and reduce the ratio of planned preventive maintenance to unplanned demand work orders.	Interagency Rates Ongoing	\$69,777	1.0
Bureau of Internal Business	Facilities Services – Add Facilities Services Specialist Position This decision package combines the work being done by an existing limited-term Facilities Services Specialist position and an existing limited-term Operations	Interagency Rates Ongoing	\$108,009	1.0

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Services/Facilities Services - Add	Support Specialist III position into a single permanent Facilities Services Specialist position. This position will be funded by rental rate increases and interagency agreements with bureaus for real estate brokerage services. This position will assist the Property Manager with the management, operations, and leasing of properties and facilities, to support the overall goals of the Facilities Services Division. It will ensure the smooth Citywide coordination of the City's excess/surplus property process, as required by ordinance. This position will increase customer service to the City and community, while ensuring the proper functioning of City-owned and City-leased buildings.			
Bureau of Internal Business Services/Facilities Services - Add	Facilities Services – Add Utility Worker II Position This decision package requests one Utility Worker II position. Currently, Facilities only has Facilities Maintenance Technicians (FMTs) available to do all of the labor and maintenance tasks requested for its facilities. FMTs are highly skilled and have a commensurate cost for their services, but can be assigned lower skilled work more suitable for a Utility Worker II. The addition of a Utility Worker II to perform the lower skilled work will free up FMTs to be assigned to tasks which require more technical skills and focus on buildings' and bureaus' most critical assets and needs.	Interagency Rates Ongoing	\$84,948	1.0
Bureau of Internal Business Services/Facilities Services - Add	Facilities Services – Add Assistant Program Specialist Position for Coordinated Campsite Cleanup Program This decision package converts a limited-term Assistant Program Specialist position to permanent. This position has primary responsibility for management of the City's Single Point-of-Contact (POC) system and has been funded for two years through one-time General Fund discretionary appropriation for the Campsite Services program. Since the position is integral to the Coordinated Campsite Cleanup Program, this package funds the position through an increase in Coordinated Campsite Cleanup Program rates with participating real property-owning bureaus. The two successful programs are interdependent and this package recognizes that by combining them into a single program with a single funding source.	Interagency Rates Ongoing	\$99,364	1.0
Bureau of Internal Business Services/Facilities Services - Add	Facilities Services – Convert Building Engineer and Asset Management Program Coordinator to Permanent This decision package converts a limited-term Building Engineer position and a limited-term Asset Management Program Coordinator position to permanent. These limited-term positions were approved in the Fall BMP. The Building Engineer position will manage major maintenance packages, back up another Building	Interagency Rates Ongoing (\$116,653) and Major Maintenance	\$258,048	2.0

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
	Engineer, and serve as an in-house consultant to Facilities Maintenance Technicians, Project Managers, and Property Managers. The Asset Management Program Coordinator will be responsible for developing and maintaining an asset management program for 15 Facilities Services-owned and managed buildings (approximately 3 million square feet) valued at approximately \$500 million. The program will include leading building project planning process, leading a building inspections and assessments program, and leading a project prioritization process.	project budgets (\$141,395)		
Bureau of Internal Business Services/Facilities Services - Add	<p>Risk Management – Add Assistant Claims Technician Position</p> <p>This package adds an Assistant Claims Technician (ACT) to Risk Management to be shared between the Liability Claims Team and the Workers' Compensation Team. Risk Management has used a temporary assignment to provide claims related support for over a year as administrative requirements have increased and claims have become more complex and varied.</p>	Interagency Rates Ongoing	\$77,886	1.0
Bureau of Internal Business Services/Facilities Services - Realignment	<p>Facilities Services – Strategic Projects and Policy Team Realignment of OMF Staff</p> <p>This is the companion package to the CAO Strategic Projects and Policy Team Realignment. The package transfers 3.0 positions and reduces Facilities Services corporate rate by the amount two of the positions were funded through fixed charges.</p>	Interagency Agreements (\$158,546)	(\$451,595)	(3.0)

Special Appropriations

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Special Appropriations – Add	Special Appropriations – Levee Ready Columbia Support This request is on behalf of the City to provide funding for our share of costs associated with the Levee Ready Columbia Project. This funding request is for the costs expected to be incurred by over the next two years for program support and for the analysis and development of governance alternatives for long-term operations and management of the Columbia River Levee System.	General Fund Discretionary and Overhead One-time (for two years)	\$350,000	0

Requested Fund Reductions

Bureau/ Division	Package Title Package Description	Funding Source	Amount	FTE
Bureau of Internal Business Services/Facilities Services – Cut	Facilities Services - 5% Reduction for Jerome Sears Facility O&M This program is funded by a cash transfer from the General Fund and is subject to the 5% reduction requirement. The long-term function of the building is to become the Westside Operations Center for emergency operations. Reductions would be applied to preventative maintenance service levels so that remaining funding will be available to address building and equipment failures. There are no other budgeted sources of funding for operations or major maintenance on this building.	General Fund Discretionary Ongoing	(\$3,750)	0
Bureau of Internal Business Services/Facilities Services – Cut	Facilities Services - 5% Reduction for Yeon Building O&M This program is funded by a cash transfer from the General Fund and is subject to the 5% reduction requirement. Reductions would be applied to preventative maintenance service levels so that remaining funding will be available to address building and equipment failures. There are no other budgeted sources of funding for operations or major maintenance on this building.	General Fund Discretionary Ongoing	(\$511)	0

Office of Management and Finance
Budget Advisory Committee Summary

OMF Rank	Package Type	Bureau	Division	Title	Req 5% Cuts	GF Impact (Division Revenue)	Other Fund Impact (Division Revenue)	Total Revenue Impact to Division	City GF Impact, (Estimated Net)	One-time / Ongoing	FTE (net)	Reprented?	Filled Position (s)	Supervisor(s)?
	Cut	BHR	BHR	Site Team Manager Reduction	X	(165,690)	0	(165,690)	165,690	Ongoing	(1.00)	0.00		(1.00)
	Cut	BHR	BHR	BES / Water / PBOT IA for Training	X	(135,526)	135,526	0	135,526	Ongoing	0.00	0.00	0.00	0.00
	Cut	BHR	BHR	PERS Realignment of Resources	X	(88,266)	88,266	0	88,266	Ongoing	0.00	0.00	0.00	0.00
	Cut	BHR	BHR	Reclassification of Position	X	(52,332)	0	(52,332)	88,362	Ongoing	0.00	1.00		(1.00)
	Add	BHR	BHR	Senior Human Resources Analysts		245,628	0	245,628	(245,628)	Ongoing	2.00	0.00	0.00	0.00
	Add	BHR	BHR	Model Employer Implementation		249,928	0	249,928	(249,928)	Ongoing	2.00	0.00	0.00	0.00
	Cut	BIBS	Facilities	5% Reduction for Jerome Sears O&M	X	(3,750)	0	(3,750)	3,750	Ongoing	0.00	0.00	0.00	0.00
	Cut	BIBS	Facilities	5% Reduction for Yeon Building O&M	X	(511)	0	(511)	511	Ongoing	0.00	0.00	0.00	0.00
	Add	BIBS	Facilities	Access Control System Design		73,990	926,010	1,000,000	(73,990)	1x	0.00	0.00	0.00	0.00
	Add	BIBS	Facilities	City Hall Exterior Masonry Rehabilitation		1,272,331	0	1,272,331	(1,272,331)	1x	0.00	0.00	0.00	0.00
	Add	BIBS	Facilities	FMT Apprentice Position		0	69,777	69,777	(26,328)	Ongoing	1.00	1.00	0.00	0.00
	Add	BIBS	Facilities	Facilities Services Specialist Position		0	108,009	108,009	(19,442)	Ongoing	1.00	0.00	0.00	0.00
	Add	BIBS	Facilities	Assistant Program Specialist		0	99,364	99,364	(24,841)	Ongoing	1.00	0.00	0.00	0.00
	Add	BIBS	Facilities	Utility Worker II		0	84,948	84,948	(32,048)	Ongoing	1.00	1.00	0.00	0.00
	Add	BIBS	Risk	Assistant Claims Technician		0	77,886	77,886	(35,091)	Ongoing	1.00	1.00	0.00	0.00
	Add	BIBS	Facilities	Convert Building Engineer and Asset Management Program Coordi		0	116,653	258,048	(44,857)	Ongoing	2.00	0.00	0.00	0.00
	Add	BIBS	Facilities	Strategic Projects and Policy Team Realignment of OMF Staff		(60,950)	(390,645)	(451,595)	60,950	Ongoing	(3.00)	0.00	0.00	0.00
	Cut	BRFS	Revenue	5% Cut - Eliminate Tax Collection Staff	X	(181,341)	0	(181,341)	(318,659)	Ongoing	(2.00)	(2.00)	0.00	0.00
	Cut	BRFS	Accounting	5% Requested Budget Reduction	X	(142,815)	0	(142,815)	142,815	Ongoing	(1.00)	(1.00)	(1.00)	0.00
	Cut	BRFS	Grants	5% Requested Budget Reduction	X	(35,739)	0	(35,739)	35,739	Ongoing	(1.00)	0.00	0.00	0.00
	Cut	BRFS	Procurement	Senior Administrative Specialist, External Materials and Sup	X	(268,977)	0	(268,977)	268,977	Ongoing	(1.00)	0.00	0.00	0.00
	Cut	BRFS	Revenue	5% Cut - Portland Community Media	X	(44,819)	0	(44,819)	44,819	Ongoing	0.00	0.00	0.00	0.00
	Cut	BRFS	Revenue	5% Cut - Utilities Franchise / Wireless Consulting	X	(41,897)	0	(41,897)	41,897	Ongoing	0.00	0.00	0.00	0.00
	Add	BRFS	Revenue	MHCRC Legal Defense Costs		221,000	0	221,000	(221,000)	1x	0.00	0.00	0.00	0.00
	Add	BRFS	Grants	Restore Special Appropriations Position		110,694	0	110,694	(110,694)	Ongoing	1.00	0.00	NA	0.00
	Add	BRFS	Revenue	Utility Auditor Position		113,500	0	113,500	340,500	Ongoing	1.00	0.00	1.00	0.00
	Add	BRFS	Procurement	Procurement staff for Construction Projects		178,935	0	178,935	(178,935)	Ongoing	2.00	2.00	0.00	0.00
	Add	BRFS	Revenue	IRS Federal Tax Information		526,111	0	526,111	950,389	Ongoing	2.00	0.00	2.00	0.00
	Add	BRFS	Revenue	Integrated Tax System		248,336	0	248,336	(248,336)	Ongoing	2.00	0.00	2.00	0.00
	Add	BRFS	Revenue	Tax Collection Reimbursement Budget Note		640,050	0	640,050	2,859,950	Ongoing	7.00	7.00	7.00	0.00
	Realignn	BTS	BTS	Public Safety Position Transfers		0	140,230	140,230	(76,720)	Ongoing	3.00	0.00	0.00	1.00
	Add	BTS	BTS	Technology Distaster Planning Analyst		0	131,719	131,719	(72,063)	Ongoing	1.00	0.00	0.00	0.00
	Add	BTS	BTS	Chief Data Officer		0	207,655	207,655	(113,032)	Ongoing	1.00	0.00	0.00	0.00
	Add	BTS	BTS	Enterprise Mobility Management		0	543,684	543,684	(217,723)	Ongoing	4.00	4.00	0.00	0.00
	Cut	CAO	Bus. Ops.	Staff Support for Citywide Projects	X	(117,615)	35,000	(82,615)	117,615	Ongoing	0.00	0.00	0.00	0.00
	Add	CAO	CAO	Biological Opinion Program Manager		19,031	57,095	76,126	(19,031)	Ongoing	0.50	0.00	0.00	0.00
	Add	CAO	Bus. Ops.	Communications / Change Mgmt for Portland Building		0	136,000	136,000	0	1x	1.00	0.00	0.00	0.00
	Add	CAO	CAO	CAO Policy Analyst		167,000	0	167,000	(167,000)	Ongoing	1.00	0.00	0.00	0.00
	Add	CAO	CAO	Strategic Projects and Policy Team Realignment of OMF Staff		317,092	134,503	451,595	(317,092)	Ongoing	3.00	0.00	0.00	0.00
	Add	Spec. Approps.	Spec. Approps.	Levee Ready Columbia		350,000	0	350,000	(350,000)	1x	0.00	0.00	0.00	0.00

**OMF FY 2017-18 Requested Budget
January 10, 2017 Budget Advisory Committee
Requested Budget Decision Packages
Interagency Agreement Funded - One-time**

Handout #4

Row Labels	BIBS - Facilities - Access Control System Design
Environmental Services	\$24,664
Sewer System Operating	\$24,664
Fire & Police Disability and Retirement	\$11,211
Fire & Police Disability and Retirement	\$11,211
Water	\$6,726
Water	\$6,726
Grand Total	\$42,601

WORKING DRAFT

**OMF FY 2017-18 Requested Budget
January 10, 2017 Budget Advisory Committee
Requested Budget Decision Packages
Summary of General Fund packages**

Packages requesting ongoing General Fund discretionary and overhead funding	
BRFS – Grants – Restore Special Appropriations Position	\$110,694
CAO - Policy Analyst	\$167,000
CAO - Biological Opinion Program Manager	\$19,031
BRFS - Procurement staff for Construction Projects	\$178,935
BHR - Senior Human Resources Analysts	\$245,628
BHR Model Employer Implementation	\$249,928
Special Appropriations - Levee Ready Columbia	\$350,000
CAO – Strategic Projects and Policy Team Realignment of OMF Staff	\$317,092
Subtotal	\$1,638,308
Packages requesting one-time General Fund discretionary funding	
BIBS - Facilities - City Hall Exterior Masonry Rehabilitation	\$1,272,331
Subtotal	\$1,272,331
Grand Total	\$2,910,639