

CITY BUDGET OFFICE

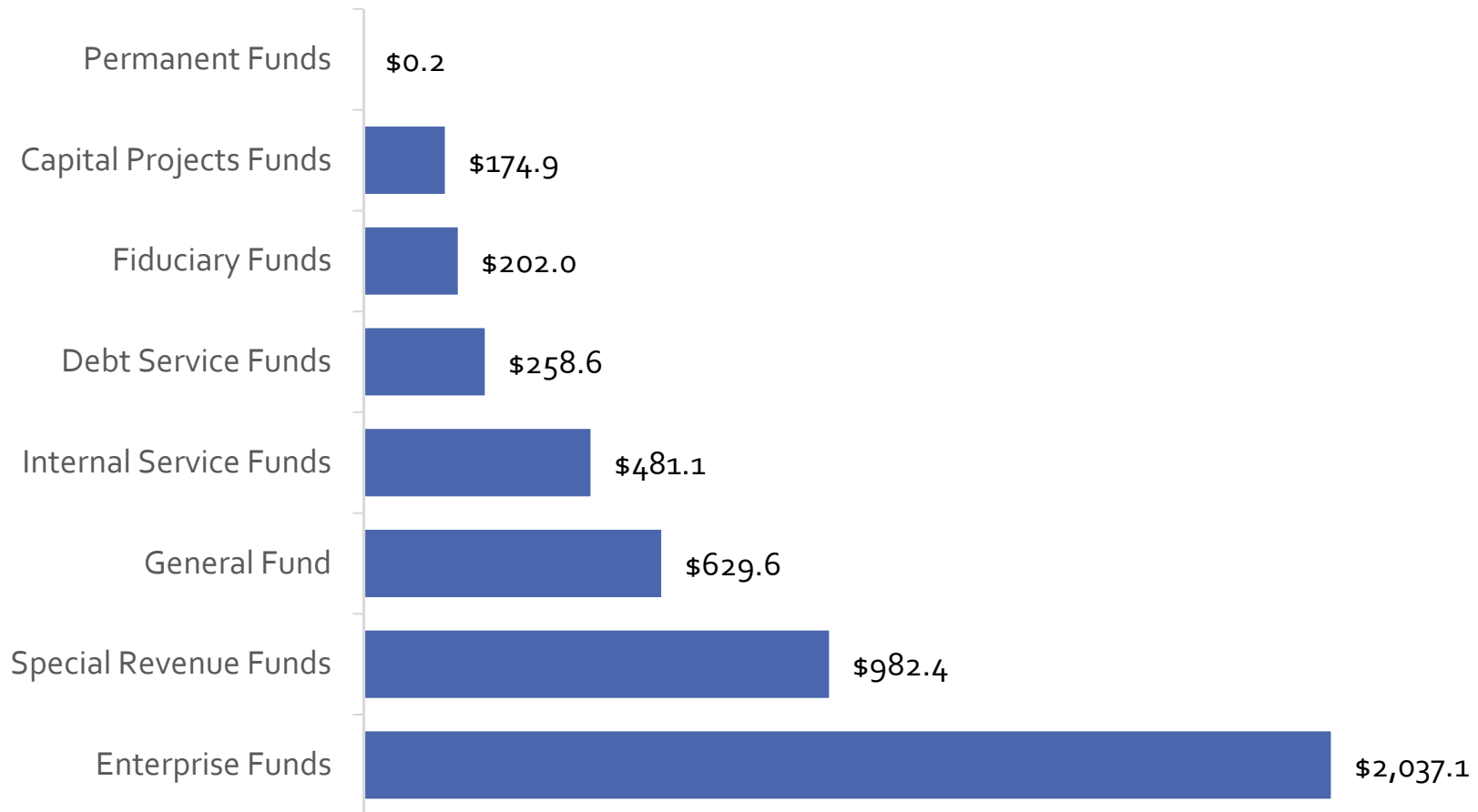
"Office of Buzzkill" – former Mayor Sam Adams

"All flair, no drama" – Commissioner Nick Fish



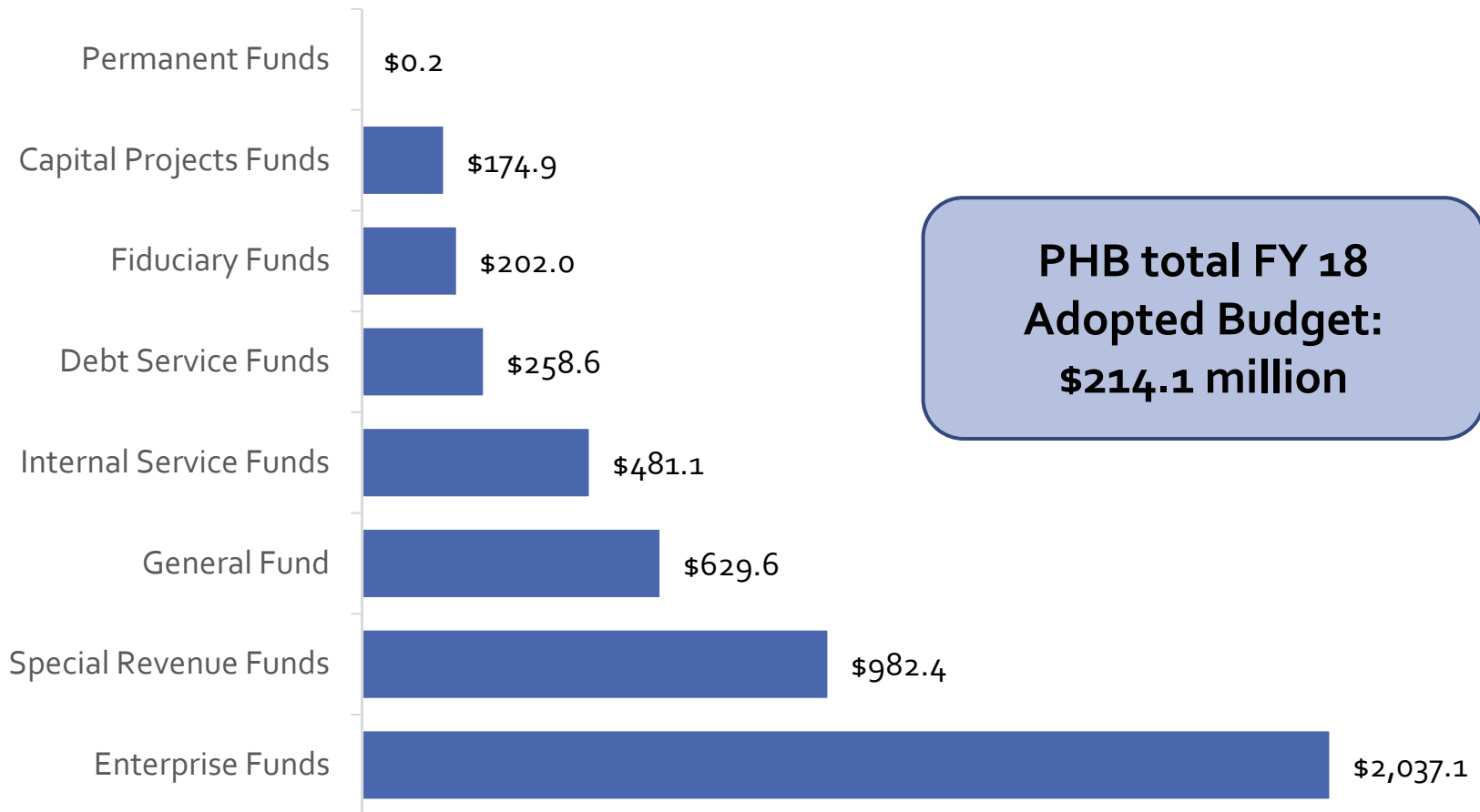
The **City Budget Office** provides timely, accurate, and unfiltered information and analysis regarding budgeting, forecasting, and fiscal policy issues to the Mayor, Commissioners, City Auditor, City bureaus, and the public.

FY 18 Citywide Net Budget (\$3.89 billion)



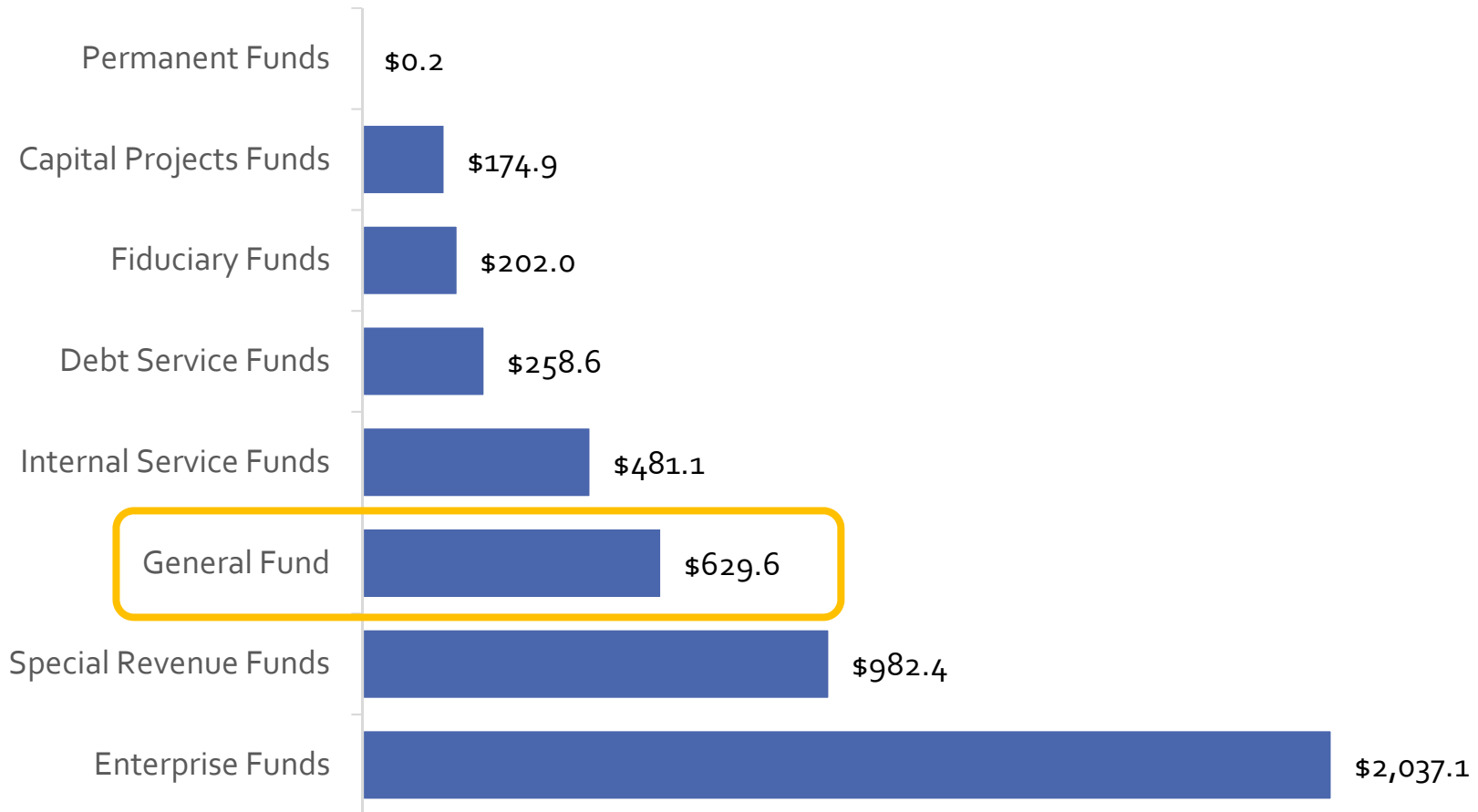
Figures shown in millions

FY 18 Citywide Net Budget (\$3.89 billion)



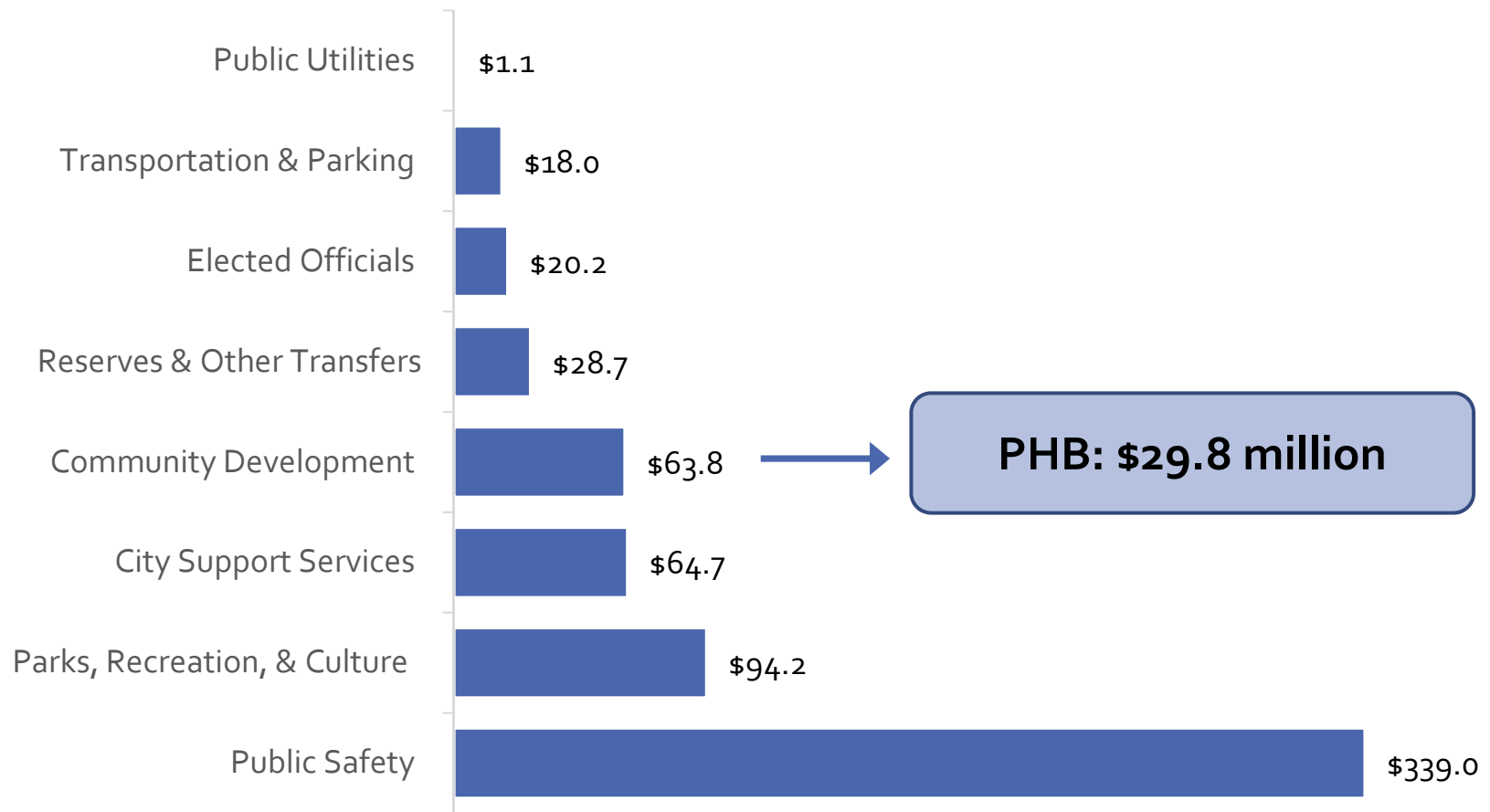
Figures shown in millions

FY 18 Citywide Net Budget (\$3.89 billion)



Figures shown in millions

FY 18 Citywide General Fund (\$629.6 million)



Figures shown in millions

CBO's role in budget development

Requested Budgets

- Identify tradeoffs
- Provide Citywide perspective
- Use equity lens
- Present recommendation for balanced budget
- Coordinate Council Work Sessions on Requested Budgets

Mayor's Proposed Budget

- CBO presents recommendations
- Mayor takes some, leaves others, asks for additional analysis
- CBO works with bureaus to make adjustments

Community Engagement

- Two community public budget forums on Proposed Budget
- Public budget hearing on Approved Budget
- Online comment form, available in English & Spanish
- Twitter!

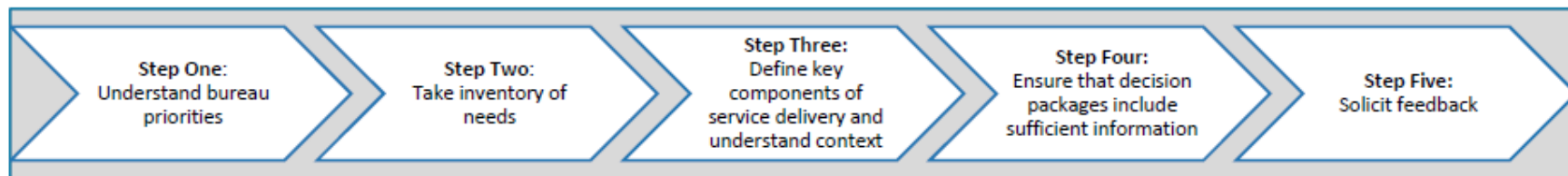
Well-Crafted Decision Packages

Add Packages

- *Problem statement:* What is the problem that warrants a solution? What are the conditions that cause of the problem? How big is the problem?
- *Business case:* Does this package reduce costs to the bureau? To other City bureaus? Other governments? Or to business and the general public?
- *Alternatives:* What other solutions and funding models were considered? What are the consequences if funding is not approved?
- *Impact.* What is the impact on strategic goals? How will success be measured (outcome-focused performance measures)? Does it increase service level? To whom? How much?
- *Explanation of costs* (one-time vs. ongoing, funding source, internal reallocations, assumptions)
- *Service delivery.* Please describe the service delivery model, current organizational structures, FTE and budget information, and performance measures

Cut Packages

- *Expected service impact:* What are both the near term and long term impacts? (quantified with data)
- *Impact to organizational structure:* Who manages this program/project? Who indirectly benefits from their services?
- *Asset impact:* How will the proposed reduction impact the bureau's ability to maintain assets?
- *Estimated savings:* When will savings be realized and how much? Does the reduction shift workload to more expensive or less efficient positions?



GOAL: Provide Council with well-prepared budget decisions that will most effectively and efficiently yield the intended outcomes.

FY 19 Budget Development Timeline

Bureau Budget Advisory Committees Meet

November

- Budget kickoff
- Preliminary guidance issued

December

- General Fund forecast

January

- Bureaus submit budget 1/29

February

- CBO analysis & recommendations

Citywide BAC attends budget work sessions

Public budget forums

Public budget hearing

March

- Council budget work sessions
- Mayor develops Proposed Budget

April

- Updated General Fund forecast
- Mayor releases Proposed Budget

May

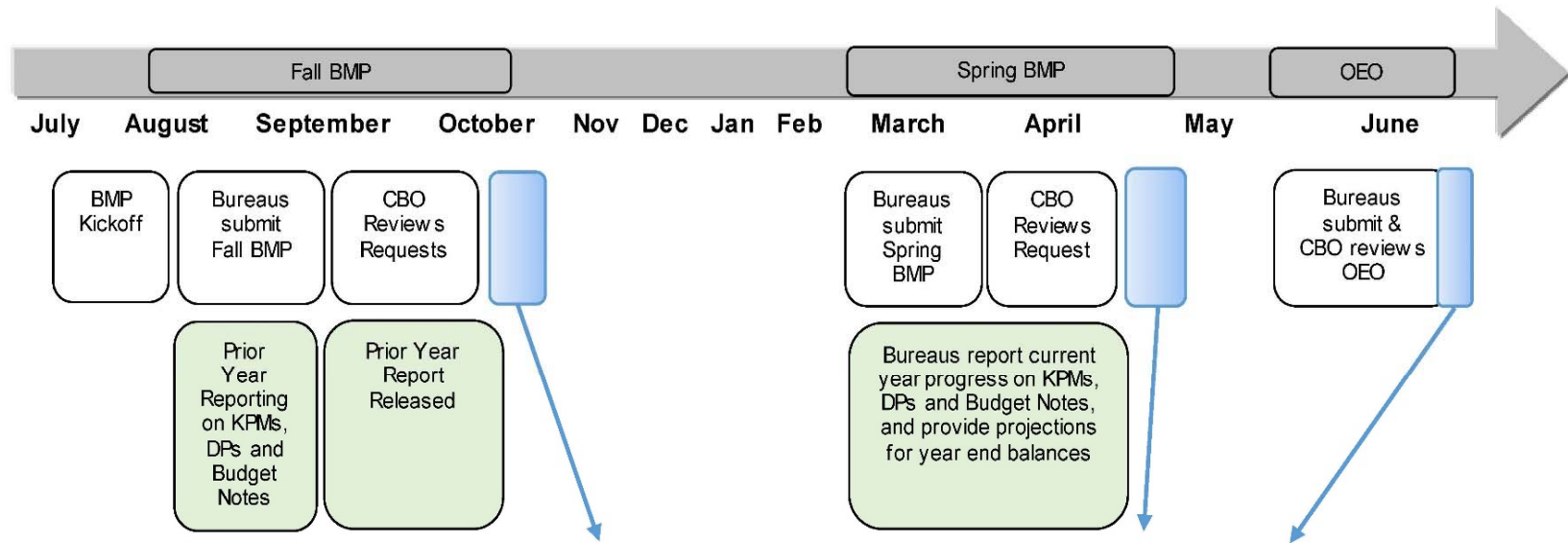
- Council approves budget
- TSCC hearing on Approved Budget

June

- Council adopts budget by 6/30

Online budget comment form available (English & Spanish)

Budget Monitoring



Each BMP culminates with Council holding a BMP Work Session (no work session for the OEO) followed by the BMP Hearing and Adopts Supplemental Budget. Reports and documents are posted online on the CBO Website.

Budget Monitoring - Updates

FALL – Prior Year

- Prior year budget-to-actuals
- Updates on prior year budget notes, decision packages
- Analysis of prior year performance measures
- Capital project updates

SPRING – Current Year

- Year-end revenue & expenditure projections
- Current year budget note updates
- Current year decision package updates
- Performance measure estimates

Budget Monitoring - Requests

FALL – Prior Year

- Carryover of encumbrances & advances
- Capital set-aside
- **One-time contingency for one-time, unforeseen, urgent needs**

SPRING – Current Year

- Technical adjustments
- Compensation set-aside
- Program carryover
- **One-time contingency for one-time, unforeseen, urgent needs**

Performance Management

Deposited			1,180	1,314
Number of Manual Payroll Checks Issued	NA	NA	158	91
Number of Manual Accounts Payable Checks Issued	162	152		
Workload				
Number of Accounts Receivable Invoices Issued	4,000	3,705	4,152	4,321
Financial Planning				
Effectiveness				
Accuracy of Financial Forecasts (Percent Within Actuals)	1.0%	3.0%	1.0%	1.6%
Number of Grant Audit Findings	0	0	3	0
Quality Puppy Time Index	0.76	0.43	0.50	0.67
Workload				
Number of Active Federal Grants	160	160	186	231
Treasury				
Effectiveness				
Percent of Employees Participating in Deferred Compensation Program	59%	59%	57%	56%
Efficiency				
		6,148	2,829	10,180



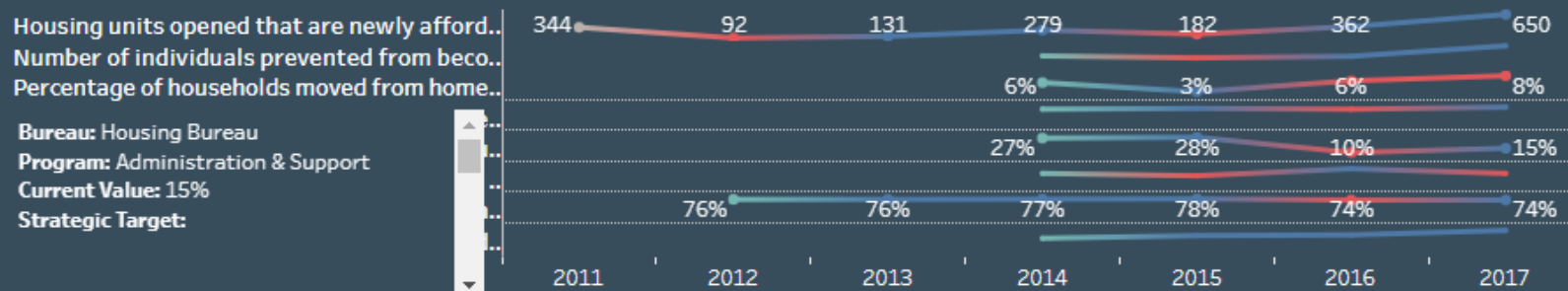
City of Portland Performance Dashboard

Green or red values indicate whether annual target has been met.
 Hover over values for more information.
 Click on a measure to observe its trend and strategic target.

Select Measure Type
 KPM

- Administration
- Community Development**
- Parks
- Public Safety
- Transportation
- Utilities

	Percentage of City management that are employees of color	18%
Housing Bureau	Housing units opened that are newly affordable	650..
	Number of individuals prevented from becoming homeless	6,576..
	Percentage of households moved from homelessness into housing that subsequen..	8%..
	Percentage of households receiving home repairs and retaining their homes 12 m..	88%..
	Percentage of households receiving homebuyer education or counseling and subs..	15%..
	Percentage utilization of minority contracts in housing construction (contract \$ a..	15%..
	Retention rate of households placed in permanent housing at 12 months	74%..
	Total number of homeless individuals placed in permanent housing	4,889..
Neighborhood Involvement	Percentage of residents that have been involved in a community project or attend..	Not yet availabl..
	Number of participants in civic engagement activities	137,051





How CBO can help:

- **Answer budget questions** – don't read the Adopted Budget document...
- **Provide fiscal analysis** – on anything!
- **Assist with performance, process improvement, & data** – we may not have the answer, but we know who does!
- **Connect with community** – Tableau User Group, Process Improvement Champions Circle, & more!

What you can help us with:

- **Fieldwork** – invite CBO to come see what you're doing
- **Data** – do you have it? We'd love to see it!
- **SME** – that's you.. What should we know about your program/policy area?
- **Funding** – sharing requests **early** is good for everyone!



**THANK
YOU!**
