

**PBOT Program Areas with Description**  
**FY 16-17 Adopted Budget**  
Updated 08/03/2016

Group	Program Area
<b>Maintenance Operations Group</b>	
MNT	<p><b>Sewer and Stormwater System Maintenance</b>  The Sewer and Stormwater System Maintenance Program maintains the City's waste and stormwater collection system. This program inspects and cleans the sewer system; investigates customer problems; repairs and reconstructs damaged, broken, or deteriorated utilities in the waste and stormwater collection system and maintains the surface stormwater conveyance systems. This program works in collaboration with the Bureau of Environmental Services (BES) to comply with the regulations and guidelines set forth by a variety of federal, state, and local agencies.</p>
MNT	<p><b>Field Support</b>  PBOT Field Support provides specialized services for all transportation maintenance programs to maximize the efficiency and effectiveness of field operations. This program provides for field communication in radio dispatch, stores operations, and facility, equipment, and liability management.</p>
MNT	<p><b>Recycling Operations</b>  The Recycling Operations Program processes raw materials including asphalt, old concrete, street debris, and leaves to produce usable products including aggregate, rock, gravel, asphalt patch material, compost, blended soil, sand, and clean fill. This program helps the City meet sustainability goals, conserves natural resources, provides materials for City projects, and substantially lowers City hauling and disposal costs. This program receives partial funding from the sale of recycled products including compost, blended soil, and gravel.</p>
MNT	<p><b>Sidewalk Maintenance</b>  The Sidewalk Maintenance Program oversees the maintenance of sidewalks and corners. The City Charter assigns responsibility for the maintenance of sidewalks to the owner of the abutting property. Specific areas within Sidewalk Maintenance include:</p> <ul style="list-style-type: none"> <li>o Corner / ADA Ramp program</li> <li>o Posting / Inspection</li> <li>o Limited sidewalk &amp; curb repairs</li> </ul>
MNT	<p><b>Street Cleaning</b>  The Street Cleaning Program provides mechanical cleaning of streets and the Central Business District (CBD). This program also provides leaf removal from designated areas of the city and cleans up after Rose Festival parades. Specific activities within the Street Cleaning program include:</p> <ul style="list-style-type: none"> <li>o Residential, arterial, and CBD street cleaning</li> <li>o Bike and pedestrian area cleaning</li> <li>o Leaf removal</li> <li>o Transit Mall and light rail area cleaning (in addition to Portland Mall Management Inc)</li> <li>o Emergency cleanup of debris deposited upon City streets from accidents and material spills</li> <li>o Street Area Landscaping</li> <li>o Herbicide application for noxious weed control</li> <li>o Green space maintenance to remove safety hazards</li> <li>o Emergency response for de-icing streets</li> </ul>
MNT	<p><b>Street Preservation - Pavement Maintenance</b>  The Street Preservation Program maintains arterial and local streets, investigates pavement problems and responds to hazards. Specific areas within Street Preservation include:</p> <ul style="list-style-type: none"> <li>o Cold milling</li> <li>o Asphalt and concrete street patching</li> <li>o Street base repairs</li> <li>o Crack sealing</li> <li>o Road condition analysis</li> <li>o Speed bumps &amp; pothole repair</li> <li>o Paving (asphalt concrete overlays)</li> <li>o Fog seals and chip seals (future)</li> <li>o Emergency Response to a variety of conditions</li> </ul>
MNT	<p><b>Structural Maintenance</b>  The Structural Maintenance program maintains vehicle and pedestrian structures in the City's right-of-way system. Specific workloads within Structural Maintenance include:</p> <ul style="list-style-type: none"> <li>o Retaining walls and tunnel repair</li> <li>o Bridge and vaulted walk maintenance</li> <li>o Guardrails and attenuators repair</li> <li>o Structural inspections and design</li> <li>o Stairways and fence repair</li> <li>o Bike rack installation and repair</li> </ul>
MNT	<p><b>Traffic Maintenance</b>  The Traffic Maintenance Program maintains traffic control signs, parking signs, and street name signs. It also maintains pavement markings, lines, and legends on the street surface at intersections, crosswalks and other locations. Other Traffic Maintenance work includes:</p> <ul style="list-style-type: none"> <li>o Sign Shop, creating new and repairing existing signs</li> <li>o Providing emergency traffic control in response to requests by City Police, Fire, and other bureaus</li> <li>o Providing traffic control and barricades for various City events (Rose Festival, Sunday Parkways, etc.)</li> </ul> <p>Traffic Maintenance also performs a significant amount of signing, striping, and pavement marking, and traffic control services for PBOT and other bureaus via work orders.</p>

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<b>Parking Services Group</b>	
PSG	<p><b>Parking Program - Enforcement</b></p> <p>The Parking Enforcement Program enforces City parking regulations which are designed to ensure safe and continuous traffic flow, access for fire and emergency vehicles, and the availability of short-term parking spaces to support retail and commercial business and neighborhood livability throughout Portland. This program enforces regulations for parking meter districts, Area Parking Permit Zones, timed zones, restricted use spaces, and all other on-street parking in the City of Portland. This program also manages the Abandoned Auto Program, manages reserved parking delineators in meter districts, provides barricade enforcement, and collects coins from parking paystations and meters.</p>
PSG	<p><b>Parking Program - Operations</b></p> <p>The Parking Operations Program manages the on-street parking environment to support the vitality and livability of the City. Parking Operations manages on-street parking by implementing parking policy through control and regulation of on-street parking spaces. This program places the highest value on traffic safety, pedestrian safety, access for fire and emergency vehicles, continuous traffic flow, and access to adjacent land uses. Parking programs are designed to produce parking behaviors that support Portland's business sector and improve the livability of Portland's residential neighborhoods.</p> <p>This program designs, evaluates, and installs parking controls such as parking signs, pavement and zone markings, and a variety of residential, business, and special parking permits. This program also installs, operates, and maintains the City's parking paystations and meters. Other areas of responsibility include parking policies, meter security, wireless communications and meter technology, parking data collection and reporting, bankcard processing, and customer service.</p>
PSG	<p><b>Parking Program - Garages</b></p> <p>The SmartPark Program manages and operates the City's six SmartPark Garages utilizing current parking and access management strategies in support of the Central City economic viability. Parking facility management includes operations, revenue and access control, validation program, facility maintenance, safety and security, financial performance and marketing. The program's mission is to support the economic viability of the Central City by providing an affordable system of parking garages which primarily meets the short-term needs of shoppers, visitors and business clients and by investing in other Central City transportation improvements. This program provides strategic management for City-owned garages, focusing on customer service, service delivery and fiscal responsibility.</p>
PSG	<p><b>Regulatory Operations</b></p> <p>The Private For-Hire Transportation Program is responsible for the safe, fair and efficient operation of private "for-hire" transportation services, including taxicabs, transportation network companies, town cars, limousines, tour and party buses, pedi-cabs, medical transportation, and horse-drawn carriages. This program issues permits, enforces regulations, investigates and resolves citizen complaints, and works with private for-hire transportation companies and drivers to increase compliance with city Code requirements that provide important consumer and safety protections. The Towing Program is responsible for permitting, regulation and enforcement for two types of towing activities: Private Property Impound tows and Contract tows.</p>

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<b>Group</b>	<b>Program Area</b>
<b>Engineering and Technical Services Group</b>	
ENG	<p><b>Civil Design</b> The Civil Design Section (CDS) provides technical services, civil engineering design and construction contract management for PBOT's capital improvement program. The Section specializes in the delivery of all surface transportation modes (vehicular, pedestrian, bicycle, freight, and rail). Additionally, CDS works closely with the Bureau of Environmental Services (BES) to develop storm water management facilities that complement pedestrian, bicycle and traffic calming features throughout the City. CDS designs, drafts, and prepares construction documents for PBOT's capital improvement projects. CDS also provides civil engineering services to other City bureaus for transportation improvements included in their projects.</p> <p>CDS coordinates, maintains, and updates the City's Standard Construction Specifications and the Standard Drawings that are utilized by BES, Water and PBOT on all CIP and Permit projects.</p>
ENG	<p><b>Construction</b> The Construction group provides quality assurance, contract administration, inspection, and technical services on city permit and City Capital Improvement (CIP) projects. Field staff inspect the construction of structures, streets, sidewalks, driveways, drainage, stormwater facilities, signing, striping and curbs to assure they are built to appropriate city standards and specifications. This group also has responsibility for ensuring proper contractor payments, labor compliance, civil rights, and quality and quantity documentation on Capital Improvement Projects.</p>
ENG	<p><b>Survey</b> The Survey Section is comprised of twenty four (24) office and field staff working from two City locations. The Survey Section provides surveying services primarily for PBOT and Bureau of Environmental Services (BES) projects. Survey also provides services for OMF, PWB, Parks, City Attorney's office and other offices within the City.</p> <p>Primarily, the program performs topographic surveys and right of way resolutions in order to prepare base maps for designers working on street, bridge or sewer improvement projects. After design work is completed, Survey prepares the staking files for the Survey Field Crews and provides the construction staking for the projects.</p> <p>Additionally, the section provides property/boundary, deed research, as-built, monitoring, control, etc. surveys as needed. The section is also responsible for updating and maintaining the City-wide vertical benchmark system. The established benchmarks are used by the City and private Surveyors, Engineers, Contractors, etc. to provide elevation control for their projects.</p> <p>When needed, the section also manages flexible services contracts for Surveying and Aerial Mapping work by Consultants.</p> <p>Survey coordinates work with City Project Managers and Consultants to complete project work in a timely manner.</p>
ENG	<p><b>Bridges &amp; Structures</b> The Bridge &amp; Structures Design Section (BAS) provides technical support, structural engineering design and construction contract administration and management of capital bridge improvement projects.</p> <p>This program is also responsible for inspecting PBOT's 157 Bridges, 564 Retaining Walls, 190 Public Stairways, as well as miscellaneous assets such as China Gate and the Harbor Wall. Bridges are inspected on a bi-annual basis, all other assets are inspected on a priority basis determined upon need, not to exceed four to six years. Each inspection generates a report which is used as the basis by the program's Engineers to design and prioritize repairs for these assets. Bridges and Structures engineers meet routinely with Maintenance Operations Supervisors to assist them in prioritizing maintenance needs for these assets, as well as inspecting the critical repairs during construction. The program also responds to critical landslides and when required can design, mitigate and repair landslide hazards in the Right of Way.</p>
ENG	<p><b>Street Preservation - Pavement Mgmt</b> This program identifies and prioritizes street maintenance projects based on visual inspection and sampling of city streets. Inspectors collect street condition data, enter it into a computer model, and generate a database that constitutes the Pavement Management System (PMS). The PMS is one of several indicators that helps to identify streets that are ready to implement the most appropriate and cost-effective maintenance technique based on its pavement condition. The analysis is part of the basis for the City's annual pavement maintenance and street repair plan.</p>
ENG	<p><b>Electrical Maintenance</b> The Electrical Maintenance program is responsible for the maintenance and modification of approximately 1,100 controlled traffic signal intersections, 38,000 street lights, and 300 beacons (school/flashing). This program maintains assets representing a capital investment of approximately \$500 million dollars on the part of the City.</p>
ENG	<p><b>Street Lighting</b> This program manages the street lighting on the transportation system. The program includes people that staff the street light outage hotline and responds to citizen complaints and requests for new lights. Staff performs street lighting inspections and arterial night drives to document outages, and conducts or schedules maintenance on lights. This program approves the designs and inspects the construction of new lights installed by developers or by capital improvement projects. Staff develops and maintains standards for street lights so that systems are properly installed, energy efficient and cost effective to maintain. New standards are constantly under review to make street lights more energy efficient and cost effective. This program ensures appropriate level of management and decision support information for the street lighting asset inventory.</p> <p>Conducts streetlight system locates to prevent dig-ups by contractors and other utilities. This program also comments on PUC rate proposals and scrutinizes PGE power billings to ensure accuracy. Furthermore, this program pays the Portland General Electric (PGE) electric bill for electrical power used by City streetlights.</p> <p>The LED street light replacement program budget is in the CIP.</p>
ENG	<p><b>Traffic Signals</b> This program maintains and operates a centralized computer system, which monitors and controls the operation of our signalized intersections and their associated traffic operations. The computer is currently able to communicate to approximately 700 of nearly 1,100 signalized intersections. Additional intersections will be connected to the system through the Signal Communication capital project. This program participates in the regional Intelligent Transportation System (ITS) technical advisory committee, TransPort, to foster improved regional coordination of transportation operations.</p>
ENG	<p><b>Traffic Design</b> Traffic Design provides traffic design &amp; engineering services for planning, development, and construction of capital projects to address operational/safety/mobility needs of the City's multi-modal transportation system. Services include; providing safety evaluations, capacity analyses, and geometric design; developing construction plans/specifications; participating in public meetings and technical advisory committee meetings; approving and monitoring of construction traffic control; and implementing pavement marking and signing plans.</p>
ENG	<p><b>Traffic Operations</b> Traffic Operations manages traffic flow, circulation, and safety on City streets. This program is the initial public contact point for issues regarding transportation system operations and neighborhood livability issues related to transportation; it investigates and responds to traffic-related concerns from the public and other agencies. This division provides traffic engineering services for planning and implementation of traffic control plans for the bureaus of Environmental Services and Water capital projects, and provides traffic engineering review for a wide range of permits involving use of the public right-of-way. This division also coordinates traffic management for special events, including athletic events, parades, and the Rose Festival.</p>

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<b>Development Permitting and Transit Group</b>	
DEV	<p><b>Development Review (DRD)</b>            3 Sections (Land Use Review, Building Plan Review, Public Works Permitting)            Provides development assistance and regulates development through setting right of way improvement and dedication requirements associated with private development's impact on the transportation system. Development impacts are associated with land use reviews and building permits. Staff reviews and sets all right of way improvement requirements based on City code titles 17 and 33, the Pedestrian, Bicycle, and Freight Plans plus case law. Accountability for turn-around time is through an IA with BDS and state law timelines.</p> <p>Staff represent the city in land use hearings before the hearings officer and city council and provide input on appeals and legal challenges associated with development. Staff attends and sets criteria at pre-application conferences, early assistance, public works inquiry, division appointments and assists walk-in customers at the development services counter (DSC). Major Projects Group (MPG) program staff provides early and on-going assistance on Portland's largest development projects are admitted into this program.</p> <p>Review of residential and commercial building permits for impact and possible reconstruction of the public right-of-way occurs here. This program permits construction in the right of way for house moves, bike racks and bus shelters as well as sidewalk and driveway permits and the issuance of sidewalk posting permits. This program is funded through cost recovery of land use review and permit fees with a GTR subsidy for program management and neighborhood and general development assistance.</p> <p>After land use approvals development requirements are implemented through design and permitting of public works permits. This program ensures that public street improvements (initiated either as a condition of private on-site development or voluntary) are constructed to the codes and policies of the City of Portland and also in accordance with federal and state engineering standards. Primarily, this program is responsible for reviewing and approving construction drawings prepared by a professional engineer hired by the permit applicant; and inspecting and accepting the work by the permit applicant's contractor.</p>
DEV	<p><b>Right of Way Programs &amp; Permitting Division (RWPP)</b>            Right of Way Programs and Permitting (RWPP) is responsible for permitting community uses of the right of way, acquiring and granting property rights from development and capital projects, and determining and working with system-wide development impacts to the transportation system and right of way. This is a newer division formed in Development Permitting and Transit Group to focus on active and vibrant uses of the right of way, such as public plazas, and implementing on-the-ground permits and programs to support the paradigm shift from auto-centric to multi-modal use and access. Programs provide opportunities to problem residential streets, including Street by Street, Local Transportation Infrastructure Charge (LTIC) Program are housed here. Transportation's System Development Charge program is managed in this division, as well as the permitting of developer engineering permits, PER. RWPP is essentially the primary right of way use and permitting division of PBOT.</p>
DEV	<p><b>Construction &amp; Inspection Division (UCI)</b>            4 Sections (Utility Permitting, Right of Way Inspection &amp; Monitoring, Permit Construction, Temporary Street Use Permitting)</p> <p>The Utility Permitting section works with the Franchised and Public Utility providers to permit infrastructure installation, relocation and removal in the City Public Right of Way. They are responsible for plan review and the application of relevant City Codes and Administrative Rules as it pertains to placement of facilities. This group also works with numerous environmental assessment companies to permit the removal of Underground Storage Tanks, installation of ground water monitoring wells and test drilling for soil samples within the Right of Way. In addition, they work with Insurance and Bonding agencies and the City Attorney Office to process and approve documents which are required prior to commencement of work within the Public Right of Way.</p> <p>The Right of Way Inspection &amp; Monitoring section provides inspection services for items placed within the public right of way. Inspection services are done to ensure that proposed utility placement is located at a proper depth and sufficient horizontal distance from curbs, water lines and sewer infrastructure. In addition, this groups ensures that the street surfaces are repaired and restored to acceptable City standards. Inspection services can be provided to a number of permit categories, including: Utility main services, Structures, Utility Poles, sidewalks, Driveways, Tree Wells, Retaining Walls and miscellaneous encroachments. Inspections are also done for safety and Traffic Control compliance.</p> <p>Permit Construction is responsible for ensuring that permittees construct public street improvements in accordance with the requirements of the public works permit and all city and federal rules. Also, this section is responsible to ensure that all contractors that will be closing streets and sidewalks for all construction activities are doing so in safe manner that minimizes the risk to the travelling public (pedestrian, bicycles, and vehicles).</p> <p>The Temporary Street Use section processes permits which authorize temporary use of the right of way for construction purposes and use of the right of way to facilitate residential moves, load in/out for events on private property, tree trimming, window washing, Blood Drives etc. Permits are issued for parking, sidewalk use, sidewalk closures, vehicle and bike lane closures and street closures, and other traffic flow interruptions. The program includes:</p> <ul style="list-style-type: none"> <li>• Central Business District Management of temporary use of the right of way. This program addresses the impacts of construction and other special uses of the streets and sidewalks in the CBD on downtown merchants, building owners and developers by providing a central and consistent City response to issues regarding traffic congestion, parking availability and vehicular/pedestrian accessibility.</li> <li>• Mapping of Temporary Street Use Permits that are issued through the Permit Center, into GIS to enhance coordination opportunities.</li> <li>• Coordinate requests for approvals and provide permit monitoring thru Traffic Engineers, Parking Control and Field Inspectors.</li> <li>• Investigate and respond to concerns from the public and other agencies in regards to permitted and non-permitted use of the right of way.</li> </ul>
DEV	<p><b>Mall Maint &amp; Security</b>            This program pays TriMet for the City's share of enhanced maintenance and security of the Transit Mall and Morrison/Yamhill Loop. The program provides for a coordinated and stepped up approach to maintaining the assets associated with one of the core transportation systems of the central business district. This service is provided by contract with Portland Mall Management Inc.</p>
DEV	<p><b>Development Services Admin - Steel Bridge Lease</b>            This program provides management and administrative support and staffing for Development Services and Streetcar Division. Other activities in this program include payment for Steel Bridge lease and other non-capital ongoing costs.</p>
DEV	<p><b>Streetcar Operations &amp; Maintenance</b>            The Portland Streetcar is owned by the City of Portland and operated by the Bureau of Transportation (PBOT) in partnership with TriMet (the regional transit agency) and Portland Streetcar, Inc. (PSI), a non-profit that provides management support and private sector involvement in planning and operations. Portland Streetcar began full loop service in September 2015 with the grand opening of the Tillikum Crossing Bridge, achieving the City's long-term goal to provide high quality transit circulation throughout the Central City. Portland Streetcar operates three streetcar lines in Portland's central city: the North/South (NS) line connecting NW Portland with South Waterfront, and the A and B Loops, which provide service in opposite directions connecting the Lloyd District, Central Eastside Industrial Area, OMSI, South Waterfront, PSU, and the Pearl District with connections across the Broadway and the Tillikum Crossing Bridges. Each loop uses four streetcars, and the NS line uses six (for a total of 14 in service vehicles). All three lines generally operate with 15-minute frequency. On a typical weekday over 15,000 rides are provided on Portland Streetcar, making it one of the most-used transit lines in the region. The program is funded by an intergovernmental agreement with Tri-Met, sponsorships, fares revenues and General Transportation Revenues.</p>
DEV	<p><b>Tram Operations</b>            The Tram Operations program provides public transit services between Marquam Hill / Oregon Health Sciences University (OHSU) and the South Waterfront District.</p>

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<b>Policy, Planning and Projects Group</b>	
PPP	<p><b>Transportation Planning</b></p> <p>The Transportation Planning program provides overall planning direction, and recommends and ensures implementation of Council-approved transportation policies. The program ensures that all transportation modes are integrated into planning, streetscape and engineering projects to support the City's comprehensive planning goals. Transportation Planning participates in regional, state, and federal transportation policy and funding, provides conceptual development for capital projects, and prepares transportation studies for development areas. Transportation Planning also coordinates with other city bureaus on citywide and area-specific planning efforts.</p>
PPP	<p><b>Modal Coordination</b></p> <p>Modal Coordination works to ensure that bicycle, pedestrian and freight needs are integrated into policy, system planning, streetscape, engineering, capital projects, and programs to support the City's comprehensive planning and Transportation System Plan goals. This section provides staff support and liaison function to the community led Bicycle, Pedestrian and Freight Advisory Committees.</p>
PPP	<p><b>Active Transportation</b></p> <p>Active Transportation is responsible for helping to create a balanced transportation system. This program promotes a broad range of safe and convenient transportation choices for Portland residents. This program encourages alternative ways to travel, including biking, walking, public transit, carpooling, work hour changes, and smart use of the automobile. By choosing to walk, bike, take transit, and carpool Portlanders increase fitness, save money, reduce traffic congestion, and help maintain a livable environment. Active Transportation programs include; Vision Zero, Safe Routes to School; SmartTrips; Sunday Parkways; High Crash Corridors; and Neighborhood Greenways.</p>
PPP	<p><b>Transportation Partnerships</b></p> <p>The Transportation Partnerships program provides support for inter-agency initiatives. In FY 2016-17, this program provides support for Trimet's Youth Transit Pass Program, and support for the City's campsite cleanup program.</p>
PPP	<p><b>Bike Share Program</b></p> <p>The Bike Share Program is a public bike rental system for short trips. Public bicycles are available to ride from one point to another for a small fee. In cities across the globe, bike share systems have proven popular and successful by giving residents and visitors a convenient and fun transportation option. The Portland bike share system is named BIKETOWN.</p> <p>BIKETOWN will help Portland meet many of its livability, transportation, and climate change goals. It will provide a low cost transportation option to reduce congestion and carbon emissions. It will complement the existing MAX light rail, Portland Streetcar and bus systems by providing a flexible transportation option.</p>
PPP	<p><b>Project Management</b></p> <p>The Project Management Division (PMD) develops and manages the majority of the large and small capital projects for the Portland Bureau of Transportation. Capital projects are funded, designed and constructed to meet multiple City objectives including access and mobility for all modes, job creation, industrial and freight access, safety, and asset management. PMD is responsible for the development of the Capital Improvement Program in conjunction with the Business Services Division. The Capital Improvement Program (CIP) is both a planning tool and a capital budget.</p> <p>PMD often works with multiple outside agencies to develop project funding partnerships on many of our projects. PBOT has a very close relationship with the Port of Portland, the Portland Development Commission, ODOT, and Tri-Met. PBOT recently became certified to bid, award, and construct federally funded projects. In the past local agencies were required to use ODOT Commission services to let contracts involving federal highway funds.</p>

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Group	Program Area
<b>Capital Improvement Program (CIP)</b>	
CIP	<p><b>Capital Improvement Program (CIP)</b>            The Capital Improvement Program (CIP) plans, designs and builds the transportation system of the City of Portland. The CIP is a five-year financial plan for capital improvements to the City's transportation network. Projects included in the CIP are designed to meet City Council goals:</p> <ul style="list-style-type: none"> <li>o Ensure a safe and peaceful community</li> <li>o Promote economic vitality and opportunity</li> <li>o Improve the quality of life in neighborhoods</li> <li>o Protect and enhance the natural and built environment</li> <li>o Operate and maintain an effective and safe transportation system</li> </ul> <p>The CIP program funding primarily comes from PBOT funding partners; Federal grants, State grants and the Portland Development Commission (PDC). General Transportation Revenues (GTR) and System Development Charges (SDC) are generally used to match these grants.</p> <p>The CIP also include Fixing Our Streets program. Voters in Portland approved a temporary Street Repair and Safety Program in May of 2016 to finance street repair and safety improvements. The program will provide for pavement repair, signal modernization, more crosswalks and safety beacons, better and safer access to school, transit and community services for Portland's kids, senior and families.</p>

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<b>Business Services Group</b>	
BSS	<p><b>Business Services - Technology Mgmt and BTS interagency</b></p> <p>Business Technology provides GIS/mapping, business analysis and application development &amp; support functions for bureau-specific applications and systems, including PBOT's asset and work management system - Maximo. Division staff map engineering as-builts and work-orders, and provide project mapping, data reporting and data retrieval services, data conversion, data design, quality assurance/quality control and automated processing and geo-processing services. Develop, manage and support 9 interfaces between Maximo and SAP and 90+ applications and databases, including Mobile Timekeeping, Crash, TDAT and PRESS. Additionally, this program works to ensure the most effective use of IT services through PBOT's interagency with the Bureau of Technology Services (BTS).</p>
BSS	<p><b>Business Services - Finance &amp; Accounting, Administrative Services, and Employee Services</b></p> <ul style="list-style-type: none"> <li>• Finance &amp; Accounting provides full range of accounting and financial services for PBOT, including, but not limited to: budget preparation, five-year financial forecasts, spending projections to year-end, expense and revenue monitoring, technical adjustments to the budget and expenditures, accounts payable, accounts receivable, grants billings, revenue reconciliation, year-end audit schedules, fixed assets accounting, establish billing and indirect rates, prepare website materials, prepare committee meeting documents, produce budget presentation materials, budget narrative, and the annual fee ordinance.</li> <li>• Administrative Services provides general administrative services and customer service to the public and internal PBOT managers and employees. Provides bureau-wide project coordination and business process improvement efforts. Provides leadership for Innovation, Strategy and Performance.</li> <li>• Employee Services provides a wide range of internal support services for PBOT employees, including timekeeping/payroll, FMLA/OFLA administration, human resources support, employment and organizational management services, HR data maintenance in SAP, contracting/procurement administration, safety and training services, bureau liaison with citywide enterprise business system, as well as jurisdictional transfer administration, street light financing analysis and utility franchise negotiation, bureau records management, and basic legislative support.</li> </ul>
BSS	<p><b>Director's Office / Communications and Public Involvement / Equity and Inclusion / Legislative and Resource Development / Asset Management</b></p> <ul style="list-style-type: none"> <li>• The Transportation Director and Transportation Assistant Director provide overall administration guidance, direction, strategic communication and support for PBOT's operations, maintenance, and capital programs.</li> <li>• Communications Services include community outreach, media relations, public information, public involvement, graphic design, social media, and web-based information management for all PBOT programs.</li> <li>• The Equity and Inclusion program coordinates PBOT's support and outreach related to diverse stakeholders and staff.</li> <li>• The Legislative and Resource Development program represents PBOT in the regional transportation financing process, and provides analysis and response for local, state, and federal financing issues.</li> <li>• Asset Management is utilized as a way to effectively and efficiently allocate resources, measure performance, and track infrastructure needs. The goal of asset management is to provide a targeted level of service and performance for various assets within the transportation network, in a most cost-effective manner, by making the right amount of investment in the right asset at the right location at the right time. This division provides leadership towards a comprehensive system of managing and planning for PBOT's asset needs.</li> </ul>
BSS	<p><b>Central Interagencies</b></p> <p>Core interagency services associated with operating a large organization are reflected in this budget. Core interagency services include Portland Building rent &amp; facilities, printing &amp; distribution, telecommunications, Enterprise Business Solutions operations, Enterprise Business Solutions debt service, 1900 building facilities, Government Relations, City Attorney's Office, Parks Reservation Center (processing parking permits sold), westside CityFleet, westside insurance &amp; claims, westside workers' compensation.</p>

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<b>Group</b>	<b>Program Area</b>
<b>Fund Level</b>	
FND	<b>Fund-level - Debt Service - Land purchase for Sunderyard Recycling Site</b>
FND	<b>Fund-level - Debt Service - Multiple GTR Capital projects</b>
FND	<b>Fund-level - Debt Service - Match payment for Portland Milwaukie Light Rail Project</b>
FND	<b>Fund-level - Debt Service - Streetcar Paystations</b>
FND	<b>Fund-level - Debt Service - Streetcar - Parking Garages</b>
FND	<b>Fund-level - Debt Service - Line of Credit for temporary financing for street light LED &amp; Close the Loop projects</b>
FND	<b>Fund-level - Debt Service - Sellwood Bridge</b>
FND	<b>Fund-level - Debt Service - Reserve for Debt Service</b>
FND	<b>Fund-level - PERS Debt Service</b> Allocated costs for PBOT's share of the City's financing of its Public Employees Retirement System (PERS) obligation.
FND	<b>Fund-level - General Fund Overhead</b> General Fund Overhead (GFOH) represents allocated costs for PBOT's share of central support services performed by General Fund agencies. Examples of these costs include accounting, payroll, legal, financial planning, and the City Council. GFOH costs are allocated from 21 different cost centers using 27 discrete allocations and 17 different allocation factors.
FND	<b>Fund Level - Parking Garages</b> Fund Requirements of the Parking Facilities Fund include contingency to pay for future major maintenance costs of the parking garages, the transfer for the garage system's share of General Fund Overhead, and the transfer of available garage revenue to fund general transportation activities. While the source of the transfer for general transportation activities is parking revenue, it is listed under "Other Revenues" because these revenues are dedicated to pay for parking garage requirements and are only available for general transportation activities after the parking garage requirements are met.
FND	<b>Fund-level - Setasides and Contingency</b> PBOT has setasides for transit mall maintenance, for periodic replacement and renewal of its paystations and for a counter-cyclical reserve for its permitting activities that are sensitive to economic downturns. Contingency includes setasides for cost of living adjustments, potential weather-related emergencies, SDC balances for future funding of SDC related capital projects and setasides for commitments in Fixing Our Streets program.
FND	<b>Fund-level - Overhead Recovery Offset</b> Costs of overhead and administration are allocated and are recovered on projects and activities funded by grants and interagencies.
FND	<b>Fund-level - Reserve Fund</b> The budgeted beginning fund balance in the Reserve Fund is \$5.1 million, and the target level is \$10.2 million. PBOT will transfer \$700,000 in FY 16-17 and \$700,000 annually thereafter until the policy goals are met, 10% of gas tax and parking revenues.  The reserves provide a buffer to unusual snow and ice conditions. However, with the current level of reserves, PBOT cannot totally rely on reserves to fund major short-term budget gaps or support costs incurred due to significant emergencies such as landslides, flooding, or earthquakes.