Budget & Economics

Program Description & Goals

Bureaus should use this section to describe the key goals of a program, using performance measures and other data to quantify the effectiveness. Highlighting performance trends and key outcomes is recommended. Questions to consider when drafting this narrative include:

- What are the key performance trends of the program? Have results changed from previous years? How do results compare to strategic targets?
- What data indicates that this program is successful?
- How does this program support the bureau's five-year Racial Equity Plan and other bureau equity goals related to racial and disability equity?

Measure	2017 PM Actuals	2018 PM Actuals	PM Goal	PM Target	PM Total AP
% of City KPMs with positive year over year	0.43	0.45	1,333	1,500	0
Annual R/R/R funding gap (Citywide)	267,800,000	287,900,000	0	0	0
CBO Customer Service Rating	4.37	N/A	0	0	0
Received GFOA budget award	1	1	0	0	0
Citywide asset condition summary	0.72	0.72	0	0	0

Explanation of Services

This section should explain why this program exists and why it is important, focusing specifically on how resources and activities are used to achieve program goals:

- **Defining the context.** Bureaus should begin by describing the need for a program. Which problem exists that demands a City of Portland service? Why is this particular service in demand from Portlanders and customers?
- **Description of activities.** This section should explain how the program activities are intended create positive impact or address an identified issue or problem. Why is this program best suited to address this need? What are the direct results of program activities? How much work is required for these results?
- **Program results.** This section should explain how program results (or "outputs") impact the intended audience. In what ways is the intended audience better off as a result of the program activities? How much better off is the intended audience (relative to if the program did not exist)? Why are the outcomes important?
- **Community engagement.** In what ways are community members, particularly people from communities of color and people with disabilities, involved in determining the bullet points above? Have any changes been made as a result?

Equity Impacts

Bureaus should use this section to describe how programs benefit and/or burden communities, specifically communities of color and persons with disabilities. Moreover, bureaus should use this subsection to clarify how resources could be reallocated in order

to achieve more equitable outcomes. Bureaus will provide detailed, bureau-wide analysis as part of OEHR's Budget Equity Tool; this section is intended to provide information specific to this program offer to help facilitate Citywide reporting of Program Offer equity impacts. Considerations may include:

- **Equity in service levels and outcomes.** Does the bureau track disaggregated quantitative data or collect qualitative information about how communities of color and people with disabilities access and experience services?
- **Accommodations.** As applicable, please note how this program will meet the requirements of ADA (Americans with Disabilities Act) Title II and Civil Rights Title VI?
- **Impact of changes**. If there are changes noted in the section below, how/do these changes (positively or negatively) impact the community? Is this impact different (positively or negatively) for communities of color or people with disabilities?

Changes to Program

Bureaus should use this section to describe how a program is being impacted due to changes in external factors, the environment, and increases or decreases in resources/staffing.

- **Changes due to external factors.** How have the external factors or environment in which the program operates changed since the prior year? How has the demand for program services changed?
- **Changes to resources.** How has the reallocation of bureau resources to the program changed as compared to prior years? If this program has been impacted by the 1% constraint requirement or as a result of other significant internal reallocations, this section should describe the change in resources, the reasoning for this change, and the expected impact.
- **Changes to organizational structure**. In what ways has organizational structure or activities of the program changed over the past year? What are staff doing differently to achieve their goals?

Program Budget

This section should describe the program budget and key fiscal constraints according to the following areas:

Resources:	Within the 'Program Budget' section, this 'Resources' subsection should describe the primary resources that support the program (e.g. General Fund discretionary, user fees, interagency revenues), the sustainability of the resources, and prior year/forecasted trends in the resources. If this program receives funding from rates or user fees, how does the current/proposed structure impact different populations' abilities to access services?
Expenses:	This subsection should describe the primary expenses of the program, including which types of expenses are fixed, predicable, and necessary as compared to expenses where there is greater

Staffing: This subsection should briefly describe how many staff members are associated with program and the general role of these staff members. This section should also briefly discuss staffing trends. How has staffing changed over the past five years? What are the forecasted staffing needs?

Assets and Liabilities: This subsection should identify the key assets that are owned and/or operated by program, the current condition of the assets, and a summary of the financial plan for repair, renewal and replacement.

	2016-17 Actuals	2017-18 Actuals	2019 Revised Budget	2019-20 Request - V52 -No DP
Bureau Expense				
Capital Outlay	0	0	898,270	0
External Materials and Services	247,657	247,145	362,333	0
Internal Materials and Services	212,092	245,347	265,249	217,238
Personnel	1,927,481	1,978,947	2,426,288	2,101,854
Fund Expense				
Contingency	0	0	97,490,292	0
Debt Service	8,991,916	17,856,183	10,727,715	0
Fund Transfers - Expense	59,898,102	56,704,740	57,034,632	0
Ending Fund Balance	0	0	34,600	0
Sum:	**71,277,248**	**77,032,362**	**169,239,379**	**2,319,092**

	2016-17 Actuals	2017-18 Actuals	2019 Revised Budget	2019-20 Request - V52 -No DP
NA	0	0	0	1
Sum:	**0**	**0**	**0**	**1**
Sum:	**71,277,248**	**77,032,362**	**169,239,379**	**2,319,093**

Program Information

Bureau: City Budget Office

Website: https://www.portlandoregon.gov/cbo/

Program Contact: Ryan Kinsella

503-823-6960