



# CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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To: Andrew Scott, City Budget Office  
From: Jack D. Graham, Chief Administrative Office  
Cc: Mayor Charlie Hales  
Date: September 30, 2013  
RE: OMF Fall FY 2013-14 Budget Monitoring Process Report

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Please find attached the Office of Management and Finance's Fall FY 2013-14 Budget Monitoring Process Report.

We are continuing to work on a Campsite Clean Up program proposal and will be processing it with bureaus. We will submit a separate budget adjustment request for this shortly.

If you have any questions on this report please contact Aaron Beck or Elyse Rosenberg in OMF Business Operations.

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*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 with disabilities upon request.*

# Office of Management and Finance FY 2013-14 Fall BMP

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**OMF AII**

## OMF All

MF_122 Non-Represented COLA Savings	
No text in BRASS.	
<b>Status for Fall Performance Report:</b> Reduction taken.	<b>Status</b> Complete

MF_125 Non-Rep Merit Pay Freeze	
No text in BRASS.	
<b>Status for Fall Performance Report:</b> Reduction taken.	<b>Status</b> Complete

MF_128 OMF Internal Service Reserve Reductions	
No text in BRASS.	
<b>Status for Fall Performance Report:</b> Reduction taken.	<b>Status</b> Complete

MF_130 OMF IA Savings	
No text in BRASS.	
<b>Status for Fall Performance Report:</b> Reduction taken.	<b>Status</b> Complete

MF_133 OMF IA Savings	
Decision packages reducing Internal Service rates also benefit Internal Service funds receiving these services. This decision package reduces Interagency Rates by recognizing reductions to the cost of services received from other Internal Service providers.	
<b>Status for Fall Performance Report:</b> Reduction taken.	<b>Status</b> Complete

MF_134 OMF Cola Savings	
Budgets within the Office of Management and Finance were developed using an estimated inflation rate of 3.8% for the Cost of Living Adjustment (COLA). The actual rate of inflation for the COLA was 3.3%. This decision package reduces the Salary Adjustment Contingency in line with the reduced COLA costs and results in a reduction to Interagency Agency rates.	
<b>Status for Fall Performance Report:</b> Reduction taken.	<b>Status</b> Complete

## Capital Program Status Report

### Office of Management and Finance

CIP Program	FY 2012-13	FY 2012-13	FY 2012-13	Variance \$	Variance %	FY 2013-14	Fall BMP	FY 2013-14	Variance \$	Variance %
	Adopted Budget	Revised Budget	Year-End Actuals			Adopted Budget	Revised Budget	Year to Date Actuals		
Accounting	\$0	\$0	\$0	\$0		\$0	\$87,800	\$0	\$87,800	
BTS	\$3,354,995	\$4,344,129	\$2,889,124	(\$1,455,005)	(33%)	\$2,711,700	\$5,248,249	\$278,062	\$2,536,549	94%
CityFleet	\$7,877,858	\$11,399,335	\$8,310,408	(\$3,088,927)	(27%)	\$5,987,441	\$10,062,978	\$1,725,060	\$4,075,537	68%
Citywide Projects	\$8,991,074	\$11,321,414	\$2,159,160	(\$9,162,254)	(81%)	\$20,647,803	\$30,774,575	\$1,714,210	\$10,126,772	49%
EBS Services	\$0	\$1,376,566	\$1,287,892	(\$88,674)	(6%)	\$0	\$0	\$26,700	\$0	
Facilities	\$15,070,559	\$20,348,605	\$11,697,847	(\$8,650,758)	(43%)	\$16,221,969	\$16,413,377	\$203,263	\$191,408	1%
Risk Management	\$0	\$500,000	\$64,414	(\$435,586)	(87%)	\$0	\$567,854	\$43,664	\$567,854	
Support	\$0	\$0	\$17,204	\$17,204		\$0	\$0	(\$17,204)	\$0	
<b>Total</b>	<b>\$35,294,486</b>	<b>\$49,290,049</b>	<b>\$26,426,049</b>	<b>(\$22,864,000)</b>	<b>(46%)</b>	<b>\$45,568,913</b>	<b>\$63,154,833</b>	<b>\$3,973,755</b>	<b>\$17,585,920</b>	<b>39%</b>

\* Prior Year variances compare Year-End Actuals to Revised Budget

\*\* Current Year variances compare Revised Budget to Adopted Budget

#### Prior Year Variance Description

**BTS** – BTS budgeted for ten CIPs in FY 2012-13 and completed much of the planned work. The year-end variance was primarily attributable to two of those CIPs, the AIX Hardware Technology Refresh and the Walters Hill Site. Nearly all of the work was completed on the AIX Hardware Technology Refresh with the final cost approximately \$775,000 under budget. Since this project was mainly in support of specific BTS customers and was funded through cash transfers from those customers, BTS will return to the customers any unspent funds once the project has been completed. The Walters Hill project encountered delays due to issues between Gresham and Portland regarding the location of the proposed tower. As a result, budgeted funds of nearly \$600,000 were not spent and will be re-appropriated in the FY 2013-14 Fall BMP.

**CityFleet** – CityFleet's capital budget was under spent by 27% due to the timing of the receipt of vehicles and equipment that are on order and will be carried over into FY 2013-14.

**Citywide Projects** – The Contingency major object code never reflects actuals, giving the appearance of a budgetary variance where none exists. Taking project Contingency out of the equation, the PSSRP projects spent 51% of its FY 2012-13 Revised Budget. The remaining underspending was primarily a result of the Radio Replacement project contract negotiations starting late in the fiscal year, so the timing of expenses was still unclear.

**EBS Services** – Variance is less than 10% and no report is necessary.

**Facilities** – Several projects in the Facilities program had slower spending in FY 2012-13 than planned and were the reason for only spending \$11.7M of a \$20.3M budget. These projects included the construction of Station 21, the construction of an Emergency Coordination Center, and the construction of a Police training facility. All projects are now in progress. Station 21 just entered the construction phase. ECC will be complete by November. And, the Police Training Facility should be completed this fiscal year.

**Risk Management** – The Risk Management Division has one project for replacing the current claims management database with a new system. The project began incurring costs in late FY 2012-13 and the remaining funds will be a carryover request in the Fall BMP. The current scheduled completion date is December 2013.

**Support (Printing & Distribution)** – A project was set up to enable P&D to accrue two copiers and capitalize the assets. Copiers were placed with customers in June 2013, but not paid until FY 2014.

# Capital Program Status Report

## Current Year Variance Description

Accounting – The Accounting CAFR Project software and consultant implementation costs of \$87,800 are requested in Budget Amendment Request MF\_040. The complete project budget is currently being finalized and will be requested in a subsequent budget action.

BTS – The Bureau of Technology Services was not able to complete some of their capital improvement projects last year. Completion of the work is vital to the organization and to the City. Given that fact, it was necessary to carry over funding for these projects into the current fiscal year. Included among these projects are:

- SAN Storage Expansion - \$248,000
- Planning Function Startup - \$207,000
- Citywide Technology Assessment - \$271,000
- Walters Hill Site - \$593,000

CityFleet – CityFleet's capital budget increased 67% or \$4.018 million primarily due to carryover and bureau requests for additional vehicles and equipment replacement.

Citywide Projects – The variance is attributable to project Contingency carryover, and the carryover of unused funds to keep project budgets whole. Additionally, the Radio Replacement project budget was adjusted to better reflect anticipated spending in FY 2013-14.

Facilities – Variance is less than 10% and no report is necessary.

Risk Management – The project will be completed in the winter of FY 2013-14. The primary expense is the software contract (\$350,000) that will not be paid until the deliverables have been received.

OMF Encumbrance Carryover Worksheet  
FY 2013-14 Fall BMP

Amt type2	Following year carryforward (commitme								
Row Labels	Sum of	Pymt Bdgt	Amount	Notes					
ALANNA HEIN									
22120940									
Lien Process Facilitation			1,757.03	1,405					
AMERICAN SOCIETY FOR TRAINING &									
22122913									
Captivate Training A Coppock			299.00						
Captivate Training G Baird			199.00						
Captivate Training J Baker-Johnson			548.00						
BLOOMBERG LP									
22097676									
Bloomberg Terminal & Flatscreen			3,231.66						
22115633									
Bloomberg Terminal & Flatscreen			7.50						
BROWNE BORTZ & CODDINGTON INC									
22107445									
Analysis for Disparity Study implementat			787.50						
CAROLYN J LEE									
22125024									
Diversity Conference			1,100.00						
CASEWARE INTERNATIONAL INC									
20003964									
3 bundles of 5 user licenses			22,500.00	22,500					
materials and handling			25.00	25					
CDW LLC									
22073394									
HP Scan Jet 7500 Scanner			1,219.33						
CENTRAL PARKING SYSTEM OF WASHINGTO									
22075101									
Central Parking- Validations			58.50						
CURRIE & BROWN INC									
22111902									
Bus Dev Serv - Bid, Estimate, Proj Mgt			30,000.00	30,000					
DEPAUL INDUSTRIES									
22082931									
Temporary Staffing			1,085.71						
22121149									
Temporary Staffing			802.35						
DIVERSIFIED BUSINESS COMMUNICATIONS									
22069984									
SAFEWAY GROCERY			285.52						
EBID SYSTEMS									
22046728									



OMF Encumbrance Carryover Worksheet  
FY 2013-14 Fall BMP

22046728	285.52								
EES CONSULTING INC									
22123986									
EXPERT CONSULTING	2,424.34	2,424							
ELM RESEARCH AND STRATEGY LLC									
22111900									
STREETWISE STEPS INSTRUCTOR	3,000.00	3,000							
EMPIRE TODAY LLC									
20003951									
4TH FLOOR CARPET	15,417.70								
FEDEX FREIGHT INC									
22093297									
Misc. shipping costs	1,500.00								
GALT FOUNDATION									
22079438									
Temp services for Acct	16,322.05	-							
GRAY & ASSOCIATES CPAS									
20003965									
Professional Services for Tech Acct	65,275.00	65,275							
GREEN SPECTRUM CONSULTING LLC		9,594	Pivot table did not include DPO 22129730 from data worksheet						
22071495									
SUSTAINABLE PROCUREMENT CASE STUDIES	451.94								
GREMAR CITY CENTER PARKING									
22081440									
Parking validations	120.78								
HARRIS WORKSYSTEMS INC									
22086711									
labor hours	137.50								
22093153									
For adjustable furniture and labor	1,539.00								
22125025									
Chairs for Payroll	233.96								
HERMAN GRIMES									
22111901									
Bus Dev Serv - Bid, Estimate, Proj Mgt	22,780.00	22,780							
22111903									
Bus Dev Serv - Admin Assistance	22,020.00	22,020							
HOOD TO COAST RESTORATION INC									
20003928									
CO 1 - ADDITIONAL UNFORSEEN REPAIRS	5,616.00								
22125219									
12 FLR TPB SECURITY DOOR INSTALLATION	14,470.00								
INSIDE SOURCE MEDIA INC									
20001200									
Graphic Design	810.00								

OMF Encumbrance Carryover Worksheet  
FY 2013-14 Fall BMP

Graphic Design									
FY 10-11 ANNUAL REPORT MEDIA	2,630.00								
22121782									
GRAPHIC DESIGN SERVICES	7,962.00	7,128							
KEEN INDEPENDENT RESEARCH LLC									
22098637									
Ongoing Consultin assistance to City Att	31,200.00	31,200							
KINETIC COMPUTER SOLUTIONS INC									
22118026									
Captivate Training	425.00								
22121164									
MS EXCEL II - 06.24.2013	150.00								
MS EXCEL III - 06.26-27.2013	360.00								
LEAGUE OF OREGON CITIES									
20002260									
Annual membership for FY 2011-2012	502.65								
LUELLA NELSON									
20003923									
Civil Service Officer	5,000.00								
MONIQUE T NORINGTON									
22098990									
Brand Marketing and communiation plannin	93.75								
MULTNOMAH COUNTY									
22108148									
FY 12-13 CATC	149,375.00								
NEW AVENUES FOR YOUTH									
22123577									
Grant funds for foster youth prg	5,300.00								
NONVERBAL SOLUTIONS INC									
22123283									
Training Workshop	2,500.00								
PACIFIC OFFICE AUTOMATION									
22078919									
Printer Repair & Maint	400.00								
PIONEER COURTHOUSE SQUARE									
22114042									
Pass Thru (Sp App) Jan - Jun PCS	-								
PORTLAND COMMUNITY MEDIA									
22105920									
Public Access GF	9,997.00	9,997							
PORTLAND HABILITATION CENTER									
22075994									
change order con file for Acct	389.50								
22089220									
PHC Custodial Service to 06/30/2013	25,096.97								

OMF Encumbrance Carryover Worksheet  
FY 2013-14 Fall BMP

PHC Custodial Service to 06/30/2013									
Acct doc shredding	272.00								
PORTLAND STATE UNIVERSITY									
22074773									
PARKING	704.00								
PROJECT MANAGEMENT RESOURCES									
22124695									
HR PAYROLL MOVE	2,800.00								
ROSE CITY MOVING AND STORAGE									
20003970									
MOVE 4TH FLOOR FOR CARPET REPLACEMENT	6,655.00								
SANDY RIVER CONSTRUCTION SERVICES									
22111904									
Bus Dev Serv - Admin Assistance	29,430.00	29,430							
THE FTI GROUP									
22114664									
freight to ship envelopes	8.88								
UNISYS CORPORATION									
20003818									
REVENUE - R&L upgrade HW	4,028.00	4,028.00							
REVENUE - R&L upgrade services	34,472.00	34,472.00							
REVENUE - R&L upgrade SW	3,400.00	3,400.00							
REVENUE - Shipping charges NTE	100.00	100.00							
REVENUE - Travel charges NTE	2,100.00	2,100.00							
VANDERHOUWEN & ASSOCIATES INC									
22100010									
audit services	65,235.86	-							
Grand Total	630,611.98	300,879							

## **Bureau of Financial Services**

## Bureau of Financial Services – Accounting

### Decision Packages:

<b>MF_18</b>	<b>BFS-4-Accounting Rent Savings</b>	
This package cuts the Space Rent budget within the Accounting budget by a total of \$18,722.		
<b>Status for Fall Performance Report:</b> Reduction taken.		<b>Status</b> Complete
<b>MF_09</b>	<b>BFS-4-Cut vacant Accountant 1</b>	
This decision package cuts a vacant Accountant I from the Operations section in the Accounting Division.		
<b>Status for Fall Performance Report:</b> Reduction taken. The Accountant I position is eliminated in the FY 2012-13 Adopted Budget. This cut from Operational Accounting required accounts payable duties and air travel billing reconciliations to be reassigned to others in the Operational Accounting team. Those individuals are now fully dedicated to these and other routine processing tasks and resulted in work being delayed indefinitely, such as the archived documents purging project requested by the City Auditor's and City Attorney's Office. Reductions in Accounting resources will result the inability to complete necessary tasks and projects, and adds an increased risk to the City.		<b>Status</b> Complete
<b>MF_08</b>	<b>BFS-8-Accounting Temporary Employee Reduction</b>	
This decision package cuts \$8,000 from the Temporary Employee budget in Accounting.		
<b>Status for Fall Performance Report:</b> Reduction taken. This impacted Accounting's ability to bring in temporary staff in instances of long-term employee absence and has placed a greater burden on FLSA-exempt staff and/or higher overtime cost for FLSA-eligible staff.		<b>Status</b> Complete
<b>MF_07</b>	<b>BFS-8-Accounting Training Reduction</b>	
This decision package cuts \$15,000 from Accounting's Education and Out-of-Town Travel budgets.		
<b>Status for Fall Performance Report:</b> Reduction taken. Development of internal staffing resources continues to be limited.		<b>Status</b> Complete
<b>BMP MF_069</b>	<b>Financial Services Technical Accounting Support</b>	
The Accounting Division of Financial Services will request \$145,000 for a contract awarded to Accounting Principals, Inc. to support Technical Accounting during the annual audit and production of the Comprehensive Annual Financial Report (CAFR). The contract was awarded at 9:00 am, Friday June 29th, 2012 – the morning after the deadline to encumber contract costs and carry forward budget authority.		
<b>Status for Fall Performance Report:</b> Request for outside accounting contractors was granted. Accounting CAFR Software project has started.		<b>Status</b> Complete

## Bureau of Financial Services – Public Finance and Treasury

### Decision Packages:

MF_89 PFT - Treasury 4% Space Rent Reduction	
This package cuts the Space Rent budget within Treasury by \$10,000. This savings is the result from reduced space in moving from City Hall to the 12th Floor of the Portland Building.	
<b>Status for Fall Performance Report:</b> Reduction taken. Treasury is now located on the 12 <sup>th</sup> Floor of the Portland Building.	<b>Status</b> Complete

MF_100 PFT-Treasury 6% 0.26 OSS II Reduction	
This package cuts the remaining 0.26 FTE of an Office Support Specialist II position in Treasury.	
<b>Status for Fall Performance Report:</b> Reduction taken. Operational efficiencies have been implemented to maintain current service level.	<b>Status</b> Complete

MF_103 PFT - Debt 4% Professional Services Reduction	
This package cuts the Professional Services budget within Debt Management by \$28,969.	
<b>Status for Fall Performance Report:</b> Reduction taken. This decreases the amount of resources available for legal and financial advice to manage the City's debt program. Debt resources have been reduced over several years, and are again not recommended as an add back to the FY 2013-14 budget. Reductions in Professional Service resources could result in a diminished ability to effectively manage City debt.	<b>Status</b> Complete

MF_104 PFT - Debt 6% Professional Services Reduction	
This package cuts the Professional Services budget within Debt Management by \$14,485.	
<b>Status for Fall Performance Report:</b> Reduction taken. This decreases the amount of resources available for legal and financial advice to manage the City's debt program. Debt resources have been reduced over several years, and are again not recommended as an add back to the FY 2013-14 budget. Reductions in Professional Service resources could result in a diminished ability to effectively manage City debt.	<b>Status</b> Complete

MF_105 PFT - Debt 8% Professional Services Reduction	
This package cuts the Professional Services budget within Debt Management by \$14,484.	
<b>Status for Fall Performance Report:</b> Reduction taken. This decreases the amount of resources available for legal and financial advice to manage the City's debt program. Debt resources have been reduced over several years, and are again not recommended as an add back to the FY 2013-14 budget. Reductions in Professional Service resources could result in a diminished ability to effectively manage City debt.	<b>Status</b> Complete

<b>MF_99 PFT-Treasury 4% 0.74 OSS II Reduction</b>	
This package cuts 0.74 FTE of an Office Support Specialist II position in Treasury.	
<b>Status for Fall Performance Report:</b> Reduction taken and operational efficiencies implemented to maintain current service level.	<b>Status</b> Complete

<b>MF_101 PFT-Treasury 6% Reduce Professional Services</b>	
This package cuts \$11,097 in Professional Services in External Materials & Services.	
<b>Status for Fall Performance Report:</b> Reduction taken. This decreases the amount of resources available to pay Citywide banking fees centrally. This resource has been reduced over several years, and is again not recommended as an add back to the FY 2013-14 budget. The culmination of these actions has the potential to require additional controls and processes including, but not limited to, billing bureaus for certain banking services.	<b>Status</b> Complete

<b>MF_102 PFT-Treasury 8% Reduce Professional Services</b>	
This package cuts an additional \$25,085 from Professional Services in Treasury's External Materials & Services budget.	
<b>Status for Fall Performance Report:</b> Reduction taken. This decreases the amount of resources available to pay Citywide banking fees centrally. This resource has been reduced over several years, and is again not recommended as an add back to the FY 2013-14 budget. The culmination of these actions has the potential to require additional controls and processes including, but not limited to, billing bureaus for certain banking services.	<b>Status</b> Complete

<b>BMP MF_067 Financial Services Encumbrance Carryover</b>	
The Bureau of Financial Services will request \$239,812 in encumbrance carryovers for the following:	
Accounting Division – Requests \$145,000 for a contract with Accounting Principals, Inc. to support Technical Accounting during the annual audit and production of the Comprehensive Annual Financial Report (CAFR). DPO #22100010	
Accounting Division – Requests \$16,322 for a contract with GALT Foundation to provide professional accounting services in support of Technical Accounting. DPO #22079438	
Accounting Division – Requests \$5,258 for contracts providing miscellaneous printing, duplication and check services/supplies. DPO Numbers: #22073394; #22103606; 22103606; and 22075994.	
Treasury Division – Requests \$3,232 for a contract with Bloomberg to provide real-time financial market display terminals. DPO #22097676	
Financial Planning Division – Requests \$35,000 for an intergovernmental agreement with Portland State University Hatfield Resident Fellow Program and efforts to integrate the Portland Plan into the budget process.	
Financial Planning Division – Requests \$35,000 for a contract to Finite Matters, LTD and Pattern Stream budget publishing service and support. DPO #220069118	

<p><b>Status for Fall Performance Report:</b> Carryovers were approved in the Fall BMP, with the exception of the \$5,258 request to carry over miscellaneous contracts and the \$3,232 request from Treasury to carry over the Bloomberg contract balance. The requests associated with Accounting Principles and GALT contracts were granted on a one-time basis. The Accounting Division is in the process of procuring a CAFR publishing solution which, following implementation, will mitigate the use of consultant and overtime resources in CAFR production.</p>	<p><b>Status</b> Complete</p>
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**Prior Year Business Area Reconciliation Report  
MFFS-Fund 100**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$5,719,655	\$5,671,246	99%
External Materials and Services	\$771,523	\$515,992	67%
Internal Materials and Services	\$1,144,528	\$1,104,540	97%
Capital Outlay	\$22,500	\$0	0%
Fund Transfers - Expense	\$20,000	\$20,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$7,678,206</b>	<b>\$7,311,778</b>	<b>95%</b>
<b>REVENUES</b>			
Charges for Services	\$51,000	\$47,328	93%
Intergovernmental Revenues	\$305,281	\$237,584	78%
Interagency Revenue	\$641,098	\$551,834	86%
Miscellaneous	\$1,023,559	\$998,038	98%
General Fund Discretionary	\$2,372,145	\$0	0%
General Fund Overhead	\$3,285,123	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$7,678,206</b>	<b>\$1,834,784</b>	<b>24%</b>

**Bureau Reconciliation Narrative**

Expenditures:

External Materials and Services expenditures were 33 percent below budget, largely as a result of unused budget appropriation for financial and legal debt advice and, to a lesser degree, due to CAFR Software Project encumbrances that will be requested for carryover in the Fall BMP.

Revenues:

Treasury and Debt revenue collections are adjusted down when expenditure savings are realized so that customers are only billed based on actual expenses. This largely accounts of Interagency and Intergovernmental revenues falling below 90 percent.

## **Bureau of Human Resources**

## Bureau of Human Resources

### Decision Packages:

<b>MF_50</b>	<b>BHR-4-Cut 0.5 Senior Mgr Position</b>
This cut reduces .5 FTE of a Senior Manager within the HR Corporate Services program.	
<b>Status for Fall Performance Report:</b> This position was eliminated within the HR Corporate Services program. This position was eliminated due to the merger of the Employment and Development program and Diversity Development program to create efficiencies.	<b>Status</b> Complete

<b>MF_48</b>	<b>BHR-4-Cut EM&amp;S</b>
This is a \$6,624 cut within External Materials and Services. This cut will reduce the amount of educational conferences and trainings BHR staff will attend.	
<b>Status for Fall Performance Report:</b> Reduction taken. BHR has limited the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests.	<b>Status</b> Complete

<b>MF_49</b>	<b>BHR-4-Reclass Labor Position</b>
This is a reduction of \$36,000 in personal services due to underfilling a position within the HR Corporate Services program.	
<b>Status for Fall Performance Report:</b> Reduction taken. This results in BHR's inability to hire temporary staff to assist with unanticipated projects.	<b>Status</b> Complete

<b>MF_52</b>	<b>BHR-6-Cut 0.5 Senior Mgr Position</b>
This cut reduces the 2nd .5 FTE of a Senior Manager within the HR Corporate Services program. The first 0.5 FTE was submitted as decision package MF_50 BHR-4-Cut 0.5 Senior Mgr Position.	
<b>Status for Fall Performance Report:</b> This position was eliminated within the HR Corporate Services program. This position was eliminated due to the merger of the Employment and Development program and Diversity Development program to create efficiencies.	<b>Status</b> Complete

<b>MF_51</b>	<b>BHR-6-Cut EM&amp;S</b>
This cut reduces External Materials & Services in the HR Corporate Services program by \$586.	
<b>Status for Fall Performance Report:</b> Reduction taken. BHR has continued to limit the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests.	<b>Status</b> Complete

<b>MF_53</b>	<b>BHR-8-Cut EM&amp;S</b>
This cut reduces External Materials & Services within the HR Corporate Services program by \$3,036.	
<b>Status for Fall Performance Report:</b> Reduction taken. BHR has continued to limit the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests.	<b>Status</b> Complete

<b>MF_54</b>	<b>BHR/CBO-8-Cut EM&amp;S</b>
This cut reduces External Materials and Services within the Bureau of Human Resources by \$33,689 and reduces External Materials and Services within the CAO/Business Operations program by \$30,000.	
<b>Status for Fall Performance Report:</b> BHR has continued to limit the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests. The reduction in the Business Operations budget has resulted in the CAO's inability to support one OMF-wide strategic initiative or process improvement project in FY 2012-13.	<b>Status</b> Complete

<b>BMP MF_78</b>	<b>BHR Encumbrance Carryover Request</b>
This encumbrance carryover is related to the Bureau's contract with Aliquant Corporation/Towers Watson Delaware for the current benefits administration system.	
<b>Status for Fall Performance Report:</b> The carryover in appropriation was used to pay for the Towers/Watson contract within the current fiscal year.	<b>Status</b> Complete

<b>BMP MF_143</b>	<b>BHR-Vacancy Exception</b>
This action restores the General Fund one-time Discretionary taken for vacancy savings related to position #40000510--BHR Coordinator. The Bureau of Human Resources received approval from the Commissioner in Charge for this exception.	
<b>Status for Fall Performance Report:</b> BHR successfully filled this position.	<b>Status</b> Complete

<b>BMP MF_232</b>	<b>BHR – Recognize \$7,930 in Training Fund Revenue</b>
This request recognizes \$7,930 in administrative revenue into the Training Fund from coordinating training classes. The education budget within the Training Fund will be increased by the same amount to balance the request.	
<b>Status for Fall Performance Report:</b> Revenue was recognized.	<b>Status</b> Complete

<b>BMP MF_249</b>	<b>BHR – Training Fund Program Revenue Carryover</b>	
<p>The following request removes the \$7,930 in administrative revenue received by the BHR Training Fund in FY 2012-13 from coordinating training classes and re-budgets this \$7,930 in the BHR FY 2013-14 Approved Budget.</p>		
<p>Granting this request will provide partial funding for BHR to continue to develop much needed refresher material for the City’s Cultural Competency training to include discussion of equitable outcomes and removal of systematic bias; these are important goals in the City’s overarching equity initiatives. In addition this request will help fund BHR’s ability to develop Emotional Intelligence Training materials for city employees, which is the most requested training by City bureaus.</p>		
	<p><b>Status for Fall Performance Report:</b> Beginning Fund Balance in FY 2013-14 for the Training Fund was adjusted to \$7930 for this action.</p>	<p><b>Status</b> Complete</p>

<b>BMP MF_327</b>	<b>OMF – VRIP Cash Transfers to Health Fund</b>	
<p>This request establishes cash transfers with the Health Fund to pay COBRA benefits to eligible OMF employees approved for the Voluntary Retirement Incentive Program. (3-Revenue, 2-Procurement, 1-Treasury, 3-BTS, 1-Facilities, and 1-P&amp;D).</p>		
	<p><b>Status for Fall Performance Report:</b> Cash Transfers for VRIP payments were completed before the close of FY 2012-13.</p>	<p><b>Status</b> Complete</p>

<b>BMP MF_344</b>	<b>BHR – Training Fund Budget Cleanup</b>	
<p>This request moves the Training Fund budget to BHR General Fund-MFHR000001, except for the revenue budget and a matching expenditure budget that they plan to carryover to the next fiscal year.</p>		
	<p><b>Status for Fall Performance Report:</b> The budget for the Training Fund (MFHR000015-Fund 100001) is now balanced and includes non-General Fund revenue and a matching expenditure budget.</p>	<p><b>Status</b> Complete</p>

## Human Resources Performance Measures

Performance Measure	Type	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15
		Year-End Actuals	Year-End Actuals	Adopted Budget	Performance No Dec Pkg	Performance With Dec Pkg
MF_0002 - Number of Payroll Checks Without Error	EFFECTIVE	204,053	158,304	213,353	0	0
MF_0004 - Percent of Payroll Checks Direct Deposited	EFFICIENCY	91%	88%	92%	0%	0%
MF_0005 - Number of Manual Payroll Checks Issued	EFFICIENCY	3,763	2,340	3,743	0	0
MF_0008 - Number of Classification Actions Annually	WORKLOAD	435	409	450	0	0
MF_0009 - Total Number of Grievances Received by the LR System	WORKLOAD	83	91	90	0	0
MF_0010 - Employment Exams Posted	WORKLOAD	275	260	275	0	0
MF_0011 - Number of Participant Training Hours Coordinated or Presented by BHR	WORKLOAD	8,419	9,993	9,500	0	0
MF_0013 - Number of Employment Applications Received	WORKLOAD	14,000	13,405	14,000	0	0
MF_0014 - Percentage of Recruitments Meeting Original or Renegotiated Timelines	EFFECTIVE	90%	90%	90%	0%	0%
MF_0016 - City Employees per BHR Employee	EFFICIENCY	83	73	82	0	0
MF_0017 - Cost of Providing HR Service per City FTE	EFFICIENCY	\$1,703	\$1,653	\$1,830	\$0	\$0
MF_0028 - Percent of Employees Participating in Deferred Compensation Program	EFFECTIVE	58%	58%	58%	0%	0%
MF_1078 - Number of Interim & Successor Agreement Negotiations	WORKLOAD	26	32	40	0	0
MF_1079 - Number of Labor Relations Training Sessions	WORKLOAD	21	21	20	0	0
MF_1122 - Percentage of female applicants per recruitment	EFFECTIVE	30%	37%	37%	0%	0%
MF_1123 - Percentage of minority applicants per recruitment	EFFECTIVE	20%	19%	18%	0%	0%
MF_1159 - Employee Personnel Transactions Reviewed	WORKLOAD	7,111	7,217	6,500	0	0
MF_1160 - Central Time Management Transactions	WORKLOAD	7,849	6,850	8,000	0	0
MF_1161 - OM Transactions Administered	WORKLOAD	7,000	5,440	6,500	0	0
MF_1162 - % of Average Basic Pay Records Unlocked by Final Payroll Run	EFFICIENCY	100%	100%	100%	0%	0%
MF_1172 - Number of benefit education presentations	WORKLOAD	0	52	0	0	0
MF_1173 - Number of fitness class participants	WORKLOAD	0	12	0	0	0
MF_1174 - Number of employees enrolled in health coaching programs	WORKLOAD	0	133	0	0	0

### Performance Measure Variance Descriptions

MF\_0002  
The total number of regular payroll checks in FY 2012-2013 was 160,860. Of these checks, 158,304 were without errors due to missed or incorrect time or master data entry by bureaus. This number is substantially lower than the year end FY 2012-2013 estimate. The number of checks with errors totaled 2,556, and represents 1.59% of all regular payroll checks processed.

MF\_0009  
As a result of labor relations recently settling multiple contracts, the number of grievances are expected to rise initially as implementation of the new contracts into SAP can cause some disagreement on how the new contract language should be interpreted.

MF\_0011  
As we continue to add eLearning, the number of contact hours may decrease somewhat. An example is the eLearning for Mandatory Child Abuse Reporting. The classroom version is 45 minutes, while the eLearning with exactly the same material is 15 minutes. This may be somewhat offset by adding more courses and topics that we coordinate and/or present, but for FY 14/15 we definitely need to revisit this metric.

MF\_1078  
As a result of labor relations recently settling multiple contracts, the expected number of interim and successor agreement negotiations are expected to decrease since the contracts have three to four year terms.

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## MF\_003 - BHR-Technical Adjustment

This requests moves \$40,000 from personnel services into external materials and services-professional services account.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## MF\_004 - BHR-Training Fund Balance True-Up

This request increases the Training Fund beginning fund balance by \$1804 in FY 2013-14. The new beginning fund balance is \$10,604.

Dollar Amount: \$1,804  
Type: New Request  
Resources: New Revenues

## MF\_046 - Health Fund Fall Bump Adjustments

The Health Fund Fall Bump request will reduce the FY 2013-14 Beginning Fund balance by \$1,5 million to reflect lower than anticipated revenues from claims payments and medical rebates. In addition the Fall Bump will recognize \$1.4 million in revenue from MODA as part of a dental rebate. Lastly, the Health Fund will transfer \$20,000 to the Printing and Distribution Fund to refund money that supported the Voluntary Retirement Incentive Program.

Dollar Amount: (\$144,173)  
Type: New Request  
Resources: New Revenues

## MF\_097 - Health Fund Pers Adjustment

This request will reduce I/A costs within the Health Fund due lower than projected PERS rates.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## MF\_098 - BHR-Fund 100-IA Adjustments for PERS Rates

This request reduces the interagency budget within MFHR-Fund 100 by \$1541. The External Materials and Services budget will be increased to balance the request.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

**Prior Year Business Area Reconciliation Report  
MFHR-Fund 100**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$6,488,004	\$6,406,970	99%
External Materials and Services	\$755,897	\$625,018	83%
Internal Materials and Services	\$804,600	\$705,688	88%
<b>TOTAL EXPENDITURES</b>	<b>\$8,048,501</b>	<b>\$7,737,676</b>	<b>96%</b>
<b>REVENUES</b>			
Charges for Services	\$280,915	\$0	0%
Interagency Revenue	\$0	\$55,910	0%
Fund Transfers - Revenue	\$500,000	\$301,820	60%
Miscellaneous	\$37,930	\$497,715	1312%
General Fund Discretionary	\$2,538,219	\$0	0%
General Fund Overhead	\$4,691,437	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$8,048,501</b>	<b>\$855,445</b>	<b>11%</b>

**Bureau Reconciliation Narrative**

Expenditures:

External Materials and Services were 17% below budget due to the Alliquant/Towers Watson and Cascade Centers benefit contracts being moved to the Health Fund in the second half of FY 2012-13. These contracts were previously billed to BHR Fund 100 and reimbursed via a cash transfer with the Health Fund. The decision was made to move these contracts to the Health Fund to better align the contracts with the programs they serve.

Internal Materials and Services were 12% below budget largely due to unspent appropriation in the Facilities projects line item. BHR budgeted \$60,000 for new carpet purchase and installation on the 4th floor as well as the move of Payroll from Accounting to BHR. While the carpet was purchased in FY 2012-13, the installation is on hold until the Portland Building restack is completed. The Payroll move was completed and billed to BHR in AP 13.

Revenues:

Miscellaneous Revenues were 1312% above budget due to the deferred compensation revenue from ING accidentally being both invoiced and recorded as an accrual. BHR has since followed-up with Accounting to reverse the accrual in AP 16.

Fund Transfers-Revenue were 40% below budget due to the benefits contracts referenced in the External Materials and Services variance being moved to the Health Fund. It should be noted that the \$55,910 in Interagency Revenue listed on the reconciliation report represents additional fund transfer revenue from Fire/Police for their share of the benefit contracts costs. The revenue was just received into BHR as interagency revenue.



## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>700 - Health Insurance Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,208,007	1,110,221	91.91
External Materials and Services	54,932,964	52,601,908	95.76
Internal Materials and Services	478,834	506,941	105.87
Bond Expenses	25,917	25,183	97.17
Fund Transfers - Expense	600,638	402,458	67.01
Contingency	10,824,396	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>68,070,756</b>	<b>54,646,710</b>	<b>80.28</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	13,020,637	0	0.00
Charges for Services	52,471,164	50,876,978	96.96
Interagency Revenue	238,673	275,753	115.54
Fund Transfers - Revenue	1,482,446	1,482,446	100.00
Miscellaneous	857,836	753,477	87.83
<b>TOTAL REVENUES</b>	<b>68,070,756</b>	<b>53,388,654</b>	<b>78.43</b>

### **Fund Reconciliation Narrative**

The Health Fund had no variances with all major objects except for two categories. Cash transfers were lower than budgeted due to the Health Fund now paying directly for the Benefits Administration and Employee Assistance contracts which were formerly budgeted with BHR. Miscellaneous Revenues were lower than expected due to lower than anticipated medical rebate revenues.

## **Bureau of Internal Business Services**

## Bureau of Internal Business Services – CityFleet

Decision Packages:

MF_59	CF-6-Fire Bureau Internal Fueling
<p>Presently the Fire Bureau obtains fuel for apparatus and for Fleet maintained vehicles through purchases on the City's contract with external fuel providers. CityFleet has fueling stations throughout the City that are in proximity to some Fire Bureau stations where vehicles and equipment could purchase fuel. The fuel in the inventory system is procured on bulk pricing contracts which are consistently below the market rate that the Fire Bureau pays to outside vendors. By using the inventory-managed fuel system where applicable, the Fire Bureau could save an estimated \$38,000 annually on fuel.</p> <p>CityFleet has prepared a location and gallons consumed analysis of all Fire fueling and presented the materials to the Fire Bureau budget contact. CityFleet is in discussion with the customer to ensure that the safety-specific and operational requirements of the Fire Bureau will be met and at this time, the Fire Bureau is reviewing this analysis.</p>	
<p><b>Status for Fall Performance Report:</b> Internal fueling continues to increase for Fire Bureau's light fleet, and CityFleet will continue to support Fire Bureau to optimize their fueling operation at the lowest possible cost.</p>	<p><b>Status</b> Complete</p>

MF_56	CityFleet-4-Extend Police Vehicle Lifecycles
<p>This package is to assign vehicles into the proper replacement schedules based on results of focused analysis by CityFleet for utilization by the Police Bureau. Presently, the sedans assigned to Police Commander Lieutenant Sert (CLS) and are classified as Patrol Sedans (1013) and on a five-year replacement cycle. The Lieutenant sedans have been determined to not endure the same level of severe duty that the patrol sedans experience. For this reason, CityFleet is proposing to create a new vehicle class for CLS sedans that would be on a seven year replacement schedule. This action will reduce the interagency with Police by \$108,000. The Portland Police Bureau has sedans in the undercover program that previously were leased and in FY 2009-10 converted to City-owned vehicles. As this was a pilot program to own the under-cover vehicles, the equipment was originally set to a 3 year life cycle replacement. At this point in time, CityFleet is recommending a five-year life cycle replacement reducing the interagency by \$130,000.</p>	
<p><b>Status for Fall Performance Report:</b> New class codes created and lifecycles adjusted.</p>	<p><b>Status</b> Complete</p>

MF_55	CityFleet-4-Optimize Utilization of Police Fleet
<p>This package addresses utilization and optimization of the Police Bureau fleet for three separate equipment classifications. 1) General purpose sedans (Class 1001) assigned to the Portland Police Bureau are presently on a eight-year replacement schedule. After review, CityFleet staff recommends extending the lifecycle of these sedans as the mileage driven per year does not meet minimum best Fleet practices for replacement. CityFleet has identified seven sedans assigned to the Police Bureau that would meet this criteria for a reduction of \$13,000). Additionally, should these sedans be determined to be underutilized, the Police Bureau could turn-in the sedan and use the City's shared Motor Pool located at the 1st and Jefferson Garage which is in close proximity to the Central Precinct. 2) Patrol sedans assigned to the Transit Division in the Portland Police Bureau are presently on a five-year replacement schedule. CityFleet staff recommends changing the life-cycle to six years for a reduction of 25,000 to the interagency</p>	

agreement. 3) Standard Patrol sedans assigned to the Portland Police Bureau are presently on a five-year replacement schedule. Prior to replacement, CityFleet conducts mechanical assessments and mileage reviews on each unit. CityFleet recommends extending the replacement schedule on patrol sedans that do not meet mileage minimums and where the mechanical assessments do not indicate cause for replacement and this action would reduce the interagency by \$99,000.

<p><b>Status for Fall Performance Report:</b> Lifecycles adjusted on seven low utilized police administrative sedans. New class code created for Transit police sedans and lifecycles adjusted. Vehicle analysis complete for police patrol sedans and life extended.</p>	<p><b>Status</b> Complete</p>
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<b>MF_58</b>	<b>CityFleet-6- PBOT Fleet Utilization</b>
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CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to the Portland Bureau of Transportation (PBOT) that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.

EQ 86143 (Truck/Crane) annual expenses are estimated at \$30,060  
EQ 86205 (Hydra) annual expenses are estimated at \$27,212  
EQ 86385 (Small dump truck) annual expenses are estimated at \$6,800  
EQ 003203 (Cargo van) annual expenses are estimated at \$5,287  
EQ 031020 (Standard sedan) annual expenses are estimated at \$4,400

CityFleet is in collaboration with PBOT to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.

<p><b>Status for Fall Performance Report:</b> CityFleet analyzed usage history and collaborated with PBOT to come up with the additional savings.</p>	<p><b>Status</b> Complete</p>
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<b>MF_57</b>	<b>CityFleet-6-Reduction Police Internal Fueling</b>
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Presently the vehicles assigned to the Portland Police Bureau's Bureau's North Precinct obtain fuel through purchases on the City's contract with external fuel providers. CityFleet has fueling stations that are close to the North Precinct where the Bureau could procure fuel with less cost. The fuel in the inventory system is procured on bulk pricing contracts which are consistently below the market rate that the Police Bureau pays to outside vendors. By using the inventory-managed fuel system where applicable, the Police Bureau could save an estimated \$81,000 on fuel each year.

CityFleet has prepared a location, time of fueling, and gallons consumed analysis of all Police fueling and presented the materials to the Police Bureau budget contact and discussed operational impacts with the North Precinct staff. CityFleet is still in discussion with the customer to ensure that the safety-specific and operational requirements of the Police Bureau will be met and at this time, the Police Bureau is reviewing this analysis.

<p><b>Status for Fall Performance Report:</b> CityFleet installed a new fuel station at the East Precinct, enabling the Police Bureau to use low cost bulk contract fuel. North Police Precinct expanded the use of the Kerby bulk fuel station reducing PPB fuel cost.</p>	<p><b>Status</b> Complete</p>
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MF_60 CityFleet-8-Assess rent to Home Forward	
<p>Presently, Home Forward utilizes 13,300 sq. feet of parking space at the Kerby Garage facility. This space is leased by the City from ODOT at a rate of \$.06/sq. foot. CityFleet pays the state to lease this space and the City does not charge HAP to sub-lease the space from CityFleet.</p> <p>This proposal would assess rent of \$.06/sq. foot to HAP to collect \$9,600 for Home Forward to utilize the space.</p>	
<p><b>Status for Fall Performance Report:</b> The Kerby lot vehicle and equipment staging lot was sold to Legacy Hospital. Facilities is working to reconfigure leased property, which will dislocate Home Forward. Moving Home Forward will provide cost avoidance as this reduces the amount of additional property that the City would need to lease for its operations.</p>	<p><b>Status</b> Complete</p>

MF_63 CityFleet-8-Parks Bureau Low Vehicle Utilization	
<p>CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate for equipment assigned to the Parks Bureau. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to Parks that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.</p> <p>There are 14 vehicles and equipment that meet the criteria set by CityFleet for low utilization. The total annual expenses associated with these units amount to \$75,000.</p> <p>CityFleet is in collaboration with Parks to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p><b>Status for Fall Performance Report:</b> Reduction taken. CityFleet analyzed usage history and collaborated with Parks to meet the budget reduction goal.</p>	<p><b>Status</b> Complete</p>

MF_64 CityFleet-8-PBOT Utilization Inventory Reduction	
<p>CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to the Portland Bureau of Transportation (PBOT) that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.</p> <p>EQ 84057 (Flatbed Truck) annual expenses are estimated at \$6,868 EQ 84867 (Step Van) annual expenses are estimated at \$7,308 EQ 013404 (Step Van) annual expenses are estimated at \$9,933</p> <p>CityFleet is in collaboration with PBOT to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p><b>Status for Fall Performance Report:</b> Reduction taken. CityFleet analyzed usage history and collaborated with PBOT to come up with the savings.</p>	<p><b>Status</b> Complete</p>

<b>MF_61 CityFleet-8-Police Bureau Low Utilization Review</b>	
<p>CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate for equipment assigned to the Police Bureau. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to Police that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.</p> <p>There are 12 vehicles and equipment that meet the criteria set by CityFleet for low utilization. The total annual expenses associated with these units amount to \$69,000.</p> <p>CityFleet is in collaboration with Police to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p><b>Status for Fall Performance Report:</b> CityFleet is collaborating with the Police Bureau to address Police concerns and operational requirements.</p>	<p><b>Status</b> Complete</p>

<b>MF_62 CityFleet-8-Police Bureau PM Cycle change</b>	
<p>CityFleet has reviewed preventative maintenance intervals for the CLS sedans at the Portland Police Bureau to determine the proper intervals for service. Based on repair history, manufacturer guidelines and industry standards, CityFleet has determined that the scheduled preventative maintenance for this classification of vehicles could be decreased by two service intervals per year.</p> <p>The package would reduce the amount of supplies required to perform this service by \$8,000.</p> <p>CityFleet is in collaboration with Police to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p><b>Status for Fall Performance Report:</b> Preventive maintenance cycles changed.</p>	<p><b>Status</b> Complete</p>

<b>BMP MF_193 CityFleet - Loan to General Fund</b>	
<p>The purpose of this budget adjustment request is to set up the cash transfer from three OMF internal service funds (Fleet, BTS and Facilities) to the General Fund for the full amount of 10-year interfund capital loans approved in Resolution 36976 on November 7, 2012. The loan amount from City Fleet will be \$1,250,000. Actual transfers will be based on the needs of the General Fund.</p> <p>This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds. The first repayment to City Fleet will be \$48,504.</p>	
<p><b>Status for Fall Performance Report:</b> The transfers for the portion of the loan for the Rose Festival building were made in the fourth quarter of FY 2012-13. Interest due to the internal service funds was also paid in the fourth quarter.</p>	<p><b>Status</b> Complete</p>

Budget Note:

13-14 Budget Note	City Fleet Report	
<p><b>City Fleet Report</b> The Office of Management and Finance CityFleet division is directed to perform an indepth fleet assessment of all City bureaus. CityFleet should develop a plan to reduce underutilized vehicles, including strategies for replacing bureau-owned vehicles with motor pool vehicles. The plan should also include strategies to assist bureaus in sharing construction equipment and other vehicles commonly used throughout the City. CityFleet is to report to Council on the above plan as part of the FY 2013-14 Fall BMP Submission.</p>		
	<p><b>Status for Fall Performance Report:</b> Per City Council’s budget direction, CityFleet was directed to lower fleet costs. Areas identified for cost reduction include:</p> <ul style="list-style-type: none"> <li>• Removing underutilized and reissued vehicles;</li> <li>• Increasing replacement cycles;</li> <li>• Increasing the use of pool vehicles and equipment and limiting rental/lease vehicles;</li> </ul> <p><b><u>Removing Underutilize and Reissued Vehicles</u></b> In response to this initiative, CityFleet division is performing an in-depth fleet assessment of all City bureaus. CityFleet is developing a plan to reduce underutilized vehicles and discontinue the practice of reissuing vehicles and equipment when it does not compromise operations. This will avoid the cost of maintaining replaced vehicles and equipment that are beyond their economic life cycle and expensive to maintain. Evaluating usage patterns of fleet assets will be done in the context of an organization’s mission, the types of functions performed and the levels of service required. Therefore, optimizing fleet utilization will require close collaboration with fleet users, who can articulate how vehicles and equipment help them do their jobs. This assessment will be the basis to develop proposed utilization guidelines, vehicle review policies, and cost control procedures. The data from following criterions will be studied to evaluate fleet utilization:</p> <ul style="list-style-type: none"> <li>• Meter</li> <li>• Usage</li> <li>• Seasonal</li> <li>• Special Purpose</li> <li>• Special Operation</li> </ul> <p><b><u>Replacement Cycles</u></b> CityFleet has established vehicle life-cycle and replacement schedules that maximize useful life of vehicles while reducing operational and maintenance costs. CityFleet uses industry best practice to prioritize vehicle lifecycle and replacement decisions. The economic theory of vehicle replacement takes into account that vehicle capital costs decline over time, while vehicle-operating costs increase. Vehicle replacement criteria should be set to produce the lowest life-cycle costs by replacing vehicles at the point where increased operating costs meet the declining capital value. CityFleet established replacement criteria in terms of age and usage (in terms of miles or engine hours) to trigger the examination of specific units for replacement, forecast replacement funding requirements, and minimize cost.</p>	<p><b>Status</b> Underway</p>

**Increasing the use of pool vehicles and equipment and limiting rental/lease vehicles**

A part of this assessment will be devoted to identifying alternative means of transportation to permanently assigned vehicles and equipment and expensive commercial rentals, including increasing citywide pooling. Further, CityFleet will work with the Bureau of Planning and Sustainability to expand the City's use of transit, and other forms of transportation.

CityFleet maintains motor pool fleets to meet short-term transportation needs. The information from the assessment will be the basis for evaluating the feasibility of expanding the current motor pool operations to include a long-term motor pool and a centralized heavy equipment pool. The utilization data from the assessment will provide information to compare average annual utilization among similar units.



## Bureau of Internal Business Services – Facilities Services

Decision Packages:

MF_129 Facilities - OMF IA Savings	
No description provided by BRASS.	
<p><b>Status for Fall Performance Report:</b> Reduction taken. This package reduced the cash transfer from the General Fund to Facilities Services by the amount of IA savings Facilities Services received from other IA providers when their cuts were approved. The cash transfer was reduced, which further reduces funding for the City Hall major maintenance program.</p>	<p><b>Status</b> Complete</p>

MF_75 Facilities-4-Eliminate Comcast Cable in 1900 Bld	
<p>When the 1900 building was built, it was designed to allow for BTS to do cable TV expansion into any area without having to increase the cable TV charges. The plan required a premium be paid to Comcast. The actual number of Cable subscribers within the building currently, and through the history of the 1900 building, does not come close to supporting the current arrangement.</p> <p>An additional recommendation for other bureaus would be to review contracts with Comcast and determine if cable TV contracts are needed or if online streaming is an acceptable alternative.</p>	
<p><b>Status for Fall Performance Report:</b> Reduction taken. All Comcast cable users at the 1900 building now order direct from the vendor, which requires additional work by each Bureau requester.</p>	<p><b>Status</b> Complete</p>

MF_76 Facilities-4-Lease 1900 Building Vacant Space	
<p>This package generates new revenue by leasing floor space at the 1900 building that has been held vacant for years. The space would be leased to outside agencies or City agencies currently paying for space in privately held properties. There is 21,793 sq ft of space available on one floor. The current lease rate is \$31.67/sq ft.</p>	
<p><b>Status for Fall Performance Report:</b> Remaining available space is being used to stage City staff as space planning moves forward, which includes several City buildings and will require three years to complete</p>	<p><b>Status</b> Underway</p>

MF_77 Facilities-4-LEED-EB Savings	
<p>The process of retro commissioning the Portland Building, as part of the LEED-EB certification, has produced efficiencies in the operations of HVAC, elevators, and lighting systems.</p> <p>Retro commissioning is a process that analyzes how an existing building is operating and maintained and seeks to improve how equipment and systems function together. Through the LEED EBOM process The Portland Building is going through the retro commissioning program. Several Retro-Commissioning measures have been identified that will create operating efficiencies, including sequence of operation changes, eliminating simultaneous heating and cooling issues, and restoring the lighting sweep system to it original design intent. Through these efficiency measures, savings will be created. Retro commissioning</p>	

is a process that analyzes how an existing building	
<b>Status for Fall Performance Report:</b> Work completed. The Portland Building achieved LEED-EB Gold certification resulting in energy reductions and cost savings.	<b>Status</b> Complete

<b>MF_115</b> <b>Facilities-4-Mayor's Security Reductions</b>	
This decision package would reduce the Mayor's contracted security by four percent.	
<b>Status for Fall Performance Report:</b> Mayor's office made no reductions in security.	<b>Status</b> Cancelled

<b>MF_118</b> <b>Facilities-4-City Hall Major Maintenance</b>	
This decision package would reduce funding for the City Hall Major Maintenance reserve by four percent.	
<b>Status for Fall Performance Report:</b> Reduction taken. This results in pushing more projects out into the future, and increasing the likelihood of higher operations and maintenance costs and building system failures.	<b>Status</b> Complete

<b>MF_78</b> <b>Facilities-6-Eliminate Desk-side Trash Service</b>	
This decision package would eliminate deskside trash pickup. Staff would be required to empty their trash into a common collection point centralized on each floor.	
<b>Status for Fall Performance Report:</b> Decision package implemented resulting in City staff emptying their own trash containers.	<b>Status</b> Complete

<b>MF_79</b> <b>Facilities-6-Eliminate Paper Towels in Port Bldg</b>	
Remove paper towels in all restrooms where hand dryers exist. Savings would be from the reduction of purchasing paper towels, and the reduction in trash pickup by janitorial staff and trash removal.	
Savings encourages the movement towards installing hand dryers at all buildings so the standard could be applied City-wide.	
<b>Status for Fall Performance Report:</b> Seeing just over a \$1,200/month reduction in janitorial fees and about \$300/month in trash removal (this number does vary). Recycling rate has jumped 10%.	<b>Status</b> Complete

<b>MF_80</b> <b>Facilities-6-City Hall HVAC Reductions</b>	
Shut down HVAC (condenser pumps and heat pumps) at City Hall during nights and weekends. Savings will be through energy reductions.	
<b>Status for Fall Performance Report:</b> The heat pumps are being shutdown at night. The condenser pump has to remain on but is reduced in speed as 3/4 of the building's condenser loop is shutdown. The ERNIE room and council chambers AV room have to stay on 24/7.	<b>Status</b> Complete

<b>MF_81 Facilities-6-Reduce 1900 Bldg MM Reserve</b>	
As a condominium, the City has a responsibility to maintain adequate reserves for planned and unplanned building Major Maintenance and Capital projects. Several Major Maintenance project have been completed that can allow for a temporary reduction in the Major Maintenance reserve rate recovery from 3.2% of the building replacement value to 2.5%. The building is still relatively new (built in 1999) but major systems within the City Tower or the older base building of the condo will continue to require project funding.	
<b>Status for Fall Performance Report:</b> Major Maintenance reserve funding was reduced.	<b>Status</b> Complete

<b>MF_82 Facilities-6-Reduce Police Janitorial</b>	
Reduce Police janitorial to office trash removal and vacuuming once a week with no desk-side recycling. Restrooms continue to be serviced seven times per week. * N Precinct * Central Precinct and Justice Center * E Precinct * Traffic * Training	
<b>Status for Fall Performance Report:</b> All precincts have been moved to this schedule and contracts changed.	<b>Status</b> Complete

<b>MF_83 Facilities-6-Eliminate IAQ Testing in Port Bldg</b>	
Indoor Air Quality (IAQ) testing is currently conducted as a regularly scheduled test at Portland Building, 1900 Building and 911. This proposal is to eliminate all regular scheduled IAQ testing and only provide testing at a Bureau's request and expense.	
<b>Status for Fall Performance Report:</b> No IAQ testing has occurred in FY 2012-13.	<b>Status</b> Complete

<b>MF_116 Facilities-6-Mayor's Security Reductions</b>	
This decision package would reduce the Mayor's contracted security by six percent.	
<b>Status for Fall Performance Report:</b> Mayor's office made no reductions in security.	<b>Status</b> Cancelled

MF_119                      Facilities-6-City Hall Major Maintenance	
This decision package would reduce funding for the City Hall Major Maintenance reserve by six percent.	
<b>Status for Fall Performance Report:</b> The funding for the City Hall major maintenance program was reduced. This results in pushing more projects out into the future, and increasing the likelihood of higher operations and maintenance costs and building system failures.	<b>Status</b> Complete

MF_84                              Facilities-8-Lease Vacant Kelly Building Space	
There is 7,041 sq ft of office space available for use in the Kelly Building. The rental rate for this space is \$16.50/sq ft. It is proposed that this space be leased to agencies within the City who are in private leases or would be locating their operations in a Non-City property.	
<b>Status for Fall Performance Report:</b> The main floor at the Kelly Building is 100% occupied.	<b>Status</b> Complete

MF_86                              Facilities-8-Eliminate Renewable Energy Funding	
This cut eliminates additional money set aside for the purchase of renewable energy.	
<b>Status for Fall Performance Report:</b> The last year of funding for this program was not collected.	<b>Status</b> Complete

MF_87                              Facilities-8-Upgrade Software & Reduce Staffing	
Upgrade Maintenance dispatch system to Tririga 10 to create staffing efficiencies allowing for staff reduction. Facilities users will be able to place Work Order requests directly and follow progress on their own desktop.	
<b>Status for Fall Performance Report:</b> Currently exploring the additional, perhaps more efficient software.	<b>Status</b> Underway

MF_88                              Facilities-Add-Phase II & III ADA Transition Plan	
<p>The City of Portland, as an act of continual compliance with federal requirements of Title II of the Americans with Disabilities Act, must periodically reevaluate programs, service, activities, policies, and facilities/sites to ensure they are accessible to and usable by people with disabilities by identifying and removing barriers that exist. Title II mandates all public entities to create and maintain a “transition plan” that sets forth the steps necessary to ensure architectural compliance and accessibility of public use and employee spaces.</p> <p>This \$368,000 decision package redevelops Phases II and III of the City’s federally required ADA Transition Plan, by inspecting the remaining Medium Priority (Tier II) and Low Priority (Tier III) Citywide</p>	

sites in accordance with the 2010 Standards for Accessible Design for all Bureaus (as determined during Phase I of the Citywide ADA Transition Plan Redevelopment project, in process). The inspections of the Tier II and III City facilities and sites identify barriers that limit accessibility categorized by City Facility or Site; develop solutions to resolving barriers; plan cost estimates for barrier removal; prioritize removal of barriers or define exemptions, and incorporate that information into the Full Citywide ADA Title II Transition Plan Draft. Rights of Way that are not part of a specific property or site will not be included in the inspection.	
<b>Status for Fall Performance Report:</b> City Council approved a contract amendment to cover the entire scope of the project. Surveys of Tier 1 (highest priority facilities) have been completed. Reports for Tier 1 non-parks facilities have been received by the City and reviewed by the bureaus. Revisions were made when appropriate. Report for Jen Weld and Memorial Coliseum will be finalized after high use period subside (target December). Draft Parks Tier 1 Facility reports will be provided for staff review by the end of September.	<b>Status</b> Underway

MF_90                      Facilities-8-Reduce Office Winter Temp to 68	
This cut decreases the winter time inside temperature to 68 degrees.	
<b>Status for Fall Performance Report:</b> Reduction taken resulting in an increased number of complaints and staff discomfort.	<b>Status</b> Complete

MF_91                      Facilities-8-Increase Office Summer Temp to 74	
This cut increases the summer time inside temperature to 74 degrees.	
<b>Status for Fall Performance Report:</b> Facilities Services struggles to maintain occupant comfort level in this temperature. Facilities Services has an increase in hot calls due to this change, which has offset some of the savings.	<b>Status</b> Complete

MF_92                      Facilities-8-Reduce Office Window Cleaning	
Reduce current level of exterior window cleaning city-wide to one time per year.	
<b>Status for Fall Performance Report:</b> Reduction taken. Windows cleaned one time per year resulting in increased risks associated with reduced building maintenance and upkeep.	<b>Status</b> Complete

MF_93                      Facilities-8-Reduce Janitorial Services	
All contracted janitorial services at all buildings reduced by 4%. Reduce service to once per week, restrooms and lunchrooms daily. No trash pick up.	
<b>Status for Fall Performance Report:</b> The reductions needed for the overall janitorial package have been implemented and spending is on target to achieve the saving indicated in this package by fiscal year end. Service reductions were adjusted to meet operational needs, while still gaining decision package savings.	<b>Status</b> Complete

MF_117 Facilities-8-Mayor's Security Reductions	
This decision package would reduce the Mayor's contracted security by eight percent.	
<b>Status for Fall Performance Report:</b> Mayor's office made no reductions in security.	<b>Status</b> Cancelled

MF_120 Facilities-8-City Hall Major Maintenance	
This decision package would reduce funding for the City Hall Major Maintenance reserve by eight percent.	
<b>Status for Fall Performance Report:</b> Funding for the City Hall major maintenance program was reduced resulting in more projects pushed out into the future, and increasing the likelihood of higher operations and maintenance costs and building system failures.	<b>Status</b> Complete

BMP MF_063 Facilities ECC project carryover	
<p>The purpose of this budget adjustment request is to appropriate additional Facilities service fund balance resulting from the timing of expenses associated with the Emergency Coordinations Center project. The FY 2012-13 budget assumed that the fund would have \$2,923,182 for the ECC project. However, expenses were less than anticipated in FY 2011-12 so the fund ended the year with an additional \$1,468,828 that will be incurred for the project in FY 2012-13.</p> <p>This request places the resulting appropriation in EMS, IMS, Capital and Contingency accounts.</p>	
<b>Status for Fall Performance Report:</b> The project is well in to the construction phase. The project will be complete in FY 2013-14.	<b>Status</b> Complete

BMP MF_169 Facilities ECC General Fund Loan	
<p>The purpose of this budget adjustment request is to set up the cash transfers from three OMF internal service funds (Fleet, BTS, and Facilities) to the General Fund for the full amount of 10 year inter-fund capital loans approved in Resolution 36976 on November 7, 2012. Actual transfers will be based on the needs of the General Fund.</p> <p>This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds.</p>	
<b>Status for Fall Performance Report:</b> The transfers for the portion of the loan for the Rose Festival building were made in the fourth quarter of FY 2012-13. Interest due to the internal service funds was also paid in the fourth quarter.	<b>Status</b> Complete

## Bureau of Internal Business Services – Printing & Distribution

Decision Packages:

<b>MF_23</b>	<b>P&amp;D-4-Eliminate Reproduction Operator II positio</b>
<p>This package eliminates a currently vacant Reproduction Operator 2 position, and updates the division's digital color workflow.</p> <p>When the RO-2 position was vacated last year the division was unable to quickly hire a replacement. It had to reorganize the duties of existing staff and create efficiencies to meet continuing service requirements. These efficiencies can be continued into the future. Savings - \$70,000.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated and the workflow in the shop has been updated.</p>	<p><b>Status</b> Complete</p>
<b>MF_24</b>	<b>P&amp;D-4-Reduction in Equipment Maintenance</b>
<p>This package is a companion to the package that eliminates a currently vacant Reproduction Operator 2 position, and updates the division's digital color workflow.</p>	
<p><b>Status for Fall Performance Report:</b> Workflow updated. The new equipment placed in the shop requires less maintenance and has a lower per click maintenance rate.</p>	<p><b>Status</b> Complete</p>
<b>MF_25</b>	<b>P&amp;D-6-Increase copier/printer replacement cycles</b>
<p>This package increases the expected life of City copier/printers by 1 to 2 years, depending upon each device's usage. P&amp;D charges bureaus a per click charge for each copy and print made on it's devices. That rate covers all costs associated with the device including capital replacement. For FY 2011-12 the capital replacement component of the click charge is \$.0075.</p> <p>This package would reduce the capital charge to \$.005 per click, thus increasing the length of time each machine must be in service to fully fund it's replacement.</p> <p>At an estimated 18 million billable clicks, a savings of .0025 per click would yield \$45,000 in savings.</p>	
<p><b>Status for Fall Performance Report:</b> This rate component was changed as of July 1, 2012.</p>	<p><b>Status</b> Complete</p>
<b>MF_27</b>	<b>P&amp;D-8-Interoffice mail efficiencies</b>
<p>This package streamlines the City's interoffice mail delivery system. It eliminates a Distribution Tech position that has a total cost of approximately \$70,000, and adds the difference to Distribution's Part-time line item.</p> <p>For all agencies outside the core area it mandates no more than once a day pick-up and delivery (this is currently the case for most agencies, but not all), and decreases delivery frequency to low volume one stop per day generators.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated and the delivery schedules adjusted.</p>	<p><b>Status</b> Complete</p>

## Bureau of Internal Business Services – Procurement Services

Decision Packages:

MF_139 Add - One Procurement Specialist Position	
Add one Sr Procurement Specialist position in the FY 2012-13 Approved Budget. No fiscal impact. The position is funded by GF Overhead.	
<b>Status for Fall Performance Report:</b> Position was classified and filled in FY 2012-13.	<b>Status</b> Complete

MF_11 Procurement - Local Stimulus / ARRA Compliance	
<p>This is a request to extend existing one-time funding for an additional year. In 2009 Council introduced an economic stimulus package as a proactive approach to inject resources into the local economy. As a result the City contracted nearly 500 million dollars worth of capital improvement projects between January of 2009 and December of 2010. The value of these contracts represented a 29% increase over previous years and, as a result of the weak local economy, resulted in increased bidding activity from contractors and increased interest from subcontractors. Procurement Services responded to the increased activity by requesting funding for additional buying staff during the effective period of the stimulus package. Following completion of the procurement phase of the stimulus effort and the beginning of construction, Procurement Services released the additional buying staff but was faced the need for increased contract compliance staff due to the substantial number of contracts in force and the need to track a larger number of subcontracts. In FY 2011-12 Procurement Services requested and received funding for an additional Contract Compliance Specialist and a Procurement Assistant, with the understanding that the multi-year construction projects may require further funding in out years.</p> <p>Between December of 2010 and today, compliance staff members successfully met compliance monitoring requirements on the existing contracts and were assigned an additional 53 contracts with a value exceeding \$127 million. Because many of the stimulus contracts were multi-year, the staff is still dealing with an increased workload that will be untenable if the additional Compliance Specialist and Procurement Assistant are not funded in FY 2012-13.</p>	
<b>Status for Fall Performance Report:</b> All ARRA compliance tracking has been completed. FY 2013-14 includes no additional funding for this effort.	<b>Status</b> Complete



<b>MF_10 Procurement - Minority Evaluator Staffing</b>	
<p>This is a request for additional one-time funding of a mandated existing program. It has been funded by interagency agreements with City bureaus since FY 2010-11. The Minority Evaluator Program was adopted by City Council through Resolution 36757 in December 2009. The Resolution mandates that all evaluation panels for Requests for Proposals include at least one minority evaluator. The program is managed by a Program Coordinator who conducts outreach activities to recruit minority panel members; maintains and publishes a current list of available members; works with City bureaus to make sure evaluators have the technical expertise to review and score proposals; reports program results to bureaus, stakeholders and Council; and provides training to City employees and community evaluators. Since the inception of the program 342 evaluators have been added to the database and 170 proposal evaluation committees have been successfully filled with minority evaluators.</p> <p>Additional duties for this position include bureau support management for the Mayor's Summer Youth Connect Program through SummerWorks. This position acts as a point of contact for City bureaus to secure internship placements for approximately 100 local youth ages 16-24.</p>	
<p><b>Status for Fall Performance Report:</b> This is an ongoing, funded position that was filled in FY 2012-13. In FY 2013-14 with the loss of an FTE in Procurement Services, notable changes were made to this position's duties including the addition of M/W/ESB supplier diversity outreach and small business liaison. Duties associated with the Summer Youth Connect Program have been discontinued. This position continues to coordinate the Minority Evaluator Program.</p>	<p><b>Status</b> Complete</p>

<b>MF_01 Procurement 4% EMS Reduction</b>	
<p>Procurement Services' management has determined that reducing Personnel Services would not be advantageous to the City because staffing resources are at the utmost of importance in order to support the City's efforts in procurement and contracting. In addition, no reductions will be taken in the Internal Materials and Services expenditure category.</p> <p>This decision package reduces various accounts in external materials and services to accomplish the 4% reduction scenario.</p>	
<p><b>Status for Fall Performance Report:</b> Although completed in FY 2012-13, this budget reduction has an ongoing impact on Procurement Services' financial resources because funds were not restored in following years. External materials and services expenditure accounts are diminished and further budget cuts will have a cumulative effect, resulting in even more diminished resources.</p>	<p><b>Status</b> Complete</p>

<b>MF_02 Procurement 6% EMS Reduction</b>	
<p>This decision package in combination with the 4% reduction scenario accomplishes the 6% scenario reduction. This decision package further reduces various accounts in the external materials and services category.</p> <p>Procurement staff will further prioritize expenditures to meet the cut target with the least impact on the community and business operations.</p>	
<p><b>Status for Fall Performance Report:</b> Although completed in FY 2012-13, this budget reduction has an ongoing impact on Procurement Services' financial resources because funds were not restored in following years. External materials and services expenditure accounts are diminished and further budget cuts will have a cumulative effect, resulting in even more diminished resources.</p>	<p><b>Status</b> Complete</p>

MF_03	Procurement 8% EMS Reduction	
<p>This decision package in combination with the 4% and 6% reduction scenarios accomplish the 8% scenario reduction. This decision package further reduces various accounts in the external materials and services category.</p>		
<p><b>Status for Fall Performance Report:</b>            Although completed in FY 2012-13, this budget reduction has an ongoing impact on Procurement Services' financial resources because funds were not restored in following years. External materials and services expenditure accounts are diminished and further budget cuts will have a cumulative effect, resulting in even more diminished resources.</p>	<p><b>Status</b>            Complete</p>	

BMP MF_272	Procurement – Programmatic Carryover EBIDS	
<p>Procurement Services requests a programmatic carryover for the purchase of a replacement for the E-Bid software system. This request would remove \$125,000 in FY 2012-13 funds, earmarked for this purpose, and re-budget this \$125,000 in the Procurement Services FY 2013-14 Approved Budget.</p>		
<p>Procurement Services has a need to replace its current bidding system – actually comprised of three separate systems currently – with a new system that offers updated functionality and higher quality maintenance and support. One of the three systems that will be replaced is a homegrown database on an Access platform with minimal third party support. This system contains critical data used to generate reports for Council. Access is not a sustainable platform and is not supported by BTS.</p>		
<p>The bidding system fosters competition within the Portland business community by allowing for transparency of City solicitations. The new system will create efficiencies by consolidating three systems into one and will streamline the City's solicitation and contracting processes. The efficiency gains by combining systems are particularly critical given the loss of two positions in the FY 2013-14 budget, with no foreseeable decline in workload, coupled with pending retirements of tenured staff with institutional knowledge regarding the current system functionality. One of the projected retirees is the only person with experience in generating reports within the current environment. The new system will also provide for contemporary, effective vendor registration and management, making it easier for businesses to comply with City contracting requirements, and for more robust reporting functionality without the reliance on a skill set held by a single employee.</p>		
<p>Procurement Services began the system evaluation process to replace the aging E-Bid software in the Spring of 2012. Software purchases must go through the BTS Review Intake Board (RIB) and then the Technology Oversight Committee (TOC). The project is scheduled with the RIB in late March 2013 and the timing of the purchase is likely to occur in the early part of FY 2013-14. The funds are available in the FY 2012-13 budget because Procurement identified the need for the software early and has conservatively managed its EM&amp;S budget in order to fund this need within target rather than requesting new resources due to ongoing constraints of General Fund resources. This project is one-time in nature and cannot be postponed to the FY 2013-14 Requested EMS Budget because of the 10% budget cuts. Therefore, a programmatic carryover is required to ensure the successful completion of this project.</p>		
<p><b>Status for Fall Performance Report:</b>            This package was approved during the FY 2012-13 Spring BMP and incorporated in the FY 2013-14 Adopted Budget.</p>	<p><b>Status</b>            Complete</p>	

## Bureau of Internal Business Services – Risk Management

### Decision Packages:

MF_20	RIS-4-Eliminate excess liability second layer
<p>The City limits its Tort Liability financial exposure by purchasing Excess Insurance. Under the current program, the City retains the first \$1 million of loss for each tort occurrence. Amounts above the \$1 million self-insured retention (SIR) become the responsibility of the insurer. The City's program is layered. One insurance company insures the first \$10million above the City's Self Insured Retention. A second company insures the layer from \$11million to the maximum limit of \$30 million in loss.</p> <p>Based on the 2011-12 cost of the second layer of excess insurance, this cut would eliminate the second layer of excess liability coverage estimated at \$198,000 and add back \$69,000 to External M&amp;S for a total cut of \$134,000.</p>	
<p><b>Status for Fall Performance Report:</b> Second layer excess insurance eliminated.</p>	<p><b>Status</b> Complete</p>

MF_21	RIS-6-Eliminate excess liability second layer
<p>The City limits its Tort Liability financial exposure by purchasing Excess Insurance. Under the current program, the City retains the first \$1 million of loss for each tort occurrence. Amounts above the \$1 million self-insured retention (SIR) become the responsibility of the insurer. The City's program is layered. One insurance company insures the first \$10million above the City's Self Insured Retention. A second company insures the layer from \$11million to the maximum limit of \$30 million in loss.</p> <p>Based on the 2011-12 cost of the second layer of excess insurance, this cut would eliminate the second layer of excess liability coverage estimated at \$198,000. In addition to the 4% cut of \$134,000 involving the second layer of excess liability insurance, this additional 2% cut would represent another \$66,000 of that \$198,000, leaving \$2,000 to be added back to the external M&amp;S budget.</p>	
<p><b>Status for Fall Performance Report:</b> Second layer excess insurance eliminated.</p>	<p><b>Status</b> Complete</p>

MF_22	RIS-8-Cut Office Support Specialist position
<p>The Strategic Support Team consists of one Administrative Supervisor 1 (non-rep) and two, represented OSS 2's. In addition to Front Desk reception and handling general line calls from the public, this team provides administrative program support to Risk Management's five citywide programs including managing office supplies, timekeeping, bill pay, and SAP input. One OSS 2 position is currently open because of a medical retirement.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated. As of July 1, 2012, there is one Admin Supervisor and one Office Support Specialist II. As a result, callers go to voicemail, visitors ring bell for assistance, Risk relies on other divisions for back up for vacations or extended leave, professional staff handles their own administrative work, and the division suspended the update of the written procedures and practices project.</p>	<p><b>Status</b> Complete</p>

BMP MF_262	Workers Comp_ Claims Reserve	
<p>Risk Management requests to increase the claims payment account to insure that the appropriation level in the External Materials and Services (EMS) major object code is sufficient to pay claims. The exposure for current potential settlements for all open Workers Compensation claims to settle by June 30, 2013 is approximately \$1,000,000. Claims payments that settle after July 1, 2013 on claims where the loss was incurred in a previous fiscal year will be accrued to FY 2013 and this expense accrual can occur as late as the Fall of 2013 in conjunction with the completion of the CAFR. In order to ensure that the EMS object code has sufficient appropriation for claims payments it is requested that the claims payment account be increased by \$1.5M and any unspent funds will fall to fund balance.</p>		
<p><b>Status for Fall Performance Report:</b> This package was approved during the FY 2012-13 Spring BMP and appropriation was moved to External Materials and Services.</p>	<p><b>Status</b> Complete</p>	

## Internal Business Services

### Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
MF_0022 - Percent of apprenticeship hours worked on City contracts	EFFECTIVE	19.00%	17.00%	19.00%	0.00%	0.00%
MF_0024 - Percent of minority/women hours worked on City construction contracts	EFFECTIVE	32.0%	36.0%	26.0%	0.0%	0.0%
MF_1001 - Total number of in-bureau copies	WORKLOAD	16,300,000	13,600,000	16,000,000	0	0
MF_1002 - Total number of work orders completed	WORKLOAD	18,307	18,246	18,000	0	0
MF_1003 - Total number of copy center sheets	WORKLOAD	9,940,000	8,540,000	9,000,000	0	0
MF_1004 - Total number of press impressions	WORKLOAD	6,300,000	6,440,000	6,000,000	0	0
MF_1005 - Percentage of work shipped on time	EFFECTIVE	99.4%	99.6%	99.0%	0.0%	0.0%
MF_1006 - Basic Copy Center Rate	EFFICIENCY	\$0.0315	\$0.0315	\$0.0325	\$0.0000	\$0.0000
MF_1008 - Total number of pieces mailed per distribution employee	EFFICIENCY	1,073,304	1,126,755	900,000	0	0
MF_1038 - Average availability of the fleet	EFFECTIVE	95%	93%	95%	0%	0%
MF_1040 - Percentage of usage against availability	EFFICIENCY	81%	81%	80%	0%	0%
MF_1041 - Percentage of total fleet vehicles that are leased	EFFECTIVE	0.5%	0.5%	0.5%	0.0%	0.0%
MF_1044 - Percent of time spent on scheduled vs. unscheduled repair (preventive maintenance compliance)	EFFECTIVE	96%	89%	70%	0%	0%
MF_1045 - Instock parts fill rate (goal to have parts available for efficient repair process)	EFFICIENCY	83%	82%	80%	0%	0%
MF_1046 - Number of new vehicles purchased	WORKLOAD	164	291	225	0	0
MF_1047 - Percent of fleet purchase completed by 12/31	WORKLOAD	70%	67%	65%	0%	0%
MF_1048 - Percent of acquisition projects under budget	EFFICIENCY	98%	98%	90%	0%	0%
MF_1049 - Percent of customers rating acquisition service satisfaction "usually" or "always"	EFFECTIVE	98%	98%	95%	0%	0%
MF_1050 - Percent of customers rating repair service satisfaction "usually" or "always"	EFFECTIVE	95%	98%	95%	0%	0%
MF_1052 - Percent of CityFleet vehicles that utilize alternate fuel and hybrid technology	EFFICIENCY	41%	41%	40%	0%	0%
MF_1053 - Incurred cost of general liability claims per \$100 payroll	EFFECTIVE	\$0.57	\$0.51	\$0.60	\$0.00	\$0.00
MF_1054 - Incurred cost of fleet liability claims per 100,000 miles driven	EFFECTIVE	\$3,931	\$3,265	\$4,000	\$0	\$0
MF_1055 - Number of general liability claims per 200,000 hours worked	EFFICIENCY	8.60	6.07	9.00	0.00	0.00
MF_1056 - Number of fleet liability claims per 100,000 miles driven	EFFICIENCY	1.02	0.93	1.00	0.00	0.00
MF_1057 - Annual cost of City's property premium based on market conditions	EFFECTIVE	\$995,000	\$1,067,000	\$1,232,934	\$0	\$0
MF_1059 - Incurred cost of workers' compensation claims per \$100 payroll	EFFECTIVE	\$0.74	\$1.26	\$0.84	\$0.00	\$0.00
MF_1060 - Number of workers' compensation claims per 200,000 hours worked	EFFICIENCY	5.27	5.23	8.10	0.00	0.00
MF_1061 - Number of bodily fluid exposure incidents managed	WORKLOAD	36	22	26	0	0
MF_1062 - Number of employees trained to deal with bloodborne pathogens	WORKLOAD	1,827	756	500	0	0
MF_1066 - Portfolio size - Total square footage of facilities managed	WORKLOAD	1,572,310	1,589,156	1,589,156	0	0
MF_1067 - Number of internal leases	WORKLOAD	98	194	187	0	0
MF_1068 - Number of external leases	WORKLOAD	51	53	50	0	0

## Internal Business Services

### Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
MF_1069 - Portfolio management - Total square footage per property management employee	EFFICIENCY	786,155	794,578	794,578	0	0
MF_1070 - Value of capital projects completed	WORKLOAD	\$8,600,000	\$9,300,000	\$10,000,000	\$0	\$0
MF_1071 - Number of work orders completed for scheduled maintenance	WORKLOAD	3,304	2,842	2,900	0	0
MF_1072 - Number of work orders completed for customer service requests	WORKLOAD	5,163	4,729	4,900	0	0
MF_1073 - Percentage of City facilities maintained in good or better condition	EFFECTIVE	94%	61%	86%	0%	0%
MF_1075 - Square foot of portfolio per maintenance FTE	EFFICIENCY	287,693	277,089	277,089	0	0
MF_1163 - Total Number of Digital Color Prints (in millions)	WORKLOAD	1.38	1.18	1.40	0.00	0.00
MF_1169 - Number of prime contracts awarded to MWESB contractors	EFFECTIVE	105	105	75	0	0
MF_1170 - Percent of all subcontract dollars awarded to MWESB subs for construction and professional services contracts	EFFECTIVE	26%	22%	22%	0%	0%
MF_1171 - Total number of procurement card transactions	EFFICIENCY	55,280	53,253	54,000	0	0

#### **Performance Measure Variance Descriptions**

MF\_1044 - The FY 2012-13 target is significantly lower than actuals because 70% is a benchmark measure that comes from the fleet industry standard for scheduled repair. This measure allows CityFleet to monitor the effectiveness of its preventive maintenance program and affords comparisons with other governmental entities. For this reason, CityFleet continues to keep the target at 70%.

MF\_1054 - The incurred cost of general liability claims per 100,000 miles driven is due to the higher cost per claim for bodily injury and property damage.

MF\_1056 - The number of fleet liability claims per 100,000 miles driven is higher than estimated due to an increase in vehicle crashes.

MF\_1062 - Risk was able to accommodate an increase in training requests from bureaus dealing with blood-borne pathogens.

MF\_1059 - The increased cost of workers compensations claims per \$100 payroll is due to a fatal claim filed late in the fiscal year.

MF\_1169 - Minority Women Emerging Small Business (MWESB) contractor utilization is increasing in Professional, Technical and Expert (PTE) contracting due to City programs. The utilization of MWESB's as prime contractors is dependent in part on contract availability, but also reflects increased effort of City bureaus as well as outreach efforts to bring equity to City contracting.

MF\_0024 - The increase of minority and female workforce reflects the increased awareness of contractors of the positive benefits of utilizing a diverse workforce as well as the greater availability of minority and women workers through education, outreach and assistance from community partners. Estimated numbers will need to be adjusted if actuals continue to exceed estimates. Some variability can be expected due to the nature of public contracting.

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_063 - Facilities - Technical Adjustments**

Technical adjustments to the Facilities budget to allow for budget to actual reporting at Union Station.

Dollar Amount: \$504,977  
Type: Technical Adjustment  
Resources: Bureau Contingency

### **MF\_067 - Facilities - Reduce Mayor's Office Space Rent**

Reduce space rent charges for the Mayor's Office for office reconfiguration. Space is now occupied by ONI.

Dollar Amount: **(\$8,714)**  
Type: New Request  
Resources: New Revenues

### **MF\_068 - Facilities - Increase ONI City Hall Rent**

Increase City Hall space rent for ONI. Space was transferred from the Mayor's Office to ONI as part of a reconfiguration.

Dollar Amount: \$8,714  
Type: New Request  
Resources: New Revenues

### **MF\_069 - Facilities - Increase PSSRP Space Rent at PCC**

Increase PSSRP rent for additional space at the Portland Communication Center.

Dollar Amount: \$15,750  
Type: New Request  
Resources: New Revenues

### **MF\_070 - Facilities - Increase IA with BTS**

BTS is requesting an increase to the IA with Facilities as the service provider for expenses related to the Office 365 implementation.

Dollar Amount: \$10,000  
Type: New Request  
Resources: New Revenues

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_071 - Facilities - Increase IA for Citywide System Plan**

Increase the IA with Spectator Facilities as the service provider for work on the Citywide System Plan.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_072 - Facilities – Project Carryover**

Carryover Facilities Projects

Major Maintenance Projects - \$5,074,896  
ADA Transition Plan - \$527,315  
Jerome Sears Building Master Plan - \$209,771

Dollar Amount: \$0  
Type: Carryover Request  
Resources: Bureau Contingency

## **MF\_078 - PS GO Bond - Beginning Fund Balance True Up**

The purpose of this budget adjustment request is to true up the beginning balances for projects in the Public Safety GO Bond Fund. The true ups are all increases in beginning balances. The true up process is needed to continually allow project resources to be reported and accounted for separate from other projects in the fund.

Dollar Amount: \$891,116  
Type: New Request  
Resources: New Revenues

## **MF\_079 - Fire Facilities GO Bond - True Up Beginning Fund**

The purpose of this budget adjustment request is to true up the beginning fund balance for the Fire Facilities GO Bond Fund and appropriate it in the capital account for the construction of Station 21. Additionally, this requests transfers the remaining amount in fund contingency to the capital account for the construction of Station 21. The plan is to exhaust the balance of the Fire Facilities GO Bond Fund for the first construction expenses of the Station 21 project.

Dollar Amount: \$178,509  
Type: New Request  
Resources: New Revenues



# BUDGET AMENDMENT REQUEST

Office of Management & Finance

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FISCAL YEAR FY 2013-14

## **MF\_080 - Correct fund for IA and land sales entries**

The purpose of this budget adjustment request is to correct two entries that were made in the wrong GO bond fund during the budget process. The first is to correct where land sale proceeds from the sale of two properties purchased by the Fire Facilities GO Bond Fund are deposited. They should be deposited in the Fire Facilities GO Bond Fund instead of the Public Safety GO Bond Fund. The second is to correct where an IA credit from Facilities Services should be applied. It should be applied in the Fire Facilities GO Bond Fund instead of the Public Safety GO Bond Fund.

Dollar Amount: **(\$600,000)**  
Type: Technical Adjustment  
Resources: New Revenues

## **MF\_081 - Fire Facilities GO Bond - Update property sales**

The purpose of this budget adjustment request is to true up the estimated revenues to be received from the sale of two properties originally purchased in the Fire Facilities GO Bond Fund. The sales are in the process of closing and this request appropriates the additional proceeds in the capital account for the construction of Station 21.

Dollar Amount: \$64,661  
Type: New Request  
Resources: New Revenues

## **MF\_083 - Procurement Svs Carryover Request**

Procurement Services is requesting a total of \$155,153 in contract carryover. \$16,723 for sustainable compliance reviews by Green Spectrum Consulting DPO 22129730 (\$9,590) and Minority Evaluator program outreach material preparation by Inside Source Media DPO 22121782 (\$7,128). The Prime Development Contractor Program (PDCP) has four carryover requests totaling \$104,230: DPO 22111902 with Currie & Brown (\$30,000) for project management; Herman Grimes DPOs 22111901 & 22111903 (\$44,800) for project management and for administrative support; Sandy River Construction DPO 22111904 (\$29,430) for administrative support. Additional services requested for carryover are from Keen Independent Research DPO 22098637 (\$31,200) for legal research on equity programs and DPO 22111900 with Streetwise Steps (\$3,000) for Streetwise Instructor.

Dollar Amount: \$155,153  
Type: New Request  
Resources: New Revenues

## **MF\_084 - Procurement Svs Adjust Outside Revenues**

Recognize Miscellaneous Revenue and Backfill Administrative Funding Transferred to CBO - \$90,000 – Procurement Services will increase appropriation in the Miscellaneous Revenue line by \$90,000 to more accurately budget rebate revenues associated with the City's P-Card and Office Depot contracts. \$90,000 in General Fund Discretionary revenue will be transferred to the Accounting Division to help backfill the \$140,000 transferred from Accounting to the City Budget Office (CBO) during the Requested Budget to support CBO's administrative functions.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_090 - P&D – Planning & Sustain. Interagency Reduction**

The Bureau of Planning & Sustainability has requested a reduction of \$5,500 to the interagency with P&D for Copy/Print/Bind services.

Dollar Amount: **(\$5,500)**  
Type: New Request  
Resources: New Revenues

## **MF\_091 - P&D – Office of Equity Interagency Increase**

The Office of Equity and Human Relations has requested an increase of \$1,000 to the interagency with P&D to cover additional Copy/Print/Bind services.

Dollar Amount: \$1,000  
Type: New Request  
Resources: New Revenues

## **MF\_092 - P&D – ONI Interagency Increase**

The Office of Neighborhood Involvement has requested an increase of \$4,501 to the interagency with P&D to cover the cost of a new copier.

Dollar Amount: \$4,501  
Type: New Request  
Resources: New Revenues

## **MF\_093 - P&D – Purchase Order Encumbrance Carryover**

Carryover of \$30,860 for equipment and services on purchase orders as of June 30, 2013.

Dollar Amount: \$0  
Type: Encumbrance Carryover Request  
Resources: Bureau Contingency

## **MF\_094 - P&D – Salary Adjustment Contingency Allocation**

This request is to move \$44,136 in salary contingency funds budgeted for cost of living and health care increases, reallocating the appropriation to cost centers where the expenses will be incurred.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Bureau Contingency

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

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## **MF\_095 - P&D – Decrease Budgeted Beginning Balance**

This request decreases the beginning fund balance by \$476,137 to match the ending fund balance for FY 2012-13.

Dollar Amount: **(\$476,137)**

Type: Technical Adjustment

Resources: Bureau Contingency

## **MF\_096 - FACILITIES - PERS SAVINGS IA RECEIVER**

This budget adjustment request reduces IA's with Facilities as receiver for IA provider's PERS savings and increases fund contingency.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

## **MF\_099 - CityFleet - Police IA Increase**

This request is to increase the interagency with the Police Bureau for \$25,550 to cover additional Grant fleet expenses related to vehicle leases and repair and maintenance. The Police Bureau has requested to increase the Police Operating Fund by \$200,000 to cover the purchase of 5 additional patrol sedans, per resolution 35960.

Dollar Amount: \$225,550

Type: New Request

Resources: New Revenues

## **MF\_100 - CityFleet - BDS IA Increase**

To accommodate its business needs, the Bureau of Development Services has requested to increase the interagency to purchase 13 new Prius sedans by \$280,000, per resolution 35960.

Dollar Amount: \$280,000

Type: New Request

Resources: New Revenues

## **MF\_101 - CityFleet - Park's IA Increase**

To accommodate its business needs, the Parks Bureau has requested to increase the interagency by \$549,500 to cover the purchase of new equipment and vehicles, per resolution 35960. The new vehicles/equipment include; 1 Electric Utility vehicle, 1 Hybrid Sedan, 2 (1-Ton) pickups, 2 (4WD) pickups, 6 standard pickups, 1 Kubota tractor, 1 trailer and 1 Bobcat Tool Cat.

Dollar Amount: \$549,500

Type: New Request

Resources: New Revenues

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

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## **MF\_102 - CityFleet - Park's IA Increase**

To accommodate its business needs, the Park's Golf Fund has requested to increase the interagency by \$125,000 to cover the purchase of new equipment, per resolution 35960.

Dollar Amount: \$125,000  
Type: New Request  
Resources: New Revenues

## **MF\_103 - CityFleet – Purchase Order Encumbrance Carryover**

Carryover of \$2,893,536 for repair and maintenance and the purchase of vehicles on purchase orders as of June 30, 2013.

Dollar Amount: \$0  
Type: Encumbrance Carryover Request  
Resources: Bureau Contingency

## **MF\_104 - FACILITIES - PERS SAVINGS & REDUCTIONS TO IA**

This budget adjustment request recognizes savings in PERS costs and reduces IA's with receiver bureaus.

Dollar Amount: **(\$21,833)**  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_105 - Facilities - Storm/Planter Boxes**

The purpose of this budget adjustment request is to transfer appropriation from the fund's contingency account used for major maintenance for Portland Building, City Hall, and the 1900 Building to external materials and services and capital accounts. The appropriation will be used for the construction of storm boxes on the Fourth Avenue sidewalks of the three buildings and to purchase planters for the Fifth Avenue sidewalks of Portland Building and City Hall.

Dollar Amount: \$10,403  
Type: New Request  
Resources: Bureau Contingency

## **MF\_106 - CityFleet Adjust Budget Within Object Codes**

Adjust appropriation within Fund Centers and major object codes. No change in appropriation between categories.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

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### **MF\_107 - CityFleet- Increase BES IA**

The Bureau of Environmental Services has requested to increase the budget for vehicle outfitting by \$10,412.

Dollar Amount: \$10,412  
Type: New Request  
Resources: New Revenues

### **MF\_108 - CityFleet- ONI Request for New Equipment**

To accommodate its business needs, the Office of Neighborhood Involvement has requested to purchase two vehicles for the Graffiti Enforcement Program. This request is for the equipment and the ongoing costs associated with operations and maintenance of the equipment.

Dollar Amount: \$63,650  
Type: New Request  
Resources: New Revenues

### **MF\_109 - CityFleet- Recognize IA Provider PERS Reduction**

This request recognizes interagency reductions totaling \$1,590 as a result of internal service provider PERS savings.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

### **MF\_110 - Insurance & Claims Recognize PERS IA Refund**

This request recognizes interagency reductions totaling \$386 as a result of internal service provider PERS savings.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

### **MF\_111 - Insurance and Claims Adjust Budget w/in Objects**

Adjust appropriations within major object category for Fund Center and Functional Area corrections. No major object category is increased or decreased.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

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## **MF\_112 - Insurance and Claims- Correct BTS Billable IA**

Appropriate the BTS Billable Interagency in Fund 704. The Adopted Budgeted loaded the entire IA into the Workers Compensation Fund and this adjustment appropriates the service equally between the two funds that are supported by BTS services.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_113 - Insurance & Claims- Reduce IAs for PERS update**

Adjust Bureau interagency agreements for PERS reductions in the Adopted Budget.

Dollar Amount: **(\$6,388)**  
Type: New Request  
Resources: New Revenues

## **MF\_114 - CityFleet Increase Beginning Fund**

Increase the Beginning Fund Balance by \$1,134,341. Capital expenses were not incurred at year-end as the equipment was not received by June 30.

Dollar Amount: \$1,134,341  
Type: New Request  
Resources: New Revenues

## **MF\_115 - CityFleet- Appropriate COLA and PERS increases**

Transfer appropriation for budgeted salary increases from Contingency to personal services for represented employee COLA, step, and benefits increases effective July 1, 2013 in the amount of \$226,891.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_116 - Insurance & Claims- Realign BTS Billable Svs**

Realign the BTS IA for billable services from the fund Operating Budget to the Risk Information Management Project totaling \$35,000.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_117 - Insurance & Claims- COLA & Benefits Increases**

Move \$125,000 budgeted for benefits, COLA and merit increases from Contingency to Personal Services. This is a planned expense and the rate budget for Insurance and Claims includes the increase associated with these costs.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_118 - Risk- Carryover RISC Project Costs**

Carryover \$457,854 (228,927 in each fund) for the Risk Management system purchase and implementation. Appropriate funds from Contingency to External Materials and Services.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_119 - Risk- Contingency Request for RISC Project**

Request to appropriate \$40,000 in operating contingency for project management costs on the RISC Software project. The request is for \$20,000 in each fund.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_120 - Workers Comp- Bureau IA Reduction for PERS**

Adjust Bureau interagency agreements for PERS reductions in the Adopted Budget.

Dollar Amount: **(\$6,280)**  
Type: New Request  
Resources: New Revenues

## **MF\_121 - Workers Comp- Recognize IA reductions for PERS**

This request recognizes interagency reductions as a result of internal service provider PERS savings.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_122 - Workers Comp- Adjust for COLA & Benefits**

Move \$100,000 budgeted for benefits, COLA and merit increases from Contingency to Personal Services. This is a planned expense and the rate budget for Workers Compensation includes the increase associated with these costs.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_124 - Recognize GO bond funds share of IA savings**

The purpose of this budget adjustment request is to recognize IA savings in the Public Safety Go Bond Fund and Fire Facilities GO Bond Fund resulting from the IA providers' PERS savings.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

## **MF\_126 - CityFleet – Office of Equity IA Increase**

The Office of Equity has requested to increase the interagency by \$2,000 to cover additional Motor Pool services.

Dollar Amount: \$2,000  
Type: New Request  
Resources: New Revenues

## **MF\_127 - P&D – Reduce IAs for PERS Savings**

This request recognizes Bureau interagency reductions totaling \$9,651 as a result of lower than assumed PERS rates.

Dollar Amount: **(\$9,651)**  
Type: New Request  
Resources: New Revenues

## **MF\_128 - P&D – Recognize IA Provider PERS Reduction**

This request recognizes interagency reductions totaling \$841 as a result of internal service provider PERS savings.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues



# BUDGET AMENDMENT REQUEST

Office of Management & Finance

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FISCAL YEAR FY 2013-14

## **MF\_129 - CityFleet- Adjust Bureau IA's for PERS reduction**

Reduce the Bureau interagency agreements by \$43,419 to recognize the reduction in PERS benefits costs.

Dollar Amount: **(\$43,419)**  
Type: New Request  
Resources: New Revenues

## **MF\_130 - Procurement- Recognize IA reductions for PERS**

Recognize the OMF IA provider reductions for the PERS recalculations totalling \$1,363.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

## **MF\_131 - Procurement- Reduce BTS IA- technical adjustment**

Reduce the BTS Interagency for the IRNE data allocation. The amount of \$30,248 should have been in the Revenue Bureau IA and not in the Procurement IA.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

## **MF\_133 - MF\_133 - CityFleet-Park's IA Increase**

The Parks Bureau has requested to increase the interagency by \$80,000 to cover an early replacement of a crane truck that was damaged beyond repair.

Dollar Amount: \$80,000  
Type: New Request  
Resources: New Revenues

## **MF\_135 - CityFleet- Increase PBEM IA**

To accommodate its business needs, the Portland Bureau of Emergency Management has requested to purchase one new pick-up truck. This request is for the ongoing costs associated with operations and maintenance of the vehicle.

Dollar Amount: \$3,925  
Type: New Request  
Resources: New Revenues

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>702 - CityFleet Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	6,932,866	6,622,829	95.53
External Materials and Services	12,554,038	10,867,714	86.57
Internal Materials and Services	1,661,446	1,555,965	93.65
Capital Outlay	11,884,463	7,486,146	62.99
Bond Expenses	1,577,994	888,712	56.32
Fund Transfers - Expense	595,868	595,868	100.00
Contingency	14,356,793	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>49,563,468</b>	<b>28,017,234</b>	<b>56.53</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	19,366,106	0	0.00
Intergovernmental Revenues	555,000	780,736	140.67
Interagency Revenue	28,686,189	25,602,311	89.25
Fund Transfers - Revenue	229,856	9,232	4.02
Bond and Note	51,317	48,722	94.94
Miscellaneous	675,000	2,337,200	346.25
<b>TOTAL REVENUES</b>	<b>49,563,468</b>	<b>28,778,201</b>	<b>58.06</b>

### Fund Reconciliation Narrative

#### Expenses:

Personnel Services, Internal Materials and Services, and Fund Transfers are spent within 10% of revised budget. Expenses on pass-through items such as parts and leased vehicles account for most of the under spending in External Material & Services. Capital outlay, which consists of vehicle and equipment purchases was under spent due to the timing of the receipt of the vehicles and equipment that are on order will be carried over into FY 2013-14. Under spending in Bond Expenses is due to the FY 2012-13 Budget decision to loan the General Fund \$1,250,000 from CityFleet. The first loan payment was \$570,013, this transfer was made in FY 2013 and the CityFleet fund has a remaining outstanding payment to the General Fund totaling \$679,987.

#### Revenue:

Intergovernmental Revenues are greater than budgeted amount due to CityFleet acquiring Intergovernmental Agreements with Multnomah County, Portland Public Schools and the State of Oregon. Interagency Revenues were less than budget primarily due to new and upgraded equipment that was not received by the end of the fiscal year and therefore not charged to the bureau. Bureaus have been lessening the reliance on leased vehicles and CityFleet is spending less to lease vehicles, which also accounts for reduced Interagency Revenues. CityFleet received 4% of budget in the Fund Transfers category. The Police Bureau requested a cash transfer of \$161,865 from the Federal Asset Forfeiture sub-fund to CityFleet for the purchase of vehicles. The cash transfer was not completed in FY 2012-13. Miscellaneous revenues are greater than budgeted amounts due to auction proceeds.

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>701 - Facilities Services Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	3,489,093	3,212,721	92.08
External Materials and Services	35,876,268	17,510,380	48.81
Internal Materials and Services	4,190,236	2,858,991	68.23
Capital Outlay	7,734,695	1,435,479	18.56
Bond Expenses	10,153,206	8,309,606	81.84
Fund Transfers - Expense	825,765	825,765	100.00
Contingency	11,938,454	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>74,207,717</b>	<b>34,152,942</b>	<b>46.02</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	41,902,475	0	0.00
Charges for Services	1,135,573	1,626,516	143.23
Intergovernmental Revenues	1,159,120	88,964	7.68
Interagency Revenue	25,374,508	23,136,666	91.18
Fund Transfers - Revenue	4,584,724	4,584,721	100.00
Bond and Note	51,317	48,722	94.94
Miscellaneous	0	981,374	0.00
<b>TOTAL REVENUES</b>	<b>74,207,717</b>	<b>30,466,964</b>	<b>41.06</b>

### Fund Reconciliation Narrative

The Facilities Services Fund ended the 2012-13 fiscal-year with overall spending at 55% of budget. Under spending was in External Materials & Services, Internal Materials & Services, Capital Outlay and Bond Expenses. External M&S was at 49% of budget at year-end. Under spending in this category was due to major maintenance projects that were budgeted but not completed during the fiscal-year. Under spending for Internal M&S and Capital Outlay was the result of Emergency Coordination Center (ECC) technology expenses paid under External Materials & Services rather than through the BTS IA. Additionally, the plan developed with the Water Bureau for cost-sharing on the ECC requires Facilities to cover construction costs after Water's commitment has been met. These expenses will be in FY 2013-14 instead of FY 2012-13 as originally budgeted. The timing of the Police Training Facility project also contributed to the underspending in these categories. The majority of work for this project will be completed in FY 2013-14.

Bond Expenses ended the year at 82% of budget as Facilities has only loaned the General Fund \$570,000 of the \$1.25 authorized. An additional \$1.16 million loan to the Grants Fund was authorized in the over expenditure ordinance. The level of Grants fund borrowing will not be known until later in the year-end process.

Interagency Revenue, making up over three-quarters of the revenue for the fund, was at 91% of budget for the year. At 8% of budget, Intergovernmental Revenue appears low. However, Charges for Service were at 143% of budget. This discrepancy is the result of a change in the accounting for rent revenue received from other government entities. When the two categories are combined, along with the Miscellaneous category, they net to 118% of budget. The Facilities Services Fund ended the year with overall revenues at 94% of budget.

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>400 - BFRES Facilities GO Bond Construction Fund</b>			
<b>EXPENDITURES</b>			
External Materials and Services	20,000	451	2.25
Internal Materials and Services	44,286	24,757	55.90
Capital Outlay	2,101,719	1,102	0.05
Fund Transfers - Expense	26,101	26,101	100.00
Contingency	37	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,192,143</b>	<b>52,411</b>	<b>2.39</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,585,304	0	0.00
Fund Transfers - Revenue	1,205	1,205	100.00
Miscellaneous	605,634	14,150	2.34
<b>TOTAL REVENUES</b>	<b>2,192,143</b>	<b>15,355</b>	<b>0.70</b>

### **Fund Reconciliation Narrative**

The fund only collected 2.34% of budgeted Miscellaneous Revenues because two property sales, planned for FY 2012-13, will not be completed until FY 2013-14.

The fund only spent 2.39% of its expense budget due to delays in the Station 21 project. The construction phase, which this fund is paying for, is just now beginning.

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>703 - Printing &amp; Distribution Services Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,982,042	1,906,009	96.16
External Materials and Services	4,099,801	3,209,237	78.28
Internal Materials and Services	749,497	712,041	95.00
Capital Outlay	301,250	41,375	13.73
Bond Expenses	111,151	108,000	97.17
Fund Transfers - Expense	275,994	275,994	100.00
Contingency	1,104,089	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>8,623,824</b>	<b>6,252,656</b>	<b>72.50</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,095,558	0	0.00
Charges for Services	141,053	112,488	79.75
Intergovernmental Revenues	1,280,639	721,132	56.31
Interagency Revenue	6,024,636	4,860,022	80.67
Fund Transfers - Revenue	3,987	3,987	100.00
Miscellaneous	77,951	74,376	95.41
<b>TOTAL REVENUES</b>	<b>8,623,824</b>	<b>5,772,005</b>	<b>66.93</b>

### Fund Reconciliation Narrative

#### Expenses:

Personnel Services, Internal Materials & Services, Bond Expenses and Fund Transfers are spent within 10% of budget. External Materials & Services represents goods and services purchased in the process of providing services to customers. The percentage of actual expenses to budget in this category typically approximates the percentage for actual service revenues to budgeted amounts. Capital Outlay under spending is due to the actual cost of the planned shop equipment replacement purchases were less than originally estimated.

#### Revenues:

Fund Transfers and Miscellaneous Revenues are within 10% of revised budget. Charges for Services, Intergovernmental and Interagency Revenues are under collected, primarily due to the unpredictability of customers needs for Printing & Distribution (P&D) services. P&D's services are mostly variable, and are provided when the customers specifically request services. In April 2013 City Bureaus were given directives to cut spending through the end of FY 2012-13 due to the forecasted budget for the City, resulting in a significant drop in revenues

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>403 - Public Safety GO Bond</b>			
<b>EXPENDITURES</b>			
Personnel Services	307,035	251,381	81.87
External Materials and Services	1,089,622	883,162	81.05
Internal Materials and Services	499,500	240,312	48.11
Capital Outlay	11,482,102	7,979,493	69.50
Fund Transfers - Expense	26,306	26,306	100.00
Contingency	16,618,142	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>30,022,707</b>	<b>9,380,654</b>	<b>31.25</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	29,959,735	0	0.00
Fund Transfers - Revenue	3,472	3,472	100.00
Miscellaneous	59,500	126,303	212.27
<b>TOTAL REVENUES</b>	<b>30,022,707</b>	<b>129,775</b>	<b>0.43</b>

### Fund Reconciliation Narrative

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>704 - Insurance and Claims Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,201,507	1,073,329	89.33
External Materials and Services	6,072,664	3,693,566	60.82
Internal Materials and Services	2,465,418	2,441,253	99.02
Bond Expenses	61,247	59,511	97.17
Fund Transfers - Expense	244,791	244,791	100.00
Contingency	28,812,449	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>38,858,076</b>	<b>7,512,450</b>	<b>19.33</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	28,962,173	0	0.00
Interagency Revenue	9,591,935	9,591,977	100.00
Fund Transfers - Revenue	1,968	1,968	100.00
Miscellaneous	302,000	243,798	80.73
<b>TOTAL REVENUES</b>	<b>38,858,076</b>	<b>9,837,744</b>	<b>25.32</b>

### Fund Reconciliation Narrative

#### Expenses

The Personnel Services budget for the Insurance and Claims fund was under spent due to vacancies throughout the fiscal year in the Loss Prevention program. External Materials and Services were under spent due to the accrual of a large claim into the previous fiscal year. Claims payments and settlements are the primary cost for the EMS budget for the Insurance and Claims fund. Other expenses are within the 10% target.

#### Revenues

Interagency and Fund Transfer revenues are within the 10% target. Miscellaneous revenues are lower than budgeted amounts due to lower interest rates and the collection of subrogation revenues ending at lower than historical amounts.

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>705 - Workers' Comp Self Insurance Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,112,246	1,010,681	90.87
External Materials and Services	4,190,673	2,495,074	59.54
Internal Materials and Services	591,648	580,004	98.03
Bond Expenses	57,289	55,666	97.17
Fund Transfers - Expense	93,275	93,275	100.00
Contingency	15,998,274	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>22,043,405</b>	<b>4,234,700</b>	<b>19.21</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	18,414,997	0	0.00
Interagency Revenue	3,299,921	3,299,629	99.99
Fund Transfers - Revenue	4,987	4,987	100.00
Miscellaneous	323,500	132,326	40.90
<b>TOTAL REVENUES</b>	<b>22,043,405</b>	<b>3,436,942</b>	<b>15.59</b>

### Fund Reconciliation Narrative

#### Expenses

Personnel Services, Internal Materials and Services and Fund Level Expenses ended the fiscal year within 10% of appropriation. External Materials and Services was 59.5% spent at year end. Claims payments and settlements are the primary cost for the EMS budget for the Workers Compensation fund.

#### Revenues

Interagency Revenues and Fund Transfer revenues are within the 10% target. Miscellaneous revenues are lower than budgeted amounts due to lower interest rates and lower than historical revenues from the State of Oregon Employer-At-Injury Program (EAIP).





## **Revenue Bureau**

## Revenue Bureau

### Decision Packages:

<b>MF_106</b>	<b>REV-4-Increase Software Lics Fee Decrease GF Dis</b>
<p>This reduction package meets part of the initial 4% cut target for the Revenue Bureau by increasing Regulatory revenue that will be generated by the update and renewal of the Tow Desk Software License Agreement. This increase in Regulatory revenue will increase revenue to the General Fund, rather than decrease expenses.</p>	
<p><b>Status for Fall Performance Report:</b> Renewal of the Tow Desk Software License Agreement did not occur. The agreement was instead discontinued on December 31, 2012. The projected additional \$7,200 in Regulatory revenue was instead generated by a planned increase to the Secondhand Dealer permit fees that was completed during this time period.</p>	<p><b>Status</b> Complete</p>
<b>MF_112</b>	<b>REV-8-Cut Gen Fund Disc Add Regulatory Revenue</b>
<p>This reduction package is part of the final 2% cut to meet the 8% target for the Revenue Bureau by increasing revenue through Regulatory Division enforcement enhancements. This package is for \$10,000 additional revenue that will be generated by increased enforcement through Regulatory Division enhancements.</p>	
<p><b>Status for Fall Performance Report:</b> Increased Regulatory Division permit and penalty revenues have generated the additional revenue.</p>	<p><b>Status</b> Complete</p>
<b>MF_108</b>	<b>REV-4-Cut .25 Attorney IA</b>
<p>This reduction package meets part of the initial 4% cut target for the Revenue Bureau by reducing the interagency (IA) with the City Attorney's Office. The reduction to the City Attorney's Office IA would be a 25% cut of the Attorney portion of the IA in the amount of approximately \$57,247.</p>	
<p><b>Status for Fall Performance Report:</b> The interagency with the City Attorney's Office was reduced by this amount and has increased the workload of the Revenue Bureau Delinquent Collections Team as a result. Additional automation to information systems in the Revenue Bureau is required to allow the Bureau to effectively absorb this added workload. Due to cuts in other budget areas, there are not adequate resources to complete the automation required to fully absorb the workload.</p>	<p><b>Status</b> Complete</p>
<b>MF_109</b>	<b>REV-4-Cut 1.0 FTE RTS IV Position</b>
<p>This reduction package meets part of the initial 4% cut target for the Revenue Bureau by eliminating 1.0 FTE and associated external materials and services. The 1.0 FTE to be cut is a Revenue Tax Specialist IV (Job class 30000194) in the Operations Division, Budget and Accounting Unit.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated. The cut has meant that certain deposits are not done on a daily basis and various accounting projects such as GR/IR reconciliation and stale dated check follow-up are no longer being done on a routine basis. The mandatory daily and monthly processes have to take priority and certain tasks are set aside pending future deadlines.</p>	<p><b>Status</b> Complete</p>

MF_107		REV-4-Cut EM&S	
This reduction package meets part of the initial 4% cut target for the Revenue Bureau by cutting the bureau's external materials and services (EM&S).			
<b>Status for Fall Performance Report:</b> Reduction of \$27,681 taken, limiting our professional services budget, specifically IT programming to our tax applications. As a result, we have not been able to further automate our systems to accommodate the increased workload that resulted from the MF_106 cut to the City Attorney IA.		<b>Status</b> Complete	

MF_111		REV-6-Cut 0.25 Attorney IA	
This reduction package is part of the additional 2% cut to meet the 6% target for the Revenue Bureau by reducing more of the interagency (IA) with the City Attorney's Office. The reduction to the City Attorney's Office IA would be to cut another 25% of the Attorney portion of the IA in the amount of approximately \$57,333.			
<b>Status for Fall Performance Report:</b> The interagency with the City Attorney's Office reduced, which limits the number of collection actions/lawsuits that the City Attorney's Office can bring on behalf of the Revenue Bureau due to reduced resources.		<b>Status</b> Complete	

MF_110		REV-6-Cut EM&S	
This reduction package is part of the additional 2% cut to meet the 6% target for the Revenue Bureau by cutting more of the bureau's external materials and services (EM&S).			
<b>Status for Fall Performance Report:</b> Reduction of \$27,354 taken, limiting the bureau's ability to pay for outside IT programming to continue to upgrade the online tax filing experience by adding new tax programs to our eCommerce site. The only avenue for Revenue to accept credit cards is to go through our online filing application that links to the City's payment gateway. The ability to take credit card payments increases the ability to collect delinquent outstanding balances in the various tax and regulatory programs.		<b>Status</b> Complete	

MF_114		REV-8-Cut 0.5 FTE RTS IV	
This reduction package is part of the final 2% cut to meet the 8% target for the Revenue Bureau by eliminating a 0.5 FTE. The 0.5 FTE to be cut is a Revenue Tax Specialist IV (Job class 30000194) from the Business License Tax section in the amount of \$42,480.			
<b>Status for Fall Performance Report:</b> FTE reduced, increasing the number of business tax accounts to collection staff. As a result of this increase, it is more difficult to complete all collection calls on accounts that have outstanding tax balances or have not yet filed. This reduction has likely resulted in the loss of general fund revenue but we cannot quantify the amount as some duties were reassigned and reprioritized. Future tax collection position cuts beyond this one will result in losses of four dollars in revenue for every dollar of tax collector cut.		<b>Status</b> Complete	

MF_113 REV-8-Cut EM&S	
<p>This reduction package is part of the final 2% cut to meet the 8% target for the Revenue Bureau by cutting more of the bureau's external materials and services (EM&amp;S). There would be an additional cut of \$17,207 from Professional Services (521000), plus \$10,000 from Miscellaneous Services (529000) and \$5,000 from Education (541000).</p>	
<p><b>Status for Fall Performance Report:</b> Reduction taken, which limits the ability of staff to remain current in developing tax law and rules due to the budget cut to Education. This final cut to professional services and the cut to miscellaneous services reduced the bureau's ability to contract with needed resources to assist with implementing the data sharing agreement with the Internal Revenue Service (IRS). This data sharing agreement with the IRS is critical to the long-term success of all our tax programs, especially business taxes and the new arts tax. The Bureau may request one-time resources to assist in complying with IRS data sharing implementation.</p>	<p><b>Status</b> Complete</p>

MF_124 Special Event Revenue	
<p>No text in BRASS.</p>	
<p><b>Status for Fall Performance Report:</b> Decision package implemented.</p>	<p><b>Status</b> Complete</p>

BMP MF_041 Revenue Bureau - Offset Special Events Revenue	
<p>In the FY 2012-13 Adopted Budget, decision package MF_124 was put forth to off set General Fund revenue, by recovering \$100,000 in special events revenue in the Revenue Bureau. Currently the Revenue Bureau is working with the Portland Bureau of Transportation, Portland Police Bureau and Portland Fire &amp; Rescue to create a comprehensive cost recovery model, as special events often include all of these bureaus. Work for this is still underway, and therefore the Revenue Bureau will not be able to realize a full year's worth of special events cost recovery. Also, event organizers need additional time to incorporate the new cost recovery into their budgets.</p> <p>Anticipating this, the Revenue Bureau requests revenue from the Tax Amnesty Program be allocated to the Revenue Bureau to offset an anticipated shortfall in cost recovery. The Tax Amnesty Program ended on July 16, 2012 and received revenues of \$615,703. Of this amount, \$400,000 was committed to local schools for teacher funding, and \$150,000 was committed to a suicide prevention hotline. The Revenue Bureau requests the remaining \$65,703 to help offset their anticipated under collection in special events cost recovery revenues. The shortfall in these revenues will likely be greater than the \$65,703 currently being requested, as some of the larger anticipated events for FY 2013 will occur before the cost recovery model is fully implemented. The Bureau will request the remainder in a future BMP when the final impact is known.</p>	
<p><b>Status for Fall Performance Report:</b> Special Events permit fees were increased later than anticipated. This package was instrumental in offsetting that shortfall. In winter 2013, the first permits at the new rates began being issued.</p>	<p><b>Status</b> Complete</p>

<b>BMP MF_044</b>		<b>Revenue Bur - OCT - MHCRC Compliance Position</b>
<p>The Mt. Hood Cable Regulatory Commission (MHCRC) has increased work requirements for FY 2012-13 related to its responsibility to grant nearly \$5 million annually to nonprofits, public agencies, libraries and educational institutions for community technology projects. The funds are restricted under the cable services franchise agreements to be expended for capital purposes only. The Revenue Bureau Office for Community Technology manages the funds on behalf of the MHCRC. The increased work requirements derive from a significant increase in the funds available in FY12-13 for community grants (\$1.6 million (one-third) more than previous years) and higher level of reporting requirements in both the renewal franchise agreements and in contracts with the two nonprofit community media centers.</p>		
<p>Funding for this position will come from Cable Fund 206 Contingency.</p>		
<p><b>Status for Fall Performance Report:</b> This position was filled on April 25, 2013.</p>		<p><b>Status</b> Complete</p>

<b>BMP MF_061</b>		<b>Revenue Bureau General Fund Reduction</b>
<p>Per Financial Policy 2.06 - Revenue, the Revenue Bureau's FY 2012-13 General Fund discretionary appropriation is reduced \$88,216. Although the reduction is allocated to the Revenue Bureau, the reduction is the result of FY 2011-12 overspending in the Office for Community Technology (OCT). The Office for Community Technology joined the Revenue Bureau in FY 2012-13, and is now the Cable Program.</p>		
<p>Specifically, OCT recovered more of their advances than originally projected, causing the bureau's expenditures to increase above their appropriated budget, and thus overspending their General Fund discretionary appropriation.</p>		
<p><b>Status for Spring Performance Report:</b> Correction made to the budget. This decision package was offset by a Council approved request to waive the reduction.</p>		<p><b>Status</b> Complete</p>

<b>BMP MF_256</b>		<b>Revenue – OCT – Litigation Funds Carryover</b>
<p>In fiscal year 2008-09 Council authorized (Res. 36639) \$150,000 in general fund appropriation for conducting legal proceedings in consultation with the City Attorney's Office for enforcing franchise agreements of telecom companies. To date, the Office for Community Technology has collected over \$7.2 million in unpaid franchise fees from various telecom companies, mostly through litigations. The office carried over a balance of \$91,000 from fiscal year 2011-12 to fiscal year 2012-13 and estimates there will be a balance of \$75,000 at fiscal year end. The office requests to carry over the balance of \$75,000 in appropriation to fiscal year 2013-14 to continue to perform these functions for the Utility Franchise Management Program in order to preserve and collect general fund revenues for the City, which could be lost otherwise. The office will true up the request in the Fall BMP based on the actual litigation funds expended at year end.</p>		
<p><b>Status for Fall Performance Report:</b> Litigation funds were carried forward as requested.</p>		<p><b>Status</b> Complete</p>

<b>BMP MF_311</b>	<b>Rev. Bureau – Arts Tax Fund 223 Budget Adjustment</b>	
<p>Council is considering an action to amend City Code to establish a definition for income earning resident as an individual that earns at least \$1,000 annually, as related to the Arts and Education Access Income Tax. This revision is expected to decrease Arts Education and Access Fund revenues between \$277,000 and \$700,000. Declining revenues combined with \$140,000 of increased one-time costs to publish the change and provide residents with a refund request form may result in the Revenue Bureau exceeding the 5% cap on administrative expenses. Therefore, the Arts Education and Access Fund budget will be amended in the Spring BMP to include the transfer of \$100,000 from contingency to fund increased program start-up costs totaling \$600,000.</p> <p>This package affects both the Arts and Education Fund 223 and the Revenue Bureau General Fund. The net affect to the General Fund is zero. The net affect to Fund 223 is \$587,500. This is a net result of reduced revenues (\$277,000) and the adjustment to the IA between Fund 223 and Revenue Bureau GF 100 to cover Arts Tax associated costs worth \$862,500.</p>		
<p><b>Status for Fall Performance Report:</b> Per Ordinance No. 185960, effective May 3, 2013, City Code 5.73.010 was amended to add this definition of income-earning resident.</p>	<p><b>Status</b> Complete</p>	

Budget Note:

<b>13-14 Budget Note</b>	<b>Business License Tax</b>	
<p>Per Resolution 36473, the City has a goal of increasing the Business License Tax owner's compensation deduction to \$125,000. For Tax Year 2014, Council's intent is to increase the owner's compensation deduction to at least \$100,000. The City Budget Office is directed to identify potential options to pay for this increase, including: the use of ongoing revenues above forecast; efficiencies and other savings from the span of control study, administrative process review, or other process improvements greater than the savings already assumed in the budget; or the identification of spending offsets. The CBO will present options to Council in the FY 2013-14 Fall Budget Monitoring Process.</p>		
<p><b>Status for Fall Performance Report:</b> On September 11, 2013, the Revenue Bureau provided the City Budget Office with an estimate of the reduction to General Fund revenue that could result from increasing the owner's compensation deduction. The City Budget Office will be responding to this budget note.</p>	<p><b>Status</b> Underway</p>	

## Revenue Bureau Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
CB_0002 - Grant Funds Provided to Nonprofits, Schools, and Local Government Agencies	EFFECTIVE	\$1,300,774	\$3,635,532	\$4,000,000	\$0	\$0
CB_0003 - Franchises/Utility Licenses Administered	WORKLOAD	266	226	226	0	0
CB_0004 - General Fund Revenues Collected	EFFECTIVE	\$69,508,446	\$74,192,503	\$77,396,471	\$0	\$0
CB_0005 - Cost per \$1,000 of General Fund Revenue Collected	EFFICIENCY	\$15.01	\$11.39	\$11.43	\$0.00	\$0.00
CB_0007 - Cost per Household Served by Regulations for Cable TV	EFFICIENCY	\$2.89	\$0.00	\$2.28	\$0.00	\$0.00
CB_0009 - Public, Educational, and Local Government Sites Using the Institutional Network	EFFECTIVE	284	290	290	0	0
MF_0041 - Business Income Tax Gap - Difference between business taxes paid and owed (in millions)	EFFECTIVE	\$4.96	\$7.14	\$5.29	\$0.00	\$0.00
MF_0045 - Total Bureau revenue collected (in millions)	EFFECTIVE	\$185	\$212	\$210	\$0	\$0
MF_0046 - Number of bureau accounts managed	WORKLOAD	77,427	323,245	435,975	0	0
MF_0047 - Cost per license & tax dollar collected	EFFICIENCY	\$0.03	\$0.02	\$0.03	\$0.00	\$0.00
MF_0051 - Number of bureau e-commerce transactions	EFFICIENCY	14,015	97,917	178,391	0	0
MF_1120 - Total e-commerce bureau revenue collected (in millions)	EFFECTIVE	\$13	\$18	\$24	\$0	\$0
MF_1124 - Total Regulatory Revenue collected	WORKLOAD	1,034,934	1,224,039	1,300,000	0	0
MF_1125 - Number of Permits/Contracts Issued	WORKLOAD	3,923	4,182	3,990	0	0
MF_1164 - Regulatory Programs Cost Recovery (revenue/expenditure)	EFFECTIVE	90%	100%	100%	0%	0%
MF_1165 - Suported revenue collection in millions	WORKLOAD	\$353	\$380	\$360	\$0	\$0
MF_1166 - Number of supported accounts	WORKLOAD	221,207	207,402	206,600	0	0

### Performance Measure Variance Descriptions

MF\_0041 The number of new businesses has increased as the economy improves. This was not initially captured during our annual survey, which forms the initial estimate.

MF\_1166 The number of bureau accounts is smaller than anticipated due to the first year and changed filing deadline of the Arts Tax. As a result, we did not have all the Arts Tax accounts established at year-end, since we were still setting up accounts at June 30th and because we hadn't started our non-filer pursuit at year-end.



# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_049 - Revenue - Encumbrance Carryover**

This request is for encumbrance carryover of \$57,926 for the following obligations:

UNISYS CORPORATION, PO 20003818, \$44,100

ALANNA HEIN, PO22120940, \$1,405

EES CONSULTING INC, PO 22123986, \$2,424

PORTLAND COMMUNITY MEDIA, PO 22105920, \$9,997

Dollar Amount: \$57,926

Type: Encumbrance Carryover Request

Resources: New Revenues

## **MF\_055 - Revenue - Technical Adjustments**

This request moves the appropriation necessary to zero Cable Fund 206 at the Functional Area and Funded Program levels.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

## **MF\_082 - Revenue - PERS Savings from IA Reductions**

This request recognizes interagency reductions totaling \$7,538 as a result of internal service provider PERS savings.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

## **MF\_085 - Revenue - AIX Project Rebate**

This request is to receive savings from the AIX Hardware Technology Refresh project from BTS in the amount of \$29,910. Server replacement costs were less than the transfer to BTS to fund the project. This replacement was funded out of the Revenue Bureau's IA with the Water Bureau and this is where the savings is being returned.

Dollar Amount: \$29,910

Type: New Request

Resources: New Revenues

## **MF\_123 - Revenue - Water IA**

This request recognizes \$40,000 in IA revenue from Water Bureau for bill continuation work.

Dollar Amount: \$40,000

Type: New Request

Resources: New Revenues

**Prior Year Business Area Reconciliation Report  
MFRB-Fund 100**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$7,576,407	\$7,449,474	98%
External Materials and Services	\$2,846,009	\$2,321,683	82%
Internal Materials and Services	\$2,720,217	\$2,474,291	91%
Fund Transfers - Expense	\$60,000	\$60,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$13,202,633</b>	<b>\$12,305,448</b>	<b>93%</b>
<b>REVENUES</b>			
Licenses & Permits	\$1,309,762	\$1,204,411	92%
Charges for Services	\$31,000	\$19,771	64%
Intergovernmental Revenues	\$905,183	\$905,183	100%
Interagency Revenue	\$4,871,654	\$4,329,877	89%
Miscellaneous	\$502,220	\$506,011	101%
General Fund Discretionary	\$5,582,814	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$13,202,633</b>	<b>\$6,965,252</b>	<b>53%</b>

**Bureau Reconciliation Narrative**

Expenditures:

External Materials and Services expenditures were 18% below budget due to expenses that did not occur related to the new Arts Tax interagency.

Revenues:

Charges for Services revenues were 36% below budget due to low regulatory penalty fee collection.

Interagency Revenues were 11% below budget due to expenses that did not occur related to the new Arts Tax and one-time development that is still underway.

**Prior Year Fund Reconciliation Report  
Revenue Bureau - Cable Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>206 - Cable Fund</b>			
<b>EXPENDITURES</b>			
Unappropriated Fund Balance	1,308,765	0	0.00
Personnel Services	0	(0)	0.00
External Materials and Services	7,611,586	5,331,987	70.05
Internal Materials and Services	89,103	81,646	91.63
Fund Transfers - Expense	67,149	67,149	100.00
Contingency	5,118,158	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>14,194,761</b>	<b>5,480,782</b>	<b>38.61</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	7,439,826	0	0.00
Licenses & Permits	1,595,395	4,561,991	285.95
Charges for Services	4,865,799	2,472,274	50.81
Interagency Revenue	156	0	0.00
Fund Transfers - Revenue	4,720	4,720	100.00
Miscellaneous	288,865	261,350	90.47
<b>TOTAL REVENUES</b>	<b>14,194,761</b>	<b>7,300,335</b>	<b>51.43</b>

**Fund Reconciliation Narrative**

**Expenditures:**

External Materials and Services expenditures were 30% below budget due to the Mt. Hood Cable Regulatory Commission (MHCRC) awards PEG grants to various community organizations each year. A good number of the grantees take more than one year to complete their projects and the bureau receives invoices in subsequent years from the grantees. In order to cover prior year grant payments, the bureau budgeted additional funds in fiscal year 2012-13 yet received less than anticipated requests for grant disbursements from both the current year and prior year grantees. The PEG grant program is operated from a dedicated fund obtained from the Cable TV franchises.

**Revenues:**

Licenses & Permits revenues were 186% above budget and Charges for Services revenues were 49% below budget due to certain revenues be classified to the wrong revenue account.

**Prior Year Fund Reconciliation Report  
Revenue Bureau - Convention and Tourism Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>209 - Convention and Tourism Fund</b>			
<b>EXPENDITURES</b>			
External Materials and Services	7,756,513	6,945,684	89.55
Internal Materials and Services	201,862	182,332	90.32
Fund Transfers - Expense	43,350	43,350	100.00
Contingency	13,878	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>8,015,603</b>	<b>7,171,366</b>	<b>89.47</b>
<b>REVENUES</b>			
Taxes	8,011,200	7,130,085	89.00
Fund Transfers - Revenue	53	53	100.00
Miscellaneous	4,350	3,841	88.30
<b>TOTAL REVENUES</b>	<b>8,015,603</b>	<b>7,133,980</b>	<b>89.00</b>

**Fund Reconciliation Narrative**

**Expenditures:**

External Materials and Services expenditures were 10.45% below budget due to overestimating the pass-through of funds from the new Tourism Improvement District tax.

**Revenues:**

Taxes were 11% below budget due to overestimating the partial year of the new Tourism Improvement District tax.

Miscellaneous revenues were 11.7% below budget due to overestimating Interest on Investments.

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>207 - Private for Hire Transportation Safety Fund</b>			
<b>EXPENDITURES</b>			
External Materials and Services	303,000	302,081	99.70
<b>TOTAL EXPENDITURES</b>	<b>303,000</b>	<b>302,081</b>	<b>99.70</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	222,805	0	0.00
Licenses & Permits	79,628	79,141	99.39
Fund Transfers - Revenue	267	267	100.00
Miscellaneous	300	615	204.90
<b>TOTAL REVENUES</b>	<b>303,000</b>	<b>80,023</b>	<b>26.41</b>

### Fund Reconciliation Narrative

Revenue:

Miscellaneous revenues were 104.9% above budget due to underestimating Interest on Investments.

**Prior Year Fund Reconciliation Report  
Revenue Bureau - Property Management**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>204 - Property Management License Fund</b>			
<b>EXPENDITURES</b>			
External Materials and Services	5,445,552	4,963,476	91.15
Internal Materials and Services	63,313	62,405	98.57
<b>TOTAL EXPENDITURES</b>	<b>5,508,865</b>	<b>5,025,881</b>	<b>91.23</b>
<b>REVENUES</b>			
Licenses & Permits	5,505,900	5,022,146	91.21
Charges for Services	575	377	65.55
Miscellaneous	2,390	2,218	92.79
<b>TOTAL REVENUES</b>	<b>5,508,865</b>	<b>5,024,741</b>	<b>91.21</b>

**Fund Reconciliation Narrative**

Expenditures:

Revenues:

Charges for Services revenues were 34% below budget due to low Lloyd Business Improvement District penalty fee charges.

**Prior Year Fund Reconciliation Report  
Revenue Bureau - Arts Education and Access Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>223 - Arts Education and Access Fund</b>			
<b>EXPENDITURES</b>			
Internal Materials and Services	862,500	561,502	65.10
Contingency	7,856,887	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>8,719,387</b>	<b>561,502</b>	<b>6.44</b>
<b>REVENUES</b>			
Taxes	8,717,387	7,815,970	89.66
Miscellaneous	2,000	4,939	246.97
<b>TOTAL REVENUES</b>	<b>8,719,387</b>	<b>7,820,909</b>	<b>89.70</b>

**Fund Reconciliation Narrative**

**Expenditures:**

Internal Materials and Services expenditures were 34.9% below budget due to expenses that did not occur related to the new Arts Tax interagency.

**Revenues:**

Taxes were 10.34% below budget due to overestimating collection of the new Arts tax.

Miscellaneous revenues were 146.97% above budget due to underestimating Interest on Investments.

## **Bureau of Technology Services**



## Bureau of Technology Services

### Decision Package Updates:

MF_32	BTS-4-Business Solutions External M&S Reduction	
<p>This package results in a reduction to the Planning and Development program within the Business Solutions division. The Planning and Development program is responsible for delivering technology solutions to address the current and emerging business needs of BTS customers through the effective use of enterprise architecture and strategic technology development and planning. External materials and service include professional services, equipment and software used to evaluate and prototype new technologies and training and travel associated with the professional development of technical staff assign to this program.</p>		
<p><b>Status for Fall Performance Report:</b> Reduction taken. This resulted in a reduced ability to both contract for professional services assistance needed for new projects requested by customer bureaus and to meet emerging business needs identified in strategic planning sessions conducted with bureau business staff. Additionally, BTS is unable to prototype new technologies for evaluation and inclusion as future technology standards.</p>		<p><b>Status</b> Complete</p>
MF_29	BTS-4-Corp App Staffing & External M&S Reduction	
<p>This reduction eliminates an Application Analyst III position (40002367) in the Business Solutions division dedicated to corporate Financial and Human Resources application support including BRASS, PatternStream as well as the legacy applications of IBIS, CARS and ePan. Although SAP replaced IBIS, CARS and ePan, support demand for these legacy systems has remained due to the fact that historical data from these systems was not migrated to SAP as part of the Enterprise Business Solution Project (EBSP). This package also includes a reduction to external materials and services in the amount of \$12,960 within the SAP Application Support program.</p>		
<p><b>Status for Fall Performance Report:</b> Position eliminated. This resulted in significantly diminished support of BRASS, PatternStream (Budget Publishing) and several legacy Financial and Human Resources applications. The FTE allocation for the Corporate Application program has been reduced from 1.3 to 0.5 FTE. BTS is no longer able to prepare reports from the legacy IBIS system for Financial and Human resources staff. Additionally, support for the ongoing maintenance of the remaining Financial and Human Resources applications is severely reduced resulting in the increased risk of extended system outages where bureau customers will be unable to access these systems. Efforts to migrate historical information from IBIS and ePAN to a data warehouse are deferred until sufficient resources can be assigned to complete this work.</p>		<p><b>Status</b> Complete</p>
MF_30	BTS-4-PBOT Application Analyst III Reduction	
<p>This reduction is the elimination of a vacant Application Analyst III (40002357) position funded by the Portland Bureau of Transportation (PBOT). This is one of eight positions assigned to support the software applications used by PBOT. This reduction is being requested by PBOT management.</p>		
<p><b>Status for Fall Performance Report:</b> Position eliminated. This resulting in reduced software application support and development capacity of the BTS application support staff assigned to PBOT.</p>		<p><b>Status</b> Complete</p>

MF_28	BTS-4-GIS Major Maintenance Rate Discontinuance	
<p>The Bureau of Technology Services provides GIS (geographic information system) services to City customers and charges customers a rate to cover expenses associated with the service. That rate includes an amount to cover major maintenance expenses including the replacement of system hardware or applications that are separate from system operating expenses. The BTS fund currently has sufficient resources from prior year GIS collections to cover anticipated major maintenance expenses for the next five years. This package would eliminate that portion of the rate charged to customer bureaus.</p>		
<p><b>Status for Fall Performance Report:</b> Decision package implemented. The rate for GIS services no longer includes any funding to cover major maintenance expenses.</p>	<p><b>Status</b> Complete</p>	

MF_34	BTS-6-Bus. Sol. Billable Analyst IV Reduction	
<p>This reduction is the elimination of a vacant Application Analyst IV (40002379) position funded through billable services.</p>		
<p><b>Status for Fall Performance Report:</b> Position eliminated. This resulted in reduced software application support and development capacity of the BTS application support team. Customers must now contract for these services through external consulting contracts that have higher hourly costs and the added requirement that customers provide additional software development notice lead time.</p>	<p><b>Status</b> Complete</p>	

MF_37	BTS-6-GIS Staffing Reduction	
<p>This reduction eliminates an Application Analyst III position (40008851) supporting the Geographic Information System (GIS) program in the Business Solutions division. This position is responsible for supporting existing GIS maps and the development of custom mapping capabilities to meet bureau business needs.</p>		
<p><b>Status for Fall Performance Report:</b> Position eliminated. This position was one of six analyst positions within the Geographic Information Systems (GIS) program dedicated to assisting customers with their corporate GIS mapping needs. The elimination of this position combined with the other GIS position reduction (MF_43) resulted in a 34% overall reduction to BTS GIS support and development capacity. The Portland Bureau of Transportation did a mid-year reduction in the amount that they charge GIS for service and a portion of the savings were redirected to allow for the appointment of a temporary position that is being used to moderate the service impact of this reduction.</p>	<p><b>Status</b> Complete</p>	

MF_33                      BTS-6-Senior IS Mgr and External M&S Reduction	
<p>This reduction eliminates a Senior Information Systems Manager position (40004210) in the Business Solutions division which provides managerial support for several Application Analysts assigned to support the needs of the Revenue Bureau, Risk Management and the Portland Housing Bureau. Additionally, this position focuses on continuous improvement efforts including 1) documenting mandatory minimum technology requirements necessary for all technology solicitations and contracts, 2) assisting customers throughout the entire lifecycle of technology contracting from solicitation to contract award, 3) chairing the Geographic Information Systems (GIS) Stakeholders Group Meeting and 4) recommending strategic technology direction and initiatives to bureau leadership. This package also includes a reduction to external materials and services in the amount of \$24,246 within the Business Solutions program.</p>	
<p><b>Status for Fall Performance Report:</b>            Position eliminated. As a result of this reduction, managerial support of six Application Analyst positions was distributed across the Business Solutions division, thereby reducing the ability of management to provide effective employee support, professional development and coaching.</p> <p>With the loss of this position, BTS is unable to provide expert guidance in the development of solicitation materials including Request for Proposals (RFPs). Lack of BTS involvement in customer requested technology solicitations could result in failed and/or re-bid solicitations where selected goods and professional services do not meet City business requirements and technology standards, thereby risking significant increases to technology project costs and schedules.</p> <p>BTS is unable to research and recommend new strategic projects and initiatives that would improve City services through the more effective use of technologies.</p>	<p><b>Status</b>            Complete</p>

MF_43                      BTS-8-GIS Staffing Reduction	
<p>This reduction eliminates an Application Analyst IV position (40002385) supporting the Geographic Information System (GIS) program in the Business Solutions division. This position is responsible for support of existing GIS maps and the development of custom mapping compatibilities to meet bureau business needs.</p>	
<p><b>Status for Fall Performance Report:</b>            Position eliminated. This position was one of six analyst positions within the Geographic Information Systems (GIS) program dedicated to assisting customers with their corporate GIS mapping needs. The elimination of this position combined with the other GIS position reduction (MF_37) resulted in a 34% overall reduction to BTS GIS support and development capacity.</p>	<p><b>Status</b>            Complete</p>

MF_46                      BTS-8-Planning & Development Staffing Reduction	
<p>This reduction is the elimination of a Principal Information Systems Analyst position (40002465) in the Planning &amp; Development team responsible for engineering new technology solutions to meet current and emerging customer business needs.</p>	
<p><b>Status for Fall Performance Report:</b>            Position eliminated. This position is one of four analyst positions on the Planning and Development team. The elimination of this position resulted in a 25% overall reduction to the capacity of the Planning &amp; Development team. Projects including new and emerging technologies that require technical staff for their successful delivery, such as those identified in the BTS Strategic Plan as well as new projects requested by customers, will need to be deferred until adequate resources can be identified.</p>	<p><b>Status</b>            Complete</p>

<b>MF_135 City Attorney's Office/Application Analyst II</b>	
<p>This add package is being submitted at the request of the City Attorney's Office to add one (1) Applications Analyst II as a permanent position with responsibility for their ongoing dedicated application support. Position responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Analyze functional and business requirements for new or enhanced applications</li> <li>2. Analyze current manual or computer systems; analyze interrelationships</li> <li>3. Design reports, forms, menus and input and output records; write, test, debug and install applications; locate, review, reformat, convert and download data;</li> <li>4. Install, configure, test, connect, update and set-up users for applications on personal computers such as Practice Manager, Summation, Trial Assistant, Visionary, etc.</li> <li>5. Troubleshoot and rectify computer application problems; test and debug applications. Coordinate hardware, networking and security issues with BTS Divisions.</li> <li>6. Write documentation on new and enhanced applications including design and as-built documentation, user guides and training</li> <li>7. Provide training to end users on use of applications, develop training materials</li> <li>8. Maintain and provide support for new and current applications including security settings, interfaces, etc.</li> <li>9. Prepare project cost estimates and justification for new or enhanced applications</li> <li>10. Oversee quality assurance procedures for new applications; review new application</li> </ol>	
<p><b>Status for Fall Performance Report:</b> BTS employee permanently transitioned into position effective July 1, 2013.</p>	<p><b>Status</b> Complete</p>

<b>MF_26 BTS-4-800 MHz Radio Equip Replcmt Discontinuance</b>	
<p>The Bureau of Technology Services assigns rates to 800 MHz radio equipment to collect revenues for covering maintenance and replacement expenses. A total of \$10,000,000 in replacement funds collected on this equipment will be transferred to the Public Safety GO Bond Construction Fund in FY 2011-12 to cover the cost of replacing this equipment as part of the PSSRP Radio System Replacement project. Those equipment purchases are scheduled to take place in the period from FY 2012-13 to FY 2014-15, meaning that all equipment assigned to the bureaus will be new as of that date. This decision package will eliminate the replacement portion of the rates for 800 MHz radio equipment, thereby decreasing the fees charged to bureaus by approximately \$576,000 annually. BTS will no longer collect and hold replacement revenue from bureaus for 800 MHz radio end user equipment.</p>	
<p><b>Status for Fall Performance Report:</b> Decision package implemented. This package resulted in a reduction to the rates assigned to 800 MHz radio equipment, decreasing the amount charged to bureaus to whom the equipment was assigned. Since all the equipment will be purchased new between FY 2012-13 and FY 2014-15, bureaus should expect relatively minor (if any) billable charges in the first few years of implementation of this package. The sustainment plan for the replacement radio system will address funding of that system's end user equipment. Options may include reintroducing the replacement rate in the future, cash financing end user equipment at the time of replacement, or some form of debt financing. If this reduction were not taken, replacement funds could be used to supplement project contingency for the PSSRP radio project.</p>	<p><b>Status</b> Complete</p>

MF_31	BTS-4-IRNE Operating External M&S Reduction	
<p>This package results in a reduction to the Integrated Regional Network Enterprise (IRNE) for external materials and services. The IRNE is the City's high speed network used for data and phone communications. External materials and service include professional services, software and equipment maintenance, operating supplies, minor equipment and tools and training and travel associated with professional development of technical staff.</p>		
<p><b>Status for Fall Performance Report:</b> Reduction taken. This resulted in BTS' inability to contract for the professional services assistance needed for projects associated with the IRNE program. These services include enhancements to the City's Voice Over IP (VoIP) automated call distribution (ACD) system used at call centers throughout the City such as Utility Billing Customer Service, the BTS HelpDesk, the Revenue Bureau and the Office of Neighborhood Involvement. Additional professional services areas included planning in relation to replacing the City's analog telephone switch (PBX). The inability to secure professional services has resulted in City staff performing phone and network upgrades, enhancements, and replacement without the sufficient expert technical support typically provided by a third party experienced in these activities. Additional impacts could include extended service outages and project cost overruns and delays.</p>	<p><b>Status</b> Complete</p>	

MF_19	BTS-4-Mobile Data Contract Savings	
<p>Recently renegotiated contract terms with our cellular provider has resulted in a reduction to monthly fees for mobile data services. Monthly fees for Verizon Aircards will decrease to \$30.00 from \$42.99 per month. In addition, the city will see overall monthly discounts to its cellular voice plans.</p>		
<p><b>Status for Fall Performance Report:</b> This reduction resulted in a \$156 per mobile device decrease in annual pass-through costs with an additional savings of \$25,000 per year in cellular voice plans.</p>	<p><b>Status</b> Complete</p>	

MF_42	BTS-8-Radio System Support Staffing	
<p>This reduction eliminates one Electronics Technician II position (40002574) in the Communications program. This position is one of four technicians responsible providing technical expertise in the installation, maintenance, and repair of a wide variety of communications equipment, including all components of the City's Public Safety Radio System. This includes all radio and master site facilities and equipment as well as the dispatch consoles on the BOEC operations floor used for dispatching first responders.</p>		
<p><b>Status for Fall Performance Report:</b> Position eliminated. This resulted in a 25% reduction in capacity to respond to and resolve public safety radio support issues. The 800 MHz 24x7 standby rotation is now limited to three employees increasing the likelihood that illnesses and other unplanned absence will result in situations of an inability to provide support coverage for the radio system outside of normal business hours. Timelines for completing critical radio projects have been extended and BTS is unable to work on multiple projects and/or support issues concurrently.</p>	<p><b>Status</b> Complete</p>	

<b>MF_40                      BTS-8-Telecommunications Staffing &amp; External M&amp;S</b>	
<p>This reduction is the elimination of a Communications and Networking Project Manager position (40004233) in the BTS Communications division responsible for telecommunications projects including paging services as well as land line and commercial cellular phone projects. This package also includes a reduction to external materials and services within the Telecommunications program.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated resulting in reduced project management capacity for telecommunications projects.</p>	<p><b>Status</b> Complete</p>

<b>MF_12                      BTS-4-Oracle Software Maintenance Reduction</b>	
<p>A recent audit of software licenses has identified an area where a reduction to the total number of Oracle development tool and database licenses used by the Revenue Bureau can be reduced and therefore maintenance fees associated with these unused licenses can be eliminated. The development tool had been used in prior years by the Revenue Bureau however a recent assessment of usage needs indicated the tool is no longer required. With the final decommission of the legacy Open Vision (OV) infrastructure environment, additional Oracle Database licenses are no longer required. This ongoing cost savings will begin in FY2011-12 and will remain ongoing thereafter.</p>	
<p><b>Status for Fall Performance Report:</b> This reduction resulted in an ongoing savings of \$33,000 for the Revenue Bureau. The unused licenses were used to avoid costs related to future Oracle development tool and database licenses purchases.</p>	<p><b>Status</b> Complete</p>

<b>MF_35                      BTS-6-Data Center Staffing &amp; Ext. M&amp;S Reduction</b>	
<p>This reduction eliminates one Information Systems Technician II position (40002347) assigned to the City's primary Data Center with responsibility for monitoring of equipment and environment conditions (power and cooling) outside non-business hours. Additional responsibilities include triaging customer calls outside of the normal business hours, network password resets, and managing the rental equipment pool of laptop computers and projectors. This package also includes a reduction to external materials and services within the Enterprise Server program associated with repair and maintenance services.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated resulting in the inability for BTS to monitor equipment and environmental conditions or provide any first level technical support outside of normal business hours for the City's Data Center.</p>	<p><b>Status</b> Complete</p>

<b>MF_41                      BTS-8-Windows Server Support Staffing Reduction</b>	
<p>This reduction is the elimination of an Information Systems Analyst III position (40002444) in the Server and Messaging team responsible for supporting the City's large number of Microsoft Windows Servers as well as the Microsoft Exchange email environment.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated resulting in increased response times to resolve server and email issues and in the fulfillment of requests for new services.</p>	<p><b>Status</b> Complete</p>

MF_45	BTS-8-Windows Server Support Staffing Reduction
<p>This reduction is of a Principle Information Systems Analyst position (40004189) in the Server and Messaging team responsible for supporting the City's large number of Microsoft Windows Servers as well as the Microsoft Exchange email environment.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated resulting in increased response times to resolve server and email issues and in the fulfillment of requests for new services.</p>	<p><b>Status</b> Complete</p>

MF_36	BTS-6-Project Management Office Staff Reduction
<p>This reduction will result in the elimination of one Information Systems Analyst III position (40002402) in the BTS Project Management Office (PMO). The position is responsible for providing technology project management services to external and internal customers.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated decreasing the project management capacity of the BTS Project Management Office (PMO) by 10%, resulting in the PMO's inability to provide professional project management that sufficiently met the technology project needs requested directly by City bureaus.</p>	<p><b>Status</b> Complete</p>

MF_38	BTS-6-Account Administration Staffing Reduction
<p>This reduction will result in the elimination of one Information Systems Analyst III position (40002402) in the BTS Project Management Office (PMO). The position is responsible for providing technology project management services to external and internal customers. The scope of projects managed by the PMO often have critical citywide exposure. Example projects managed by the PMO include the Windows 7 implementation, Patternstream (budget software replacement), new construction and facilities remodel projects such as the Water Interstate buildings and new Emergency Coordination Center, security compliance work related to safeguarding private credit and debit card data and the new Reverse 9-1-1 solution.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated resulting in increased time required to process account change requests by approximately 33%. This delay impacted City employee productivity including new employees who now need to wait up to one business day for the creation of a new network account used to access the City's systems and email.</p>	<p><b>Status</b> Complete</p>

MF_44	BTS-8-Desktop Support Staffing Reduction
<p>This reduction eliminates an Information Systems Analyst II position (40002404). This position is part of the Desktop Support team in the Support Center division responsible for responding to and resolving onsite desktop, laptop and general office computing support issues for all City bureaus and offices.</p>	
<p><b>Status for Fall Performance Report:</b> Position eliminated resulting in a decreased capacity to respond to and resolve all user desktop, laptop and general office computing support issues citywide as the Desktop Support team is now responsible for supporting a larger number of computers.</p>	<p><b>Status</b> Complete</p>

MF_39	BTS-6-Support Center External M&S Reduction
<p>This package results in a reduction in external materials and services for the Desktop Support program in the Support Center division. The Desktop Support team is responsible for responding to and resolving onsite desktop, laptop and general office computing support issues for all City bureaus and offices. External materials and service include professional services, software and equipment maintenance, operating supplies, minor equipment and tools and training and travel associated with professional development of technical staff.</p>	
<p><b>Status for Fall Performance Report:</b> Reduction taken. As a result of this reduction, BTS is unable to contract for professional services assistance needed for projects associated with the Desktop Support program. The inability to secure professional services resulted in City staff performing work without sufficient expert technical support typically provided by a third party experienced in these activities.</p>	<p><b>Status</b> Complete</p>

BMP MF_158	BTS – Loan to General Fund
<p>The purpose of this budget adjustment request is to set up the cash transfer from three OMF internal service funds (Fleet, BTS and Facilities) to the General Fund for the full amount of 10-year interfund capital loans approved in Resolution 36976 on November 7, 2012. The loan amount from BTS will be \$1,000,000. Actual transfers will be based on the needs of the General Fund. This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds. The first repayment to BTS will be \$41,052.</p>	
<p><b>Status for Fall Performance Report:</b> This was initially set up as a cash transfer in the Winter BMP, but later reappropriated as an internal loan. Of the \$1,000,000 budgeted, \$456,011 was loaned to the General Fund in FY 2012-13. It is currently not known if the remaining funds will be needed.</p>	<p><b>Status</b> Complete</p>

BMP MF_168	BTS – Mobile to Computer Replacement
<p>This request is to appropriate \$1,480,806 in replacement contingency funds to cover anticipated expenses for the replacement purchase of mobile computers assigned to the Police and Fire bureaus.</p>	
<p><b>Status for Fall Performance Report:</b> Funds were appropriated in the Winter BMP and some purchases were made in FY 2012-13. To date, MDCs have been installed in about 35 vehicles. Remaining units will be purchased in FY 2013-14, so the balance of funds from the prior fiscal year will be carried over and reappropriated in the Fall BMP.</p>	<p><b>Status</b> Underway</p>

BMP MF_172	BTS – BTS Assessment
<p>This request is to appropriate \$250,000 from contingency to fund an assessment study of Technology Services. BTS is issuing an RFP to select a qualified vendor to conduct a detailed assessment of the bureau to identify cost and service delivery improvements. BTS is anticipating a continuing decline in funding due to the current economic climate and needs to continue to improve operating efficiency and lower costs while at the same time, increase how technology and automation are used by the City to gain efficiencies and improve effectiveness.</p>	
<p><b>Status for Fall Performance Report:</b> Funds were appropriated in the Winter BMP and the project started, although no expenses were incurred in FY 2012-13. BTS contracted with Sierra Systems to conduct an independent citywide technology assessment. The study is scheduled to conclude in November 2013 with findings to be presented to Council in December of 2013. Appropriation will be carried over in the FY 2013-14 Fall BMP.</p>	<p><b>Status</b> Underway</p>



Budget Note:

12-13 Budget Note	Office of Management and Finance (BTS)	
Council directs the Office of Management and Finance to develop options and a recommendation to address the funding gap that currently exists in the area of technology asset replacement and report back to Council during the FY 2012-13 Fall Budget monitoring process.		
<b>Status for Fall Performance Report:</b>	BTS responded to this budget note in the FY 2012-13 Fall BMP. BTS proposed to capture rate capacity from expiring debt service to close the funding gap. The City Budget Office (CBO) did not recommend this solution and Mayor Adams concurred with CBO's recommendation. In addition, BTS has appropriated funds for an independent assessment study. This is a first step toward possibly finding additional funds and efficiencies that might then be applied towards the funding gap in technology asset replacement.	<b>Status</b> Complete

## Technology Services

### Performance Measures

Performance Measure	Type	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15
		Year-End Actuals	Year-End Actuals	Adopted Budget	Performance No Dec Pkg	Performance With Dec Pkg
MF_1011 - Number of pieces of electronic radio equipment maintained per technician	EFFICIENCY	1,353	1,533	1,581	0	0
MF_1012 - Number of Service Orders Submitted	WORKLOAD	1,176	1,304	1,220	0	0
MF_1013 - Percent Uptime for Phone Switch	EFFECTIVE	100.00%	100.00%	100.00%	0.00%	0.00%
MF_1014 - Number of Telephone Lines Provided in Service	EFFECTIVE	7,867	6,608	7,500	0	0
MF_1015 - Number of radio communication units accessing system	WORKLOAD	8,504	8,221	8,400	0	0
MF_1016 - Percentage of Time Radio System Operated Without Failure	EFFECTIVE	99.99%	99.99%	99.99%	0.00%	0.00%
MF_1017 - Number of Pieces of Electronic Radio Equipment Maintained	EFFICIENCY	7,442	6,902	7,115	0	0
MF_1018 - Number of Email Accounts Supported	WORKLOAD	6,477	6,499	6,500	0	0
MF_1019 - First Call Resolution: Percentage of Problems Resolved by Help Desk Without Escalation to Field Staff	EFFECTIVE	69.00%	60.70%	69.00%	0.00%	0.00%
MF_1022 - Number of Desktop/Labtop Computers Supported per Technician	EFFICIENCY	129	148	141	0	0
MF_1023 - Application and Development Hours Billed	WORKLOAD	27,864	29,280	28,000	0	0
MF_1025 - Internet Availability Percentage	EFFECTIVE	99.97%	99.99%	99.98%	0.00%	0.00%
MF_1026 - Average number of unique visitors per day to PortlandOnline	EFFECTIVE	17,600	11,000	20,000	0	0
MF_1028 - Average number of maps per day served through PortlandMaps	EFFECTIVE	200,188	170,060	165,000	0	0
MF_1034 - Number of bureau staff per clerical employee	EFFICIENCY	68	68	68	0	0
MF_1036 - Yearly revenue processed electronically through the payment gateway (in millions)	EFFICIENCY	\$111.00	\$133.00	\$134.00	\$0.00	\$0.00
MF_1110 - Average Number of Telephone Trouble Tickets Resolved Per Technician	EFFICIENCY	392	410	406	0	0
MF_1115 - Customers rating project management service provided as excellent	EFFECTIVE	76%	75%	75%	0%	0%
MF_1116 - # of total billable project hours managed by PMO	EFFECTIVE	2,518	1,665	1,541	0	0
MF_1117 - Pct of compliance with Current Payment Card Security Standards for City's electronic payment gateway	EFFECTIVE	100%	100%	100%	0%	0%
MF_1118 - Days elapsed from ordering a new desktop PC to installation	EFFECTIVE	4	4	4	0	0
MF_1140 - Network Availability (excluding scheduled maintenance)	EFFECTIVE	100.0%	100.0%	100.0%	0.0%	0.0%
MF_1141 - Percentage of Calls Answered within 20 Seconds	EFFECTIVE	65%	82%	83%	0%	0%
MF_1142 - Average Number of HelpDesk Tickets per Month	WORKLOAD	3,700	3,062	3,500	0	0
MF_1143 - Resolution Time: Percentage of Problems Resolved Same Day	EFFECTIVE	69%	72%	70%	0%	0%
MF_1144 - Replace All Eligible PCs Every 4th Year Under the Lifecycle Repl Program	EFFICIENCY	23%	43%	27%	0%	0%
MF_1145 - Payment Gateway Availability	EFFECTIVE	99.9%	100.0%	99.9%	0.0%	0.0%
MF_1146 - BTS Customer Survey Satisfaction Average Rating (5=highest)	EFFECTIVE	4	5	4	0	0
MF_1147 - Field Reporting System Availability (excluding scheduled maintenance)	EFFECTIVE	100.0%	100.0%	99.8%	0.0%	0.0%
MF_1148 - Average Time Between Security Incidents (Involving 5 or more workstations) In Days	EFFECTIVE	365	365	120	0	0
MF_1149 - Average Deployment Cycle for Major Security Software Updates - Workstations in days	EFFICIENCY	30	30	30	0	0

## Technology Services

### Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
MF_1150 - Average Deployment for Security Updates - servers, in days	EFFICIENCY	90	90	90	0	0
MF_1151 - Maximum Pct of Computers w/o Current Security Software Installed and Functioning	EFFICIENCY	5%	5%	5%	0%	0%
MF_1152 - Percentage of Computers Able to Accept Security Patching	EFFECTIVE	95%	95%	95%	0%	0%
MF_1153 - Mission Critical Production System Availability - Cayenta	EFFECTIVE	100.00%	99.98%	99.98%	0.00%	0.00%
MF_1154 - Mission Critical Production System Availability - SAP	EFFECTIVE	99.96%	99.98%	99.98%	0.00%	0.00%
MF_1155 - Email Availability (excluding scheduled maintenance)	EFFECTIVE	100.00%	99.99%	99.99%	0.00%	0.00%
MF_1156 - Public Safety System Availability - BOEC	EFFECTIVE	99.96%	99.99%	99.99%	0.00%	0.00%
MF_1157 - Public Safety System Availability - Police	EFFECTIVE	99.99%	99.99%	99.99%	0.00%	0.00%
MF_1158 - OMF Customer Survey Average Satisfaction Rating for the Office of the CTO(4=highest)	EFFECTIVE	3	3	3	0	0

#### **Performance Measure Variance Descriptions**

##### Variations

##### Communications

MF\_1014 – As a result of multiple customer inquiries, landline reduction continued to decline beyond the FY 2012-13 estimates.

##### Business Solutions

MF\_1036 - Yearly revenue processed electronically through the payment gateway was expected to increase over FY 2012-13 due to a combination of rate increases, passage of the Multnomah County Arts tax, and the increased ease in using auto payment features.

##### Support Center

MF\_1019 – Multiple years of staffing reductions resulted in lower than estimated first call resolution rates at the Help Desk.

MF\_1142 – Ticket counts were down from last year. Calls are down a bit as we have replaced older workstations with new Windows 7 workstations. Also, forms were put in place that created tickets as pass through to other groups so as not to go through the Help Desk.

MF\_1144 – To complete the Windows 7 roll-out we added two outside contractors and sped up the LCR placements. This resulted in Support Center hitting a larger than estimated replacement percentage

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_006 - BTS - Wireless Network Project**

This request is to carry over the remaining project balance of \$11,501 for the Wireless Network 802.11n Capacity Expansion project. Funds are needed to complete work at the Matt Dishman and Charles Jordan community centers.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_007 - BTS - Voice Mail Replacement Project**

This request is to carry over the remaining project balance of \$108,473 to complete the Voice Mail Replacement project. Limited personnel resources and demands on time prevented the project from getting completed in FY 2012-13.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_008 - BTS - IRNE Fiber Construction**

This request is to appropriate additional funds of \$23,306 for the IRNE Fiber Construction project. Work laying fiber from Waterfront Park to the Pittock Building was nearly completed last fiscal year, but additional funds were needed to cover additional unforeseen expenses.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_009 - BTS - IRNE Network Technology Refresh**

This request is to carry over the remaining balance of \$100,827 on the IRNE Network Technology Refresh project. Hardware and configuration issues resulted in project delays and prevented testing of systems as well as final equipment installs.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_010 - BTS - Walters Hill Site Project**

This request is to carry over the budget balance of \$593,183 for the Walters Hill Site project. Issues between the City of Gresham and the City of Portland related to the proposed location of the Walters Hill tower resulted in project delays.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_011 - BTS - Radio Site Networking Project**

This request is to carry over the budget balance of \$17,299 for the Radio Site Networking project. Most of the project was completed in FY 2012-13, but higher priority items, primarily completed of the ECC building, necessitated temporarily moving key personnel off the project.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_012 - BTS - Radio Master Site UPS Project**

This request is to carry over the budget balance of \$20,200 for the Radio Master Site UPS project. This project, which will provide backup power to the 800 MHz system at the master site, had to be delayed until a vendor decision was made on the PSSRP Radio project.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_013 - BTS - WAN/Telecom Network Project**

This request is to carry over the budget balance of \$61,915 for the WAN/Telecom Network Monitoring and Alarm Platform Replacement project. The project will implement new Wide Area and Telecom Network monitoring tools. Staffing constraints prevented the project from being completed in FY 2012-13.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_014 - BTS - Avaya Fault Performance Manager**

This request is to carry over the budget balance of \$22,500 for the Avaya Fault Performance Manager project which will provide network surveillance and alerting of the City's voice over internet protocol service. The project began in FY 2012-13 and should be completed this year.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_015 - BTS - Radio Test Equipment**

This request is to carry over the budget balance of \$17,907 to complete the purchase of Radio Test Equipment which will be needed for testing and maintaining the radio system once its upgrade has been completed.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_016 - BTS - DCS Replacement Project**

This request is to carry over the budget balance of \$17,400 for the DCS Replacement project. Purchase of the DCS system was completed last fiscal year, but training by the vendor on the new equipment is still needed. The DCS equipment purchase was a needed upgrade to the City's microwave system.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_017 - BTS - IRNE Remote Site Battery Technology**

This request is to carry over the budget balance of \$27,000 to complete the lifecycle battery replacement at the various IRNE sites. Time constraints on bureau staff prevented the projected from being completed in FY 2012-13.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_018 - BTS - AIX Hardware Technology Refresh**

This request is to carry over \$40,000 of the project's remaining budget to complete the initial portion of the hardware refresh of the AIX operating system. This is a multi-year project scheduled through FY 2016-17.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_019 - BTS - SAN Storage Expansion Project**

This request is to carry over the budget balance of \$247,594 to continue the multi-year SAN Storage Expansion project. This ongoing project upgrades the City's Storage Area Network with planned purchases through FY 2017-18.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_020 - BTS - GIS Infrastructure Technology Refresh**

This request is to carry over the budget balance of \$115,360 which will allow for BTS to continue making needed lifecycle upgrades to the GIS (Geographic Information System) infrastructure.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_021 - BTS - Server Technology Refresh**

This request is to carry over the budget balance of \$130,000 for the Server Technology Refresh project. This is a multi-year project designed to keep hardware current and under manufacturer warranty and support.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_022 - BTS - E-Government Infrastructure Refresh**

This request is to carry over the budget balance of \$10,665 to continue the multi-year project of upgrading the E-Government server and select network infrastructure. Funding for this project continues through FY 2017-18.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_023 - BTS - SAN Technology Refresh**

This request is to carry over the budget balance of \$118,410 for the SAN Technology Refresh project. This is a multi-year project funded through FY 2017-18, designed to expand the server infrastructure and better manage its lifecycle.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_024 - BTS - Firewall Technology Refresh**

This request is to carry over the budget balance of \$132,994 for the Firewall Technology Refresh project. This project upgrades the electronic security devices (firewalls) that BTS supports. Work on the project began in FY 2012-13 and should be completed early in FY 2013-14.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_025 - BTS - Windows 7 Migration Project**

This request is to carry over the budget balance of \$62,500 for the Windows 7 Migration project. This is the final year of a three-year project designed to move the City to the Windows 7 operating system.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_026 - BTS - Planning Function Startup Project**

This request is to carry over the budget balance of \$206,911 for the Planning Function Startup PTE Services project. This project will establish a planning and enterprise architecture function in BTS. Work began in FY 2012-13 and will continue and be completed in FY 2013-14.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_027 - BTS - Citywide Technology Assessment**

This request is to carryover the budget balance of \$271,453 for the Citywide Technology Assessment project. This project began in FY 2012-13 and is scheduled for completion in FY 2013-14.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_028 - BTS - GIS ESRI Payment**

This request is to reappropriate \$288,000 in funds to cover the GIS (geographic information system) ESRI mapping software expense so that it's in alignment with where the expense was recorded.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer



# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_029 - BTS - PERS IA Adjustment**

This request is to reduce BTS customer interagencies to reflect the PERS reduction BTS received after rates had been set and interagencies had been agreed to.

Dollar Amount: **(\$161,071)**  
Type: New Request  
Resources: New Revenues

## **MF\_030 - BTS - Additional Beginning Fund Balance**

This request is to true up the BTS beginning fund balance, recognizing an additional \$6,650,421. These funds are needed to support carryover appropriation of prior year CIPs and Operating Projects.

Dollar Amount: \$6,650,421  
Type: New Request  
Resources: Internal Transfer

## **MF\_031 - BTS - GIS Platform Strategic Enhancement**

This request is to reappropriate \$144,318 in funds for the GIS Platform Strategic Enhancement project, moving them to the correct cost center.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_032 - BTS - CSA position with Spectator Facilities**

This request is to appropriate \$3,500 to cover the BTS share of a temporary position in Spectator Facilities whose duties includes work on the Citywide Systems Plan.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_033 - BTS - Water IA increase**

This request is to increase the interagency between Water and BTS by \$530 to cover additional Telecommunications Billable expenses.

Dollar Amount: \$530  
Type: New Request  
Resources: New Revenues

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_034 - BTS - MDC Replacement**

This request is to appropriate replacement funds totaling \$1,525,895 to cover part of the expected costs of replacing Police and Fire MDC (mobile data computer) units.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_042 - BTS - Info. Sec. Prof. Svcs.**

This request is to appropriate \$150,000 for professional services in the Information Security program. Vacancies in this program have left them temporarily short handed.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_043 - BTS - Office 365 Technical Adjustment**

This request is to reappropriate \$225,000 in budgeted funds for the Office 365 implementation. The project was initially not set up as a CIP. This adjustment will move the appropriation into the funded program.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_044 - BTS - Office 365 Implementation**

This request is to appropriate \$578,312 in additional funds for the Office 365 Implementation project. Initial figures included in the Adopted Budget only accounted for some professional services and minor equipment expenditures. This adjustment fully recognizes the additional costs of personnel services and other external materials & services expenditures.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## **MF\_045 - BTS - Replacement Contingency**

This request is to adjust the appropriation for Replacement Contingency to reflect the change in the projected Replacement balance resulting from FY 2012-13 year-end transactions. In this case, anticipated expenses for MDC replacements were postponed until FY 2013-14.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_048 - BTS - Salary Contingency Allocation**

This request is to move \$171,807 in salary contingency funds budgeted for cost of living increases, reallocating the funds to cost centers where the expenses will be incurred.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

### **MF\_050 - BTS - BES IA Increase**

The Bureau of Environmental Services has requested an increase of \$35,000 to their interagency with BTS to cover anticipated project expenses.

Dollar Amount: \$35,000  
Type: New Request  
Resources: New Revenues

### **MF\_059 - BTS - PERS Savings**

This request is to reduce the BTS interagencies with the internal service providers by \$2,174 for the PERS savings passed on by them through reduced rates.

Dollar Amount: \$0  
Type: New Request  
Resources: New Revenues

### **MF\_060 - BTS - PSSRP IA Increase**

PSSRP has requested an increase of \$56,493 to their interagency with BTS to cover additional strategic technology billable expenses for the FIS (Fire Information System) project and additional radio billable expenses for the Radio project.

Dollar Amount: \$56,493  
Type: New Request  
Resources: New Revenues

### **MF\_062 - BTS - AIX Project Rebates**

This request is to transfer back to participating bureaus savings on the AIX Hardware Technology Refresh project. Through the consolidation of platforms, BTS will have savings in this project which will be rebated back to the bureaus that provided funding.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_065 - BTS - COPPEA Professional Development**

This request is to appropriate \$24,041 in funds to cover the BTS share of the COPPEA professional development fund as stipulated in their contract effective 7/1/13.

Dollar Amount: \$0  
Type: New Request  
Resources: Bureau Contingency

### **MF\_086 - BTS - Police IA Increase**

The Police Bureau has requested an increase of \$544 to their interagency with BTS to cover additional Telecomm, Long Distance, and Cellular Phone expenses.

Dollar Amount: \$544  
Type: New Request  
Resources: New Revenues

### **MF\_087 - BTS - PSSRP RegJIN IA Increase**

The PSSRP RegJIN project has requested an increase of \$223,793 to their interagency with BTS to cover additional Billable Engineering and Billable Operations expenses.

Dollar Amount: \$190,733  
Type: New Request  
Resources: New Revenues

### **MF\_088 - BTS - Planning & Sustainability IA**

This request is to appropriate \$25,000 in funds with Planning & Sustainability for services they will be providing for the GIS Platform Strategic Enhancements operating project.

Dollar Amount: \$0  
Type: New Request  
Resources: Internal Transfer

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>706 - Technology Services Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	25,654,850	24,504,111	95.51
External Materials and Services	19,687,053	15,942,137	80.98
Internal Materials and Services	3,919,676	3,606,540	92.01
Capital Outlay	3,980,937	1,066,913	26.80
Bond Expenses	2,290,419	1,735,383	75.77
Fund Transfers - Expense	3,015,873	3,015,873	100.00
Contingency	24,574,989	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>83,123,797</b>	<b>49,870,957</b>	<b>60.00</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	32,416,630	0	0.00
Charges for Services	172,630	140,611	81.45
Intergovernmental Revenues	5,648,842	4,929,827	87.27
Interagency Revenue	43,076,802	40,797,334	94.71
Fund Transfers - Revenue	1,275,103	1,275,103	100.00
Bond and Note	41,052	38,976	94.94
Miscellaneous	492,738	542,405	110.08
<b>TOTAL REVENUES</b>	<b>83,123,797</b>	<b>47,724,256</b>	<b>57.41</b>

## Prior Year Fund Reconciliation Report

FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
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### Fund Reconciliation Narrative

#### Expenditures:

Most of the variance in External Material and Services was related to the billable interagency accounts. When internal service customers request additional services or equipment not covered by their contract rates, those requests increase resource estimates in billable interagency accounts. Since the majority of those requests are for equipment purchases or vended services, BTS offsets the increase to resources with additional appropriations on the requirements side for miscellaneous services, minor equipment and tools, and parts. When the customer doesn't follow through on their request, it results in what appears to be an underexpended External Materials and Services budget and a variance between budget and actuals. In addition to this, BTS appropriated funds from their replacement contingency for the purchase of mobile data computer equipment on behalf of Police and Fire. Only a small portion of that expense was incurred in FY 2012-13 with the balance to be paid out in FY 2013-14.

The Capital Outlay variance is due entirely to a lack of spending on CIPs and Operating Projects. BTS managers have a multitude of projects included in the budget, but a limited amount of time and resources (primarily personnel) available to focus on those projects. BTS has shown some improvement in recent years in completing, or at least getting started, on most of these projects, but time constraints on an already overburdened work force has made things more difficult.

Bond Expenses included appropriation for a \$1,000,000 loan from Technology Services to the General Fund. The General Fund chose instead to borrow only \$456,000 from BTS.

For Total Expenditures of the fund, aside from the variances explained above, any additional variance was due to contingency balances. BTS held both Replacement and General Operating contingencies, and PSSRP maintained a contingency balance in the BTS fund for its projects.

#### Revenues:

Charges for Services resources included estimated earnings from PDC and Metro for GIS services. Metro chose to discontinue receiving these services, so no revenues were received from them. In addition, BTS budgeted for IRNE Data Allocation revenue from PDC in this account, but those earnings were actually recorded in one of the Intergovernmental Revenue accounts.

Intergovernmental revenue included billings to non-city agencies for both contract and billable services. Budgeted resources were based on actual units assigned to those agencies as well as estimated billable earnings using both a weighted average from prior year billings and estimated billable hours from program managers. Billable earnings were significantly lower in FY 2012-13 as agencies continued to reduce spending on all but their core services.

Miscellaneous revenues included interest earnings. Those earnings were higher than anticipated from the combination of both BTS and PSSRP funds in the Technology Services fund.

The Total Revenue variance was a result of including Budgeted Beginning Fund Balance in budgeted resources.



## **Office of the Chief Administrative Officer**



## Office of the Chief Administrative Officer

Budget Note:

13-14 Budget Note	Administrative Process Review	
<p>The Office of Management and Finance, under the direction of a Council subcommittee, is directed to manage an Administrative Process Review Project. The project should focus on modernizing and streamlining the following processes using existing technology: timekeeping, procurement, paper based human resource processes, and accounts payable and receivable activities. OMF should also survey bureaus to identify and prioritize other citywide administrative processes that could be made more efficient. OMF should develop a method for measuring the ongoing savings generated from implementing these efficiencies, broken down by City bureau. Total projected General Fund ongoing savings should be at least \$400,000, and should be reported to Council in the FY 2013-14 Fall Budget Monitoring Process. The City Budget Office is directed to capture those savings in Current Appropriation Level target decreases for FY 2014-15.</p>		
<p><b>Status for Fall Performance Report:</b> OMF convened a work team and is developing a work plan to address the Administrative Process Review budget note. Thorough analysis with affected bureaus is needed to produce solid information and recommendations, and will take time beyond the Sept. 30 Fall BMP submission deadline. OMF has communicated this with Chiefs of Staff for Commissioners Fish and Novick and has requested an extension in the timeline to conduct this work. OMF understands that the span of control analysis has also been extended in order to complete their work.</p>	<p><b>Status</b> Underway</p>	

## Office of the Chief Administrative Officer – Business Operations

### Decision Packages:

MF_13 CBO-4-Community Service Aide Hours Cut	
This package cuts one-quarter of a Community Service Aide II (CSA II) position in Business Operations, which equates to approximately 485 hours of service.	
<b>Status for Fall Performance Report:</b> Reduction taken. The Communications team has had fewer CSA support hours this fiscal year, resulting in work being done at higher level classifications and increasing some response time due to increased workload.	<b>Status</b> Complete

MF_04 CBO-4-External Materials & Services Cut	
This package cuts professional services projects for the CAO and Business Operations and education/out of town travel in the Business Operations Division by \$5,475. It reduces the external consultant management of the customer service survey and it cuts a training and development opportunity for staff.	
<b>Status for Fall Performance Report:</b> Reduction taken. As of the close of the fiscal year, no Business Operations Division staff member has been authorized for out-of-town travel and training.	<b>Status</b> Complete

MF_05 CBO-4-Professional Services Cut	
This package cuts professional services projects for the CAO and Business Operations by \$21,624. It reduces the customer service survey from annually to biennially and it eliminates consulting resources that have been applied to a customer service or business process improvement project.	
<b>Status for Fall Performance Report:</b> Reduction taken. As of the close of the fiscal year, no customer service survey has been conducted and no outside consulting resources were used.	<b>Status</b> Complete

MF_16 CBO-4-Sellwood Space Rent	
This package cuts the Space Rent budget within the Business Operations budget by a total of \$17,425.	
The Space Rent cut results from the elimination of a large conference room from OMF's use and transitioning it to office space. The room being eliminated is the Sellwood Conference Room on the fourth floor of The Portland Building. The rent for this conference room had previously been paid from the Business Operations budget through FY 2011-12. The Bureau of Human Resources is scheduled to take over the space for FY 2012-13 as part of a renovation expanding their office space. Therefore, the rental expense for that space would be billed to the Bureau of Human Resources.	
<b>Status for Fall Performance Report:</b> Rent savings achieved by repurposing the Sellwood Conference Room to cubicle space for BHR staff. However, there is a shortage of large conference room space for bigger meetings.	<b>Status</b> Complete

<b>MF_17</b>	<b>CBO-4-Space Rent Reduction</b>
<p>This package cuts the Space Rent budget within the Business Operations and CAO Office budgets by a total of \$11,506.</p> <p>The Space Rent cut results from rent savings due to the reconfiguration of space on the 12th Floor of the Portland Building and the resulting adjustment of the rent calculations for all 12th floor residents. \$7,549 of this savings is attributable to the CAO's space and \$3,957 of this savings is for the Business Operations division's space.</p>	
<p><b>Status for Fall Performance Report:</b>  Rent savings achieved. However, rent costs for this fiscal year will also be higher than anticipated since the remaining tenants of the 12<sup>th</sup> floor will need to pay for the space vacated by the budget staff.</p>	<p><b>Status</b>  Complete</p>
<b>MF_14</b>	<b>CBO-6-Reduce OSS III Hours</b>
<p>This package would cut hours of an Office Support Specialist III (OSS III) for Business Operations by \$5,549. This would cut the OSS III from five afternoons per week to four afternoons. These services are currently "purchased" by funding additional hours for a part time employee with Facilities Services. The OSS III provides purchasing and contract administration support for Business Operations, the CAO, the Bureau of Financial Services, and the Council Offices. The OSS III also provides FMLA support for Facilities and CityFleet and coverage at the twelfth floor front desk.</p>	
<p><b>Status for Fall Performance Report:</b>  Reduction taken. The remaining staff within the Business Operations Division have assumed this workload. Assignments and SAP roles have been realigned but the Division needed to rely on part-time assistance in order to provide required services to our business groups.</p>	<p><b>Status</b>  Complete</p>
<b>MF_06</b>	<b>CBO-6-Community Service Aide Hours Cut</b>
<p>This package cuts one-half of a Community Service Aide II (CSA II) position in Business Operations, which equates to approximately 950 hours of service.</p>	
<p><b>Status for Fall Performance Report:</b>  Reduction taken. The Communications team had fewer CSA support hours, resulting in work being done at higher level classifications and increasing some response time due to increased workload.</p>	<p><b>Status</b>  Complete</p>
<b>MF_15</b>	<b>CBO-8-Reduce OSS III Hours</b>
<p>This package eliminates all the hours of an Office Support Specialist III (OSS III) who currently works for Business Operations five afternoons per week. These services are currently "purchased" by funding additional hours for a part time employee with Facilities Services. The OSS III provides purchasing and contract administration support for Business Operations, the CAO, the Bureau of Financial Services, and the Council Offices. The OSS III also provides FMLA support for Facilities and CityFleet and coverage at the twelfth floor front desk.</p>	
<p><b>Status for Fall Performance Report:</b>  Reduction taken. The remaining staff within the Business Operations Division have assumed this workload. Assignments and SAP roles have been realigned but the Division needed to rely on part-time assistance in order to provide required services to our business groups.</p>	<p><b>Status</b>  Complete</p>

<b>BMP MF_015</b>		<b>Bus Ops-Facilitator Encumbrance Carryover</b>	
The Office of the CAO-Business Operations Division will request \$14,500 in encumbrance carryover for facilitation services. DPO #22100686			
<b>Status for Fall Performance Report:</b> The division closed the contract and applied the remaining balance to achieve the necessary FY 2012-13 mid-year reduction. Follow-up work that had been assumed to be done by the contractor was performed by Business Operations.			<b>Status</b> Complete

<b>BMP MF_016</b>		<b>Bus Ops-Olympic Perf. Encumbrance Carryover</b>	
The Office of the CAO-Business Operations Division will request \$500 in encumbrance carryover for a contract with Olympic Performance related to continuing work on the OMF Strategic Plan. DPO #22090569			
<b>Status for Fall Performance Report:</b> The final meeting with Olympic Performance on the OMF Strategic Plan was held in June 2013 and cost \$500.			<b>Status</b> Complete

<b>BMP MF_053</b>		<b>Fire Facil GO - Transfer from Contingency</b>	
The purpose of this budget adjustment request is to transfer the balance of fund contingency to the capital account for use on the Station 21 project (\$1,240,126).			
The program authorized by the voters in 1998 to GO bond finance the renovation of existing fire stations and construct of new stations is now complete. The program ended with savings after a very conscious effort by Fire and OMF to make sure all of the program's objectives over the 14 year time frame.			
After consulting Debt Management, it has been determined the balance of the fund and the proceeds from the sale of two properties can be used for costs of the Station 21 project, which was approved for GO Bond funding by voters in 2010, and is projected to need additional resources.			
<b>Status for Fall Performance Report:</b> Construction of Station 21 did not begin until September 2013 so the money in the Fire Facilities GO Bond Fund was carried over to FY 2013-14 in the budget process.			<b>Status</b> Complete

<b>BMP MF_054</b>		<b>Fire Facil GO - Transfer from Contingency</b>	
The purpose of this budget adjustment request is to appropriate the estimated sale proceeds from two properties the fund purchased with bond proceeds in prior years and place in the capital account for use on the Station 21 project (\$600,000). This amount will be trued up in the Winter and Spring Budget Monitoring Process reports. These properties are in SW Portland at Capital Hwy and I-5 and Beaverton/Hillsdale Hwy and Shattuck Road. Fire has decided they are no longer needed and Council has authorized their sale. The program renovated Station 18 instead of constructing new at SW Capital Hwy and I-5 and Fire addressed coverage issues without having to construct a station at SW Beaverton/Hillsdale Hwy and Shattuck Road.			
<b>Status for Fall Performance Report:</b> When it was forecasted that sales of the two properties were to occur in FY 2013-14, the revenues from the sales were carried over to FY 2013-14 in the budget process.			<b>Status</b> Complete

## Office of the Chief Administrative Officer – EBS

### Decision Packages:

MF_66 EBS-4- Reduction to EMS	
Budgeted expenditures in the miscellaneous category are reduced by \$30,000.	
<b>Status for Fall Performance Report:</b> Decision package implemented and miscellaneous spending has been reduced.	<b>Status</b> Complete

MF_68 EBS-4- Reduction to PTE Contracts	
<p>Technical and Expert Services will be reduced by \$158,944. EBS utilizes PTE contracts to supplement the work of in-house staff for the ongoing support of the SAP system. There are currently contracts for Human Capital Management (HCM), Finance and Logistics (FILO), and technical support. The FILO modules of SAP are largely stable and the ongoing usage of PTE services is minimal. The majority of consultant work occurs in areas of extremely high demand (i.e., high-priority change requests) and highly complex areas where EBS staff do not have a sufficient level of knowledge and experience, specifically, BOBJ technical development and functional analysis in the areas of time and payroll.</p>	
<b>Status for Fall Performance Report:</b> Reduction taken. EBS continues to encourage the development of in-house resources although consulting services may be used to complete the technical and time-sensitive projects. Reductions impact EBS' ability to meet customer needs and implement efficiencies to citywide processes.	<b>Status</b> Complete

MF_65 EBS-4-Corporate Application Reduction	
<p>This package assumes a reduction in the BTS interagency of \$94,056 through the elimination of a position in the technical development staff. This reduction eliminates an Application Analyst III position (40002367) in the Business Solutions division dedicated to corporate Financial and Human Resources application support including BRASS, PatternStream as well as the legacy applications of IBIS, CARS and ePan. Although SAP replaced IBIS, CARS and ePan, support demand for these legacy systems has remained due to the fact that historical data from these systems was not migrated to SAP as part of the Enterprise Business Solutions Project (EBSP).</p>	
<b>Status for Fall Performance Report:</b> Reduction taken impacting the services and applications support discussed above.	<b>Status</b> Complete

MF_67 EBS-4-Reduction to Professional Development	
The EBS training budget is reduced by \$40,000 leaving a budget of \$50,000 for 20.0 FTE.	
<b>Status for Fall Performance Report:</b> Reduction taken impacting the resources available for in-house development. This is a challenging reduction given the EBS strategy to develop staff and reduce reliance on consultants.	<b>Status</b> Complete

<b>MF_69 EBS-6- Further Reduction to PTE Contracts</b>	
The additional 2% cut (beyond the 4%) level are achieved with additional reduction in EBS' budget for PTE services of \$161,000.	
<b>Status for Fall Performance Report:</b> Reduction taken. Reductions impact EBS's ability to meet customer needs and implement efficiencies to citywide processes.	<b>Status</b> Complete

<b>MF_70 EBS-8- Further Reduction in PTE Contracts</b>	
The additional 2% cut in PTE Services (beyond the 6% level) are achieved with additional reduction in EBS' budget for PTE services of \$161,000.	
<b>Status for Fall Performance Report:</b> Reduction taken. Reductions impact EBS's ability to meet customer needs and implement efficiencies to citywide processes.	<b>Status</b> Complete

<b>BMP MF_070 EBS - Time and Payroll Reengineering Project</b>	
Enterprise Business Solution requests \$975,000 moved from fund contingency to professional services for the Time and Payroll Reengineering Project. Contract #30001798	
<b>Status for Fall Performance Report:</b> The Time and Payroll project was completed as planned and moved into production on June 6. Work not originally scoped during contract negotiation was included and successfully completed as well. This change resulted in additional milestones to be completed, such as Portland Police Bureau and Portland Firefighters Association labor issues, FMLA issues and 9/80 work schedules. As a result of project scope change, a total of \$243,750 was added to the consulting contract.	<b>Status</b> Complete

## Office of the Chief Administrative Officer

### Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
MF_0001 - Number of accounts receivable invoices issued	WORKLOAD	25,922	27,492	26,000	0	0
MF_0003 - Percent of Accounts Receivable Invoices Collected within 60 Days	EFFECTIVE	58%	61%	60%	0%	0%
MF_0006 - Number of Manual Accounts Payable Checks Issued	EFFICIENCY	230	262	250	0	0
MF_0018 - Number of Active Federal Grants	WORKLOAD	0	324	0	0	0
MF_0020 - Number of Grant Audit Findings	EFFECTIVE	2	0	0	0	0
MF_0026 - Investment Portfolio (in millions)	WORKLOAD	\$870	\$932	\$900	\$0	\$0
MF_0030 - Debt Under Management (in billions)	WORKLOAD	\$3.24	\$3.43	\$3.42	\$0.00	\$0.00
MF_0031 - Number of Long-Term Debt Issues Outstanding	WORKLOAD	86	87	92	0	0
MF_0032 - Number of Short-Term Borrowing Programs Managed	WORKLOAD	13	14	15	0	0
MF_0033 - City's Unlimited Tax General Obligation Bond Rating (1=Aaa)	EFFECTIVE	1.00	1.00	1.00	0.00	0.00
MF_0034 - Annual number of accounts payable invoices processed	WORKLOAD	21,000	21,773	21,500	0	0
MF_0035 - Annual dollar amount of interagency billings (in millions)	WORKLOAD	\$141	\$127	\$138	\$0	\$0
MF_0037 - Total budget managed annually (in millions)	EFFECTIVE	\$306	\$324	\$342	\$0	\$0
MF_1076 - Number of active grants - all types	WORKLOAD	306	467	325	0	0
MF_1077 - Investment portfolio yield - % of benchmark	EFFECTIVE	125%	255%	100%	0%	0%
MF_1083 - Customer Service satisfaction rating (scale 1 to 4)	EFFECTIVE	4.84	4.85	4.84	0.00	0.00
MF_1130 - Percent of Bank Reconciliation Transactions Cleared	EFFICIENCY	100%	100%	100%	0%	0%
MF_1131 - Number of Journal Entries Processed	EFFICIENCY	2,605	2,097	2,650	0	0
MF_1167 - Customer service survey rating (4 is highest)	EFFECTIVE	3.00	0.00	3.00	0.00	0.00
MF_1168 - Number of employee hours of diversity training conducted at OMF-wide training	WORKLOAD	250	388	480	0	0
MF_1175 - Number of end-user logins (excluding ESS/portal)	EFFICIENCY	286	302	0	0	0
MF_1176 - Number of SAP transactions created annually	WORKLOAD	8,600,000	8,840,000	9,000,000	0	0
MF_1177 - Average length of time an SAP helpdesk customer ticket is open	EFFICIENCY	0	11	5	0	0

# Office of the Chief Administrative Officer

## Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
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**Performance Measure Variance Descriptions**

MF\_0001 Actual number of AR invoices for FY 2012-13 was 27,492 instead of 26,000 estimated. Approximately 1,000 of the increase were from the Fire Marshall Office (FMO), which was a primary driver of this increase. In previous years, they had lost a portion of their Fire inspector staff and last year they replaced most of them, thus resulting in more fire inspections and fire inspection invoices.

MF\_0003 Actual percentage of AR invoices collected within 60 days in FY 2012-13 was 60.72% which was 3% greater than the estimate. Consistent use of the Quarterly Status report and writing off of uncollectable invoices over a year old has steadily increased this percentage.

MF\_0006 The FY 2012-13 Actuals total of 262 can be further broken down in to 240 paper checks and 22 ACH payments.

MF\_0018 This is a new performance measure.

MF\_0020 The FY 2012-13 audit is not yet complete.

MF\_0026 Higher cash flows.

MF\_0041 The number of new businesses has increased as the economy improves. This was not initially captured during our annual survey, which forms the initial estimate.

MF\_0031 Previous estimates did not take into account potential refunding opportunities. In FY 2012-13, four debt issues were refunded and one bond issue was delayed into FY 2013-14, which resulted in the reduction to the number of debt issues outstanding.

MF\_1077 Increased (higher yielding) corporate bond positions and extension of the portfolio's weighted average maturity (WAM) resulted in higher portfolio earnings relative to benchmark.

MF\_1131 Implementation of SAP - Treasury Module (TRM) reduced the number of journal entries manually processed by Treasury.

MF\_1166 The number of bureau accounts is smaller than anticipated due to the first year and changed filing deadline of the Arts Tax. As a result, we did not have all the Arts Tax accounts established at year-end, since we were still setting up accounts at June 30th and because we hadn't started our non-filer pursuit at year-end.

MF\_1167 The OMF Customer Service Survey was not completed in FY 2012-13.

MF\_1168 OMF, in partnership with the Office of Equity, conducted more internal training sessions in FY 2012-13 than in years past but the equity sessions were smaller, more interactive trainings with fewer participants per session. Almost one-third of the OMF workforce participated in the equity training sessions.

MF\_1177 Previous budget cuts to both staff and material resources have had the effect of driving this performance measure up more than initially anticipated. EBS has tried to mitigate the impact of these cuts by hiring more experienced SAP functional support staff, stopping remote consulting to improve contractor performance time, changing EBS organizational structure to encourage staff collaboration as cross-functional teams to resolve issues quicker, and engaging customers to better understand SAP functionality needs.



# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_001 - Spectator-CSA II Position**

This request adds \$30,000 to the personnel services budget to pay for a CSA II position within Spectator Facilities. The position will partially be funded by \$7000 in interagency revenue from BTS and BBS-Facilities with the remainder transferred from Spectator Fund contingency.

Dollar Amount: \$7,000  
Type: New Request  
Resources: New Revenues

## **MF\_002 - Spectator-Adjust Beginning Fund Balance**

This request increases the beginning fund balance to match the ending fund balance for FY 2012-13.

Dollar Amount: \$371,656  
Type: New Request  
Resources: New Revenues

## **MF\_005 - Spectator-VMC Options Analysis**

This request moves \$150,000 from Spectator Facilities contingency to professional services for Veterans Memorial Coliseum options analysis.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_035 - EBS - Technical Adjustments**

This request moves \$550,000 of contingency to operational budget for consultant costs for operational and maintenance project efforts.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_036 - EBS - Additional Beginning Fund Balance**

This request is to true up the EBS beginning fund balance, recognizing an additional \$344,660. These funds are needed to support CIP's and Operating and Maintenance projects.

Dollar Amount: \$344,660  
Type: New Request  
Resources: Internal Transfer

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_037 - EBS - PERS Savings to Customers**

This request is to reduce EBS interagencies with the internal service providers by \$16,159 for the PERS savings passed on to customers through reduced rates.

Dollar Amount: **(\$16,159)**  
Type: New Request  
Resources: New Revenues

## **MF\_038 - EBS - AIX Project Rebate**

This request is to receive savings from the AIX Hardware Technology Refresh project from BTS in the amount of \$463,493. Server replacement costs occurring in FY 2012-13 were less than transferred to BTS to fund the project.

Dollar Amount: \$463,493  
Type: New Request  
Resources: New Revenues

## **MF\_040 - Accounting - Encumbrance Carryover**

This request is for encumbrance carryover of \$87,800 for the following obligations:  
CASEWARE INTERNATIONAL INC., PO 20003964, \$22,525  
GRAY & ASSOCIATES, PO 20003965, \$65,275

Dollar Amount: \$87,800  
Type: Encumbrance Carryover Request  
Resources: New Revenues

## **MF\_041 - Accounting - Technical Adjustments**

This request is a technical adjustment to recognize \$90,000 in General Fund resources from Procurement.

Dollar Amount: \$90,000  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_056 - EBS - Technical Adjustments**

This request moves \$86,285 of salary contingency to operational budget for personnel services and \$1.00 of debt service from MFEB000002 to MFEB000003.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

### **MF\_064 - EBS - PERS Savings from IA Reductions**

This request recognizes interagency reductions totaling \$16,260 as a result of internal service provider PERS savings.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

### **MF\_066 - Office of the CAO-General Fund-IA decreases**

This package decreases the interagency budget within MFDR Fund 100 by \$3508 due to the new PERS rates being run through the rate models. The savings will be moved to External Materials and Services.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

### **MF\_076 - Spectator-PERS savings from IA reductions**

This request recognizes interagency reductions totaling \$48 resulting from internal service provider PERS savings. The Spectator Facilities Fund contingency has been increased to balance the request.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

**Prior Year Business Area Reconciliation Report  
MFDR--Bus Ops and CAO**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$3,417,616	\$3,244,447	95%
External Materials and Services	\$268,183	\$130,030	48%
Internal Materials and Services	\$658,748	\$619,861	94%
<b>TOTAL EXPENDITURES</b>	<b>\$4,344,547</b>	<b>\$3,994,338</b>	<b>92%</b>
<b>REVENUES</b>			
Charges for Services	\$739	\$739	100%
Intergovernmental Revenues	\$2,093	\$2,093	100%
Interagency Revenue	\$2,303,459	\$2,097,307	91%
Fund Transfers - Revenue	\$166,540	\$163,540	98%
Miscellaneous	\$19,303	\$19,304	100%
General Fund Discretionary	\$525,403	\$0	0%
General Fund Overhead	\$1,327,010	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$4,344,547</b>	<b>\$2,282,983</b>	<b>53%</b>

**Bureau Reconciliation Narrative**

Expenditures:

External Materials and Services were 52% below budget due to savings in professional services/ consulting contracts, travel and miscellaneous expenditures. Business Operations limited External Materials and Services spending throughout the fiscal year in order to fund vacancy savings requirements, retirement incentives and retirement payouts within OMF. Not all of the funds anticipated to be needed for this purpose were needed.

Revenues:

Not applicable

**Prior Year Fund Reconciliation Report**  
**Fund 708**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>708 - EBS Services Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	2,374,693	2,337,514	98.43
External Materials and Services	2,308,855	2,050,132	88.79
Internal Materials and Services	4,381,772	4,328,036	98.77
Capital Outlay	124,080	124,080	100.00
Bond Expenses	4,392,988	4,392,988	100.00
Fund Transfers - Expense	1,578,921	1,578,921	100.00
Contingency	1,523,127	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>16,684,436</b>	<b>14,811,670</b>	<b>88.78</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	4,211,030	0	0.00
Interagency Revenue	12,342,345	12,337,768	99.96
Fund Transfers - Revenue	91,061	91,061	100.00
Miscellaneous	40,000	24,377	60.94
<b>TOTAL REVENUES</b>	<b>16,684,436</b>	<b>12,453,206</b>	<b>74.64</b>

**Fund Reconciliation Narrative**

Expenditures:

External Materials and Supplies expenditures were 11 percent below budget. Projects possibly beginning in the late spring of FY 2012-13 were delayed to focus efforts on concluding projects, driving a balance forward into FY 2013-14.

Revenues:

Miscellaneous revenue derived from interest earnings were 39 percent below budget. Invested contingency funds were drawn down for operational activities and produced less earnings.

## Prior Year Fund Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>607 - Spectator Facilities Operating Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	202,130	144,042	71.26
External Materials and Services	2,130,000	1,248,389	58.61
Internal Materials and Services	318,064	228,476	71.83
Capital Outlay	35,100,000	2,699,157	7.69
Bond Expenses	7,220,843	7,071,057	97.93
Fund Transfers - Expense	327,893	327,893	100.00
Contingency	4,788,960	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>50,087,890</b>	<b>11,719,014</b>	<b>23.40</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	6,910,467	0	0.00
Charges for Services	6,357,137	6,607,407	103.94
Intergovernmental Revenues	36,741,356	4,209,501	11.46
Fund Transfers - Revenue	609	609	100.00
Miscellaneous	78,321	66,476	84.88
<b>TOTAL REVENUES</b>	<b>50,087,890</b>	<b>10,883,993</b>	<b>21.73</b>

### Fund Reconciliation Narrative

#### Expenditures:

Personnel Services were 29% below budget due to the fact that the double-fill of the Spectator Facilities Manager position ended in October. At the time the budget was developed, it was unclear how long the double-fill would be in place. The budget amount was arrived at to provide maximum flexibility for this decision.

External Materials and Services were 42% below budget due to savings in repair and maintenance services. The Spectator Fund has begun budgeting additional appropriation in repairs for the Veterans Memorial Coliseum, Jeld Wen Field, and the Rose Quarter parking garages in case emergency repairs are needed to keep the facilities operational. Since no emergency repairs were needed during the fiscal year, this balance went unspent.

Internal Materials and Services were 28% below budget due to savings in Facilities Services. Money was budgeted with the Facilities Fund for potential support on the Veterans Memorial Coliseum Redevelopment (VMC) project. These support services were not utilized in FY 2012-13.

Capital Outlay is 93% below budget because the negotiations for the Veterans Memorial Coliseum project are still ongoing. The only capital costs that hit the Spectator Fund are for pre-RDA project work at the VMC, which was approved by the City and PDC, and around \$100,000 of capital expenditures at Jeld-Wen Field.

#### Revenues:

Intergovernmental Revenues were 89% below budget because negotiations for the Veterans Memorial Coliseum project are still ongoing. The only revenue that hit this account is VDI revenue for the repayment of the 2001 PGE Park renovation bonds and for pre-RDA work at the VMC approved by the City and PDC.

Miscellaneous revenues were 16% above budget because the only revenue received for that category was the plaza rent at the Rose Quarter.



# Citywide Projects



## Citywide Projects – PSSRP

Decision Packages:

<b>MF_72</b>	<b>PSS-4-Vacant Mgmt Analyst position elimination</b>
<p>This package reduces the Administration budget within OMF-Citywide Projects (PSSRP) by eliminating one full-time Management Analyst position, which is currently vacant. The balance of this position's salary and benefits not applied to the 4% reduction target, which totals \$26,877, will be added in the External Materials and Services major object code category.</p>	
<p><b>Status for Fall Performance Report:</b>                  Position eliminated resulting in fewer staff resources for change management services on both the Radio and RegJIN projects, as well as overall program needs, such as internal quality control. However, impacts on the program and projects were mitigated by a refinement and reorganization of PSSRP staff roles and responsibilities.</p>	<p><b>Status</b>                  Complete</p>
<b>MF_73</b>	<b>PSS-6-External M&amp;S Reduction</b>
<p>This package reduces the Administration budget within OMF-Citywide Projects (PSSRP) by reducing the External Materials &amp; Services major object code category by \$28,117 to achieve a 2% budget reduction. Cuts will be targeted at the Miscellaneous Services GL Account.</p>	
<p><b>Status for Fall Performance Report:</b>                  Program contingency was drawn down to ensure budget was not overspent.</p>	<p><b>Status</b>                  Complete</p>
<b>MF_74</b>	<b>PSS-8-Elimination of Contract Employee</b>
<p>This package reduces the Administration budget within OMF-Citywide Projects (PSSRP) by reducing the External Materials &amp; Services major object code category by \$28,117 to achieve a 2% budget reduction. Cuts will be targeted at the Miscellaneous Services GL Account.</p>	
<p><b>Status for Fall Performance Report:</b>                  Program contingency was drawn down to ensure budget was not overspent.</p>	<p><b>Status</b>                  Complete</p>
<b>BMP MF_073</b>	<b>PSSRP RegJIN &amp; FIS Project Resource Carryover</b>
<p>The PSSRP RegJIN (PPDS Replacement) project underspent its FY 2011-12 budget \$95,738. The PSSRP Fire Information Systems (FIS) project underspent its FY 2011-12 budget \$97,907. This request recaptures the unused General Fund resources designated for these capital projects to ensure that each projects overall General Fund budget and resources remain intact throughout the life of each project.</p>	
<p><b>Status for Fall Performance Report:</b>                  Unused FY 2012-13 General fund resources for the RegJIN and FIS projects were re-appropriated to PSSRP in the Fall BMP.</p>	<p><b>Status</b>                  Complete</p>

<b>BMP MF_275</b>	<b>PSSRP – CAD Project Resource Adjustment</b>	
<p>The Zetron and Incident Connect sub-projects do not anticipate spending these funds. This request transfers these unspent funds from the Emergency Communications Fund to program contingency in the Technology Services Fund in the amount of \$12,089.</p>		
<p><b>Status for Fall Performance Report:</b> The City Budget Office recommended against this transaction and it was removed from the BMP submittal.</p>	<p><b>Status</b> Not Applicable</p>	

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_051 - PSSRP-RegJIN & FIS Project Resource Carryover**

This request recaptures the unused General Fund resources designated for these capital projects to ensure that each projects overall General Fund budget and resources remain intact throughout the life of each project. The PSSRP RegJIN (PPDS Replacement) project underspent its FY 2012-13 budget \$64,730. The PSSRP Fire Information Systems (FIS) project underspent its FY 2012-13 budget \$23,734.

Dollar Amount: \$88,464  
Type: New Request  
Resources: General Fund Discretionary

## **MF\_052 - PSSRP-Beg. Fund Bal. Recognition TS Fund**

This request recognizes \$3,330,910 unused FY 2012-13 resources as additional beginning fund balance in the Technology Services fund to be held for future program use. The Technology Services fund is where a portion of PSSRP cash, RegJIN and FIS project contingencies, and program contingency are held. RegJIN and FIS ended FY 2012-13 with \$2,046,496 in unused funds. The RegJIN project and FIS project contingencies are \$1,225,734 of the unused amount, \$1,117,423 and \$108,311 respectively. Additionally, the Zetron and Incident Connect projects ended on time and under budget. The projects ended FY 2012-13 with \$58,680 in unused resources, which will be returned to program contingency.

Dollar Amount: \$3,330,910  
Type: New Request  
Resources: New Revenues

## **MF\_053 - PSSRP-Technical Adjustments**

This PSSRP request seeks to make technical budget adjustments in the Technology Services fund, where PSSRP cash and program reserves are budgeted, and the Public Safety GO Bond Construction Fund, where the Radio System Replacement project is budgeted, to better align budget to forecasted actuals.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## **MF\_054 - PSSRP-Beg. Fund Bal. Recognition GO Bond Fund**

In the GO Bond Fund, where the Radio project is funded, the PSSRP ended FY 2012-13 with \$76,966 in unused resources. This request recognizes this amount as additional beginning fund balance in the Public Safety GO Bond Construction fund in the current fiscal year.

Dollar Amount: \$76,966  
Type: New Request  
Resources: New Revenues

# BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **MF\_057 - PSSRP – FIS Project Resource Adjustment**

Internal Materials and Services reductions in the budget process caused the overall project budget to be inadvertently lowered by \$6,912. This request is to move project cash to the FIS project, in order to ensure that the project budget remains whole. This request transfers \$6,912 from the Technology Services Fund to the General Fund.

Dollar Amount: \$6,912  
Type: New Request  
Resources: Bureau Contingency

## **MF\_058 - PSSRP-Beg. Fund Bal. Recognition EC Fund**

The Emergency Communications Fund held funds for the Zetron and Incident Connect projects. The Zetron and Incident Connect projects ended on time and under budget. The projects ended FY 2012-13 with \$58,680 in unused resources. This request recognizes this amount as unanticipated beginning fund balance in the Emergency Communications fund. MF\_052 returns these funds back to program contingency in the current fiscal year.

Dollar Amount: \$58,680  
Type: New Request  
Resources: New Revenues

## **MF\_074 - PSSRP - BES Radio Replacement Appropriation**

All City bureaus, with the exception of the Bureau of Environmental Services (BES), paid into the BTS replacement fund for future replacement of their radio equipment. Because they did, the PSSRP project now has funds available to replace the equipment assigned to those bureaus. These radios will replace the older out-dated units that will no longer be operational on the upgraded radio system. This request is a cash transfer of \$221,000 of BES funds to PSSRP for the BES radio replacement.

Dollar Amount: \$221,000  
Type: New Request  
Resources: New Revenues

## **MF\_075 - PSSRP - UASI FY 11 Grant Fund Appropriation**

This request is to appropriate budget to the grant fund for PSSRP RegJIN project use of grant EM000022, UASI FY 11.

Dollar Amount: \$602,110  
Type: New Request  
Resources: New Revenues

**Citywide Projects: PSSRP - Fund 100000  
Prior Year Business Area Reconciliation Report**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$991,911	\$907,178	91%
External Materials and Services	\$308,429	\$328,097	106%
Internal Materials and Services	\$817,389	\$770,654	94%
<b>TOTAL EXPENDITURES</b>	<b>\$2,117,729</b>	<b>\$2,005,929</b>	<b>95%</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	\$678,546	\$678,546	100%
General Fund Discretionary	\$1,439,183	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$2,117,729</b>	<b>\$678,546</b>	<b>32%</b>

**Bureau Reconciliation Narrative**

Budgets for PSSRP Project Office Administration (POA), the RegJIN (PPDS Replacement) project and the Fire Information Systems (FIS) project, all funded out of the General Fund, were underspent by \$111,800, or 5,% of budget.

- POA underspent its budget by approximately \$23,000, which will go back to the General Fund.
- Overall the RegJIN project underspent it's budget by \$64,730, or 12%. The RegJIN project overspent in External Materials and Services due to a constrained timeframe for a procurement late in the fiscal year. The Personal Services and Internal M&S were underspent as a result of filling one of the full time positions as part time and less than anticipated billable work needed, respectively.
- The FIS project underspent it's budget by 4%, or \$23,734. This amount is being requested for carryover.

On the Revenue side, General Fund Discretionary is included as a fund resource, but never results in a financial transaction, creating the appearance of a budgetary variance where none exists.

**Citywide Projects: PSSRP - Fund 202000  
Prior Year Business Area Reconciliation Report**

	<b>FY 2012-13 Revised Budget</b>	<b>FY 2012-13 Year-End Actuals</b>	<b>Percent of Actuals to Revised</b>
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$17,518	\$10,675	61%
External Materials and Services	\$13,508	\$9,125	68%
Internal Materials and Services	\$171,122	\$123,668	72%
<b>TOTAL EXPENDITURES</b>	<b>\$202,148</b>	<b>\$143,468</b>	<b>71%</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	\$202,148	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$202,148</b>	<b>\$0</b>	<b>0%</b>

**Bureau Reconciliation Narrative**

The Zetron Fire Station Alerting System and Incident Connect projects ended on time and under budget in all expenditure categories. The projects ended FY 2012-13 with \$58,680 in unused resources, or 29% underspent, which will be returned to PSSRP program contingency. On the Revenue side, Beginning Fund Balance is included as a fund resource, but never results in a financial transaction, creating the appearance of a budgetary variance where none exists.

**Citywide Projects: PSSRP - Fund 403000**  
**Prior Year Business Area Reconciliation Report**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$307,035	\$251,381	82%
External Materials and Services	\$121,098	\$87,071	72%
Internal Materials and Services	\$102,200	\$22,993	22%
Capital Outlay	\$1,235,755	\$0	0%
Contingency	\$16,051,911	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$17,817,999</b>	<b>\$361,445</b>	<b>2%</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	\$17,815,591	\$0	0%
Fund Transfers - Revenue	\$2,408	\$2,408	100%
<b>TOTAL REVENUES</b>	<b>\$17,817,999</b>	<b>\$2,408</b>	<b>0%</b>

**Bureau Reconciliation Narrative**

The Radio Project is primarily funded out of the Public Safety GO Bond fund. Overall expenditure underspending occurred because the Contingency major object code never reflects actuals, giving the appearance of a budgetary variance where none exists. The Radio Project, primarily funded out of the Fire GO Bond Construction fund, underspent its budget approximately \$1,400,000, primarily due to the contract negotiations starting late in the fiscal year. Thus, the timing of the External and Internal Materials and Services and Capital Outlay costs was unknown. Personal Services were underspent as a result of two positions reallocating time to a different project or duties. Unused resources will be held in project contingency for out year use. On the Revenue side, Beginning Fund Balance is included as a fund resource, but never results in a financial transaction, creating the appearance of a budgetary variance where none exists.

**Citywide Projects: PSSRP - Fund 706000  
Prior Year Business Area Reconciliation Report**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Management &amp; Finance</b>			
<b>EXPENDITURES</b>			
Fund Transfers - Expense	\$678,546	\$678,546	100%
Contingency	\$13,322,810	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$14,001,356</b>	<b>\$678,546</b>	<b>5%</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	\$14,001,356	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$14,001,356</b>	<b>\$0</b>	<b>0%</b>

**Bureau Reconciliation Narrative**

Expenditure under spending occurred because the Contingency major object code never reflects actuals, giving the appearance of a budgetary variance where none exists. On the Revenue side, Beginning Fund Balance is included as a fund resource, but never results in a financial transaction, creating the appearance of a budgetary variance where none exists.