



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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September 28, 2015

TO: Andrew Scott, City Budget Office

FR: Fred Miller, Chief Administrative Officer

CC: Mayor Charlie Hales
OMF Leadership Team

RE: OMF FY 2015-16 Fall Budget Monitoring Process Submission

Attached, please find the Office of Management and Finance's (OMF's) submission for the FY 2015-16 Fall Budget Monitoring Process (BMP).

This memo provides a high-level summary of the financial position of OMF at the close of FY 2014-15, as well as the major budget actions OMF is requesting in the Fall BMP.

We have briefed Mayor Hales, our Commissioner-in-Charge, on the submission.

Summary of Financial Position

For FY 2014-15, the General Fund portion of OMF includes the Bureau of Human Resources (BHR), the Bureau of Revenue and Financial Services (BRFS), the Procurement Services Division, the Director's Office in the Bureau of Internal Business Services (BIBS), the Business Operations Division, and the Office of the Chief Administrative Officer. OMF General Fund spending was within the respective appropriation level in FY 2014-15. (In FY 2105-16, Procurement Services is part of BRFS and the BIBS Director's Office is funded outside the General Fund.)

In FY 2014-15, the OMF internal service funds of Printing & Distribution, Risk Management, CityFleet, Facilities Services, Enterprise Business Services Division (EBS), and Bureau of Technology Services (BTS) spent within their respective appropriation levels. In addition, spending in the Spectator Facilities Fund was within appropriation.

Significant Budget Requests

General Fund Requests

- The OMF General Fund groups of Business Operations, Human Resources, Procurement, and Revenue are requesting a combined total of \$620,267 in encumbrance carryovers from thirteen contracts/purchase orders. The largest request

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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.

is \$308,783 for the Citywide Non-Represented Classification & Compensation Study with Sjoberg Evanshenk Consulting.

- OMF General Fund Divisions are requesting new General Fund resources for the following items:
 - Revenue Division will request \$93,000 and 1.0 new FTE to locate and pursue short-term rentals that have not obtained the required Accessory Short-Term Rental permit with BDS and/or are not registered for the business license tax nor collecting and remitting the transient lodgings tax with the Revenue Division. This authority was given to Revenue by Council on January 21, 2015 (Ordinance 186985), and the ordinance indicated that additional support may be needed. There are approximately 3,000 short-term rentals operating in Portland and the additional account processing workload is substantial. The Division anticipates that additional revenue collected for the General Fund will at least partially offset the cost of the position.
 - The Revenue Division will request \$100,000 to increase an Interagency Agreement with the City Attorney's Office for a code hearings officer contract. The hearings officer would hear appeals of taxes, penalties and interest assessed related to transient lodgings taxes under Code Chapter 6.04. The contract has already been approved and signed, but a budget action is need to transfer the funds. Approximately one half of the transient lodgings taxes collected by the Revenue Division are remitted to Multnomah County under an IGA. The Revenue Division will request assistance from Multnomah County to defray these costs.

General Fund Capital Set-Aside Requests

- OMF is submitting requests to the General Fund Capital Set Aside process to highlight two large capital needs and to score these using the ranking document developed by CBO and City bureaus. Funding is not being requested at this time as the amounts are still being determined.
 - Portland Building Reconstruction Project - This project would reconstruct the Portland Building, including exterior envelope replacement, seismic modifications, daylighting, ADA compliance improvements, and complete mechanical, electrical, and plumbing upgrades. The estimate of the project cost as of March 2015 is \$195 million.
 - Data Center Move Project - The Portland Building Data Center, located on the 3rd floor, is the City's primary data center. It houses key systems for City services such as SAP and Cayenta Utility Billing, as well as secondary systems for 911 dispatch and Police Records Management. It does not meet construction standards for an enterprise level data center in terms of power, cooling, cabling, or security and is occasionally at risk in current operation of partial or complete unplanned shutdown due to power and cooling resiliency issues. A data center move is required by the Portland Building reconstruction project and to mitigate the ongoing issues and concerns with the existing facility's power, cooling, cabling, and security. A move project would obtain third party data center hosting services within and outside of this region. Applications and data would be migrated to the third party facility, and then disaster recovery capability would be established for identified critical systems in a data center outside of this region.

- OMF is submitting five requests, totaling \$3,847,000, to the General Fund Capital Set Aside process to fund capital needs resulting from deferred maintenance and the acquisition of the Jerome Sears facility.
 - Re-pipe the Justice Center, Phase 2 - \$581,000 - For 10 years, the Justice Center has been experiencing domestic pipe water leaks along the main pipe. Repair of the leaks have been disruptive, often requiring the water service to the building to be shut-off. Phase 1 repairs to floors 1-9 have been completed and the City's share was funded out of Facilities major maintenance account. This request is for funding Phase 2 repairs to floors 10-15.
 - Justice Center Exterior Repairs - \$214,000 - An exterior structural assessment of the Justice Center revealed rust stains and cracking in many of the pre-cast concrete panels. Although the cracking does not appear to be structural, the cracks allow water intrusion into the panels, causing corrosion to the reinforcing material and resulting in deterioration of the panels. In their current condition, the assessment indicates the pre-cast concrete exterior panels can likely perform for many years if the repairs are completed. This request is for funding of the City's share of a project to repair and clean the panels.
 - Improvements for Jerome Sears Facility - \$1,953,000 - The Jerome Sears facility, located 2730 SW Multnomah Blvd, is a long vacant asset designated to be the Westside Operations Center for emergency response. The building currently has multiple fire, life and safety deficiencies, including ADA violations; lack of fire sprinkler system; and failed or inadequate emergency power and egress lighting systems. Several of the deficiencies existed at the time of property acquisition, and the deficiencies have affected building occupancy and lease opportunities. This request is for funding to remedy the problems and improve the facility. Projects will include ADA renovations and corrections, emergency power system upgrades, replacement of failed mechanical controls, and fire protection upgrades.
 - Seismic Retrofits to 34 Facilities - \$429,000 - Natural gas shut off valves, extra fire suppression sprinkler bracing, and flexible natural gas lines are three fire prevention technologies that will limit fire risk following an earthquake. FM Global, the City's property insurer, has identified 34 insured City properties lacking one or more of these fire prevention technologies. Retrofitting these properties to add these technologies would reduce fire risk, provide for a safer workplace for employees, and allow the buildings to be available for continuing operations, staging services, and shelters. Retrofitting these properties would also give the City more leverage during insurance renewal negotiations. This request is for funding of the seismic retrofits to 34 facilities. Total costs for the seismic retrofits are \$1,032,000, with the General Fund share at \$429,000. Other fund bureaus will fund the remainder of \$603,000 through interagency agreements with Facilities Services.
 - Portland Communications Center improvements - \$670,000 – This request is for funding for three projects at the Portland Communications Center. One project would replace failing capacitors and batteries in the Uninterruptible Power Supply (UPS), which provides a bridge between utility power and generator power in the event of a utility power failure. A second project would overhaul the two diesel generators that provide emergency power, ensuring that they are functional in the event of a utility power failure, and perform large-scale maintenance of the electrical switchgear. A third project would replace old and

failing rooftop HVAC units to ensure that the Operations Center does not continue to experience excessive heat conditions. These conditions affect the performance of dispatch operators and their computer equipment.

Request for a New Position

- In May 2015 Facilities Services obtained approval for a limited term Principal Management Analyst position to lead its Facilities Strategic Planning and Development Program. In the Fall BMP, Facilities Services is requesting that a permanent position be added to its budget so the position can be converted from limited-term to permanent. The Facilities Strategic Planning and Development Program was created to properly manage the growing number of projects across the city that Facilities Services is currently engaged in, and to ensure Facilities is engaged with local partners. This position works directly on bureau strategic planning, the Portland Building Renovation Project, and numerous strategic projects. This position will also oversee the implementation of the Facilities Asset Management Program and align Facilities construction with the Climate Action plan. This position is fully funded by existing interagency agreements and projects.

In addition to the requests above, OMF's Fall BMP submission includes budget adjustments to true up fund balances, move appropriation between major object codes with an overall net-zero impact, adjust budgets for changes in revenues, adjust budgets for capital projects, and balance to customer bureau inter-agency service change requests. This submission also provides status updates on decision packages and budget notes.

If you have any questions about the submission, please contact Jane Braaten, Aaron Beck, or Elyse Rosenberg in OMF Business Operations. Thank you for your review and consideration of OMF's Fall BMP submission.

Office of Management and Finance Fall Budget Monitoring Report FY 2015-16

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OMF ALL

OMF AII

Decision Packages:

MF_30	OMF Study Rec: Chief Financial Officer
<p>In early 2014, the Mayor’s Office contracted with a firm for a review of the Office of Management and Finance (OMF). The purpose of the study was to look at the current structure and scope of OMF and draft recommendations for Council’s consideration. The consultant interviewed bureau and Council staff and drafted recommendations. The recommendations were first processed with a citizen advisory committee. The consultants have finalized their recommendations and reviewed them with the Mayor and Council and the OMF leadership team. The recommendations include elements that could be implemented July 1, elements that require further analysis, and actions that are underway. A work session with Council is scheduled for May 21.</p>	
<p>This decision package creates a Bureau of Revenue and Financial Services within the Office of Management and Finance (OMF) and creates a new Chief Financial Officer/Director of Revenue and Financial Services position. The new bureau will integrate the financial functions within OMF by bringing together the Revenue Bureau, the Public Finance and Treasury Division, the Accounting Division, and Grants team, per the consultants’ recommendations.</p>	
<p>This decision package requests a total of \$246,600 in new ongoing General Fund overhead and discretionary revenue and one-time revenue of \$2,500 for a new Chief Financial Officer/Director of Revenue and Financial Services position. The \$246,600 in personnel services is for a position at the top of the scale, grade 16, assuming a 2.7% COLA on July 1, 2014 and a 35% benefits factor. It also includes \$2,500 for one-time Internal Materials and Services for set-up costs associated with the position.</p>	
<p>Status for Fall Performance Report:</p> <p>The Bureau of Revenue and Financial Services (BRFS) was created and Chief Financial Officer hired. BRFS has expanded and includes Procurement Services. The budget was updated in FY 2015-16.</p>	

Budget Note:

Consolidate Statement for City Services	
<p>The Office of Management & Finance is directed to report on options for consolidating statements of all City services. The report shall identify relevant bureaus, services and statements, potential costs, and an implementation timeline.</p>	
<p>Status for Fall Performance Report:</p> <p>In FY 2014-15, OMF completed an analysis of options to consolidate revenue collection, facilities management and PTE coordination. A committee composed of directors from four major bureaus guided the research and analysis phase and weighed in on recommended actions. The final report was shared with all bureau directors in June 2015. This report did not contain a recommendation to consolidate a statement that would include all City services. The report prioritized follow up actions on several other initiatives designed to improve these three processes. No additional work on consolidating statements is planned at this time.</p>	<p>Deferred</p>

Capital Program Status Report

Office of Management and Finance

CIP Program	FY 2014-15	FY 2014-15	FY 2014-15	Variance \$	Variance %	FY 2015-16	Fall BMP	FY 2015-16	Variance \$	Variance %
	Adopted Budget	Revised Budget	Year-End Actuals			Adopted Budget	Revised Budget	Year to Date Actuals		
Accounting	\$0	\$12,122	\$117,326	\$105,204	868%	\$0	\$0	\$0	\$0	
BTS	\$3,477,016	\$3,209,497	\$2,615,996	(\$593,501)	(18%)	\$4,942,674	\$6,571,075	\$175,791	\$1,628,401	33%
CityFleet	\$6,374,472	\$9,997,240	\$9,784,792	(\$212,448)	(2%)	\$9,340,630	\$12,663,756	\$2,656,675	\$3,323,126	36%
Citywide Projects	\$8,292,127	\$24,397,959	\$14,920,591	(\$9,477,368)	(39%)	\$6,655,101	\$17,164,833	\$695,605	\$10,509,732	158%
Combined Sewer Overflow	\$0	\$0	\$0	\$0		\$1,870,649	\$1,870,649	\$0	\$0	0%
Facilities	\$5,079,028	\$8,734,113	\$4,625,028	(\$4,109,085)	(47%)	\$250,000	\$3,689,916	\$339,960	\$3,439,916	1376%
Procurement	\$0	\$213,881	\$432,840	\$218,959	102%	\$0	\$0	(\$127,367)	\$0	
Public Finance and Treasury	\$0	\$69,800	\$76,041	\$6,241	9%	\$0	\$0	\$0	\$0	
Revenue	\$0	\$316,500	\$55,652	(\$260,848)	(82%)	\$0	\$0	\$7,518	\$0	
Risk Management	\$0	\$176,000	\$172,094	(\$3,906)	(2%)	\$0	\$0	\$0	\$0	
Safety	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
Total	\$23,222,643	\$47,127,112	\$32,800,359	(\$14,326,753)	(30%)	\$23,059,054	\$41,960,229	\$3,748,181	\$18,901,175	82%

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

** Current Year variances compare Revised Budget to Adopted Budget

Capital Program Status Report

Prior Year Variance Description

Accounting – The CAFR Software project variance includes payment of a vendor invoice for \$57,814 which was initially budgeted and paid in error to a cost center rather than to the project cost object. These costs were later reclassified via journal entry to the project, but the budget was not adjusted. In addition, this variance includes both EBS and Accounting staff time on the project which was billed to this cost object for internal tracking purposes only. The CAFR Software project was completed in FY 2014-15 with total costs since inception well below the aggregate budget amount, and no further expenses are expected.

BTS – The year-end variance was due to BTS not completing some of their CIPs. Time constraints and limited personnel required BTS to focus on high priority issues and projects. In addition, other factors beyond the control of BTS contributed to project delays. One example was the Walters Hill radio site development where project personnel worked at length with the City of Gresham to obtain approval for construction. The projects and appropriation will be carried over into FY 2015-16.

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 Citywide projects spent 77% of its FY 2014-15 Revised Budget. The main factor in the variance was that the Radio Project experienced a delay due to issues at the Mt. Scott site. In addition, the EBS Public Sector Collections and Disbursements functionality expenditures have crossed fiscal years.

Facilities – The Facilities capital program underspent its FY 2014-15 budget for two reasons. First, the project to construct Station 21 came in \$1.4 million under budget. Second, the project to replace and upgrade the roof at the Portland Communications Center was approved in the Fall BMP and budgeted in full then. However, this is a large project requiring design and engineering services, and so the project will not enter into the construction phase until FY 2015-16. As a result, little of the project's budget was spent in FY 2014-15.

Procurement – Procurement Services implemented a project to replace their solicitation software, eBid Express with BuySpeed. This system provides vendor management, automated bidder notification, online bid/proposal submittal capability, Equal Employment Opportunity (EEO) registration and increased reporting. Procurement budgeted and encumbered funds in the FY 2013-14 Spring BMP. An encumbrance carryover was added in the FY 2014-15 Fall BMP for this project; however, \$129,617 of the funds were not placed in the capital project category thus reflecting a variance.

Revenue - Total FY 2014-15 actual expenses for the Dulles Grant Management System project were \$23,842. This project was initially budgeted in the Revenue Division general fund, but was later determined that the asset would be owned and capitalized by Mt. Hood Cable Regulatory Commission (Fund 855). Currently, costs of \$12,000 have been properly moved to Fund 855, and we expect the remaining general fund costs of \$11,842 to be reclassified shortly.

The IRS Data Exchange Program budget of \$295,000 represents the total amount of innovation funding that the Revenue Division was awarded for this project, but actual costs to be capitalized were determined to be lower as reflected in this variance report. Phase One of the project (which includes the majority of the security requirements) is 80% complete. The project is currently ongoing, so we expect additional costs to be incurred in FY 2015-16.

Current Year Variance Description

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 the following projects into the current fiscal year: SAN Storage Expansion; IRNE Construction Fiber; IRNE Network Technology Refresh; Office 365 Implementation; Cherwell/HelpDesk System Replacement; Walters Hill Site; Online Payment Services; and Fiber Optic Documentation Platform. In addition, there were two other adjustments that impacted FY 2015-16 CIPs. The budget for the Forest Heights IR Site purchase was increased by \$75,600 due to increasing property values. Also, BTS combined two Secure Web Gateway Technology Refresh projects (one in Police IT and one in Information Security) into a single Information Security CIP. This technical adjustment moved \$303,664 in appropriation into the CIP.

CityFleet - CityFleet's FY 2015-16 budget was increased to cover the cost of vehicle and equipment purchases carried over from FY 2014-15. Each year some orders are not received by year-end and funding for those purchases has to be appropriated. In addition, the budget has been adjusted for vehicle requests received this year.

Citywide Projects - The variance is attributable to project contingency carryover and the carryover of unused funds to keep project budgets whole.

Facilities - The Facilities capital program budget is increasing in FY 2015-16 as a result of one carryover project from FY 2014-15 and one new project. The carryover project from FY 2014-15 is the project to replace and upgrade the roof at the Portland Communications Center discussed above. The new project is the acquisition of a parcel of land associated with the Police Bureau's Kelly Building. The acquisition was recently approved by Council.

OMF General Fund Encumbrance Carryover Requests FY 2015-16 Fall BMP

Amount type Following year carryforward (commitme

Row Labels	Sum of	Pymt Bdgt	Request
ACCOUNTING PRINCIPALS INC	\$	46,646	
22130363	\$	17	
Monte Akers salary in Acct temp	\$	17	
22135276	\$	916	
Temp Accountant Salary for Oper/Tech Actg	\$	916	
22142725	\$	11,803	
Contract Salary Technical Accounting	\$	11,803	
22147163	\$	1,781	
Contract Salary Technical Accounting	\$	1,781	
22147165	\$	25,773	
Contract Salary Technical Accounting	\$	25,773	
22154974	\$	6,356	
Contract Salary Technical Accounting	\$	6,356	
ASSET CONTROL INC	\$	59	
22143961	\$	59	
Background Check Kwasitsu,Turner, Wagner	\$	59	
ATS ACQUISITION CO LLC	\$	795	
22149142	\$	795	
Transcription Svcs	\$	795	
BEOVICH WALTER AND FRIEND INC	\$	32,114	
22168705	\$	32,114	
Transcriptions	\$	32,114	
BEST BEST & KRIEGER	\$	16,777	
22144252	\$	4,277	4,277
Outside Legal FCC Matter-ULF	\$	4,277	
22168016	\$	12,500	
MHCRC - MULTICHANNEL VPD	\$	12,500	
BIO-MED TESTING SERVICES INC	\$	34,307	
22148944	\$	4,307	
Employee drug testing	\$	4,307	
22151033	\$	30,000	
Employee drug testing	\$	30,000	
BLOOMBERG LP	\$	2,733	
22150159	\$	2,733	
Bloomberg Terminal Fees	\$	2,733	
BRUCE M WATTS & ASSOCIATES LLC	\$	5,000	
20004774	\$	5,000	
TRAINING CLASS CUF	\$	5,000	
CAROTHERS BORNEFELD AND ASSOC INC	\$	4,000	
22154282	\$	4,000	
COACHING SERVICE	\$	4,000	
CASE ASSOCIATES INC	\$	22,400	
22148014	\$	22,400	

QA Services for 2014-2015	\$	22,400	
CDW LLC	\$	1,219	
22073394	\$	1,219	
HP Scan Jet 7500 Scanner	\$	1,219	
CISCO SYSTEMS INC	\$	497	
20005165	\$	497	
Meeting Center Pro & monthly commit	\$	497	
COLUMBIA TELECOMMUNICATIONS CORP	\$	2,269	
22143132	\$	2,269	
CTC Technology-Fiber to Premises System	\$	2,269	
DARRELL DORRELL CPA PC	\$	10,707	
22129076	\$	10,707	10,707
Litigation Services OCT-Rev Bur	\$	10,707	
DAVID C OLSON	\$	11,485	
22157340	\$	11,485	11,485
Cableworks-ULF legal work	\$	11,485	
DELARIS LLC	\$	30,910	
22169269	\$	30,910	30,910
TASK ORDER-3: Tech Focused Facilitation	\$	30,910	
DEPAUL INDUSTRIES	\$	14,965	
22121149	\$	14,965	
Temporary staffing Procurement	\$	14,965	
DONNA SILVERBERG	\$	2,468	
22164141	\$	2,468	
Council Retreat Facilitation	\$	2,468	
ELM RESEARCH AND STRATEGY LLC	\$	3,000	
22161392	\$	3,000	
STREETWISE STEPS INSTRUCTOR	\$	3,000	
EMPIRE TODAY LLC	\$	15,418	
20003951	\$	15,418	
4TH FLOOR CARPET	\$	15,418	
GALT FOUNDATION	\$	86,322	
22079438	\$	16,322	
Temp services for Acct	\$	16,322	
22169723	\$	70,000	
TEMPORARY STAFFING	\$	70,000	70,000
GRAY CPA CONSULTING PC	\$	3,308	
20003965	\$	3,308	
CO #1 - ADD \$7,500	\$	3,308	
HARRIS WORKSYSTEMS INC	\$	4,197	
22168275	\$	517	
Proposal 185565	\$	517	
22168801	\$	781	
Everest Chair w/backrest	\$	781	
22168802	\$	660	
ADI Voila Chair	\$	660	
22169260	\$	668	

8200 series chair and accessories	\$	668	
22169439	\$	764	
RFM Chair Carmel Exec High Back	\$	764	
22169820	\$	806	
Chair	\$	806	
HERMAN GRIMES	\$	41,548	
22111901	\$	16,310	
Bidding Estimating and Project Mngmnt	\$	16,310	
22111903	\$	25,238	
Administrative Assistance	\$	25,238	
HERMAN MILLER INC	\$	704	
22167611	\$	704	
Mira chair for Manh T. Saechao	\$	704	
INTERGRAPH CORPORATION	\$	46,400	
20004532	\$	46,400	
RegJIN SW Intergration ~ CRESA-CAD	\$	46,400	
INTERISE INC	\$	17,500	
22100595	\$	17,500	
TRAINING PROGRAM LICENSE	\$	17,500	
IRISH ENTERPRISES LLC	\$	45,638	
20005557	\$	2,813	
PCDP Training Business and Project Mnmt	\$	2,813	
22166928	\$	42,825	
Internal Service Fee Study	\$	42,825	38,040
JLA PUBLIC INVOLVEMENT INC	\$	35,000	
22169342	\$	35,000	18,091
ULF - DIGITAL INCLUSION STRATEGIC PLAN	\$	35,000	
KINETIC COMPUTER SOLUTIONS INC	\$	1,287	
22145941	\$	360	
Excel Class Level 3	\$	360	
22164817	\$	340	
Acrobat XI (Level 2) SW Training	\$	170	
Excel 2010 Power Point SW Training	\$	170	
22167857	\$	258	
MS Excel 2013, Level 2 Training	\$	258	
22167858	\$	329	
Excel Level 3 Training	\$	329	
KRAMER TELECOM LAW FIRM PC	\$	5,000	
22167750	\$	5,000	5,000
ULF-OUTSIDE LEGAL-OCT WIRELESS	\$	5,000	
LOOMIS OREGON HOLDINGS LLC	\$	745	
20003973	\$	745	
Armored Car Services	\$	360	
Armored Transport Svcs	\$	385	
LUELLA NELSON	\$	2,800	
20003923	\$	2,800	
Civil Service Officer	\$	2,800	

MCPC INC	\$	10,260	
22168271	\$	5,000	
Ergotron sit-stand workstation	\$	5,000	
22168272	\$	2,760	
Quote # 50080008 for Ergotron workfit	\$	1,380	
Quote #50080008 for Stand up desks	\$	1,380	
22169532	\$	2,500	
Ergotron Workfit T Desk	\$	2,500	
MILLIMAN INC	\$	795	
22149164	\$	795	
Salary Survey	\$	795	
MT HOOD COMMUNITY COLLEGE	\$	519	
22157663	\$	519	
Work Study	\$	519	
NORTHWEST PRINT INC	\$	565	
22151031	\$	565	
Recruitment ads	\$	565	
ONLINE ENTERPRISES INC	\$	50,723	
22145245	\$	7,000	5,000
TASK ORDER # 4 ~ QA Services	\$	7,000	
22152452	\$	1,243	
AMENDMENT #1	\$	1,243	
22159254	\$	2,880	
TASK ORDER #6: General App. Dev.	\$	2,880	
22168348	\$	39,600	
RegJIN ESB implementation	\$	39,600	
OREGON EMPLOYMENT RELATIONS BOARD	\$	1,000	
22151032	\$	1,000	
Contract Mediation Fees	\$	1,000	
PACIFIC OFFICE AUTOMATION	\$	1,100	
22169608	\$	1,100	
Printer Maintenance	\$	1,100	
PACIFIC RESEARCH AND EVALUATION	\$	97,000	
22169327	\$	97,000	
MHCRC - GRANTS EVALUATION SERVICES	\$	97,000	
PACIFIC STATIONERY & PRINTING CO	\$	2,015	
22149596	\$	1,187	
Bureau name plates	\$	1,187	
22169436	\$	828	
QUICKSTAND MOUNT ASSEMBLY	\$	828	
PERISCOPE HOLDINGS INC	\$	162,684	
22147529	\$	162,684	
ANNUAL MAINTENANCE	\$	3,187	3,187
HOSTING	\$	17,083	12,813
IMPLEMENTATION SERVICES	\$	127,120	4,006
SW LICENSES	\$	12,749	12,749
TRAVEL	\$	2,544	2,544

PORTLAND COMMUNITY COLLEGE	\$	24,546	
22155926	\$	546	
Work Study	\$	546	
22167896	\$	24,000	
Change Order #1 Add Value	\$	14,000	14,000
PCC Innovation Related Training	\$	10,000	10,000
PORTLAND HABILITATION CENTER	\$	582	
22075994	\$	254	
change order con file for Acct	\$	254	
22124760	\$	272	
Acct doc shredding	\$	272	
22149168	\$	56	
DOCUMENT DESTRUCTION	\$	56	
PORTLAND STATE UNIVERSITY	\$	46,843	
22126356	\$	110	
PSSRP PARKING JUNE 2013 - JUNE 2014	\$	110	
22156668	\$	20,025	
CUSTOMIZED TRAINING	\$	20,025	
22158587	\$	34	
Work Study	\$	34	
22168073	\$	26,675	
PSU Innovation Related Training	\$	26,675	26,675
PROVIDENCE OCCUPATIONAL HEALTH	\$	7,441	
22148960	\$	7,441	
Pre-placement exams	\$	7,441	
PURE WATER DISTRIBUTORS LLC	\$	150	
22149675	\$	150	
Water filtration rental	\$	150	
RAFAEL A COLON	\$	32,000	
22166103	\$	32,000	
Leadership Sessions	\$	32,000	32,000
ROSE CITY MOVING AND STORAGE	\$	6,655	
20003970	\$	6,655	
MOVE 4TH FLOOR FOR CARPET REPLACEMENT	\$	6,655	
SJOBERG EVASHENK CONSULTING INC	\$	322,494	
22153277	\$	322,494	
CHANGE ORDER #2 ADD TOTAL VALUE	\$	63,875	63,875
Classification Study	\$	258,619	244,908
TEAM HR LLC	\$	1,073	
22164527	\$	1,073	
Consulting for Accounting	\$	1,073	
THE ASIAN REPORTER PUBLICATION	\$	560	
22148957	\$	560	
Recruitment ads	\$	560	
THE FTI GROUP	\$	382	
22088647	\$	273	
Envelopes for Accounting	\$	273	

22114664	\$	9
freight to ship envelopes	\$	9
22137494	\$	100
Freight	\$	100
THE SKANNER	\$	649
22149085	\$	649
Recruitment ads	\$	649
US BANK NA	\$	41,553
22150057	\$	41,553
Custodian fee estimate for FY2014-15	\$	41,553
VANDERHOEWEN AND ASSOCIATES INC	\$	2,456
22100010	\$	787
audit services	\$	787
22142710	\$	1,669
Operational Accts A/P	\$	1,669
VETERAN GOVERNMENT SERVICES INC	\$	0
22149793	\$	0
INVOICE 2506 35% HR	\$	0
WELLS FARGO BANK	\$	48,490
22149674	\$	48,490
General Checking Account	\$	48,490
ZEE MEDICAL INC	\$	239
22148961	\$	239
Medical Supplies	\$	239
Grand Total	\$	1,410,992

620,267

Bureau of Human Resources

Bureau of Human Resources

Decision Packages:

MF_25	FY 2013-14 Carryover Class Comp
No text in BRASS	
Status for Fall Performance Report: Position descriptions (PDs) completed by non-represented employees were sent to Sjoberg Evashenk Consultants to begin Phase 2 of the Study. Due to delays in the return of some PDs, the Consultants received them about three months later than planned. This will extend the project completion date to June 30, 2017. The Consultants are currently engaged in analyzing PDs and drafting new classification specifications. These drafts will be submitted to the City by first quarter of 2016.	

MF_26	FY 2013-14 Carryover Training and Development Analyst
No text in BRASS	
Status for Fall Performance Report: The initial rollout of the Onboarding Project is complete, including all of the materials, resources, and collateral described above. The Training and Development Analyst completed work on the OMF pilot in March 2015, and produced bureau-specific eLearning modules. Training on the Onboarding Program was conducted for managers, supervisors, HRBPs and OBPA's, and an additional eLearning of the training is now available through CityLearner. The first survey will go out to new hires this month to measure their initial reaction and the effectiveness of the program. As information is collected, Training and Workforce Development will respond to suggestions for updates to the program. Ongoing funding will be needed in the foreseeable future as position workload continues to expand.	

Human Resources Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_0004 - Percentage of payroll checks direct deposited	EFFICIENCY	88%	92%	96%	91%	90%
MF_0014 - Percentage of recruitments meeting original or renegotiated timelines	KPM	90%	90%	90%	90%	100%
MF_0016 - Number of City employees per Bureau of Human Resources employee	EFFICIENCY	73	75	76	76	78
MF_1122 - Percentage of female applicants per recruitment	EFFECTIVE	37%	44%	35%	40%	38%
MF_1123 - Percentage of minority applicants per recruitment	EFFECTIVE	19%	21%	19%	20%	28%
MF_1174 - Number of employees enrolled in health coaching programs	WORKLOAD	133	437	275	437	511
MF_1178 - Percentage of focused outreach program participants on an eligible list who are offered a position	EFFECTIVE	0%	0%	0%	0%	0%

Performance Measure Variance Descriptions

MF_0014: BHR is committed to meeting original or renegotiated timelines in regard to recruitment.

MF_1178: FY 2014-15 year-end actuals are not available for this measure. This measure is new, and was created in the FY 2015-16 development process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_001 - OMF General Fund-Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	620,267	0	620,267
TOTAL EXPENDITURES	620,267	0	620,267
REVENUES			
General Fund Discretionary	620,267	0	620,267
TOTAL REVENUES	620,267	0	620,267

Bureau Description:

In the Fall BMP, the OMF General Fund will be requesting the following encumbrance carryovers:

Procurement Services – Procurement Services is requesting a total of \$71,209 in encumbrance carryovers. This amount includes \$35,299 for Periscope Holdings (PO# 22147529) which provides the hosting services, continued implementation of software and additional licenses; \$5,000 for Online Enterprises (PO# 22145245) to continue the technology upgrades and replacement of BizTrack to BuySpeed, and \$30,910 for Delaris LLC (PO# 22169269) to continue the compliance software systems mapping project.

Revenue Division – The Revenue Division is requesting a total of \$49,560 in encumbrance carryovers. This includes \$10,707 with Darrell Dorrell CPA PC (PO#22129076) for forensic accounting analysis of settlement or litigation with a telecommunications provider; \$4,277 with Best Best & Krieger (PO#22144252) for filing in FCC proceedings impacting local authority for wireless siting; \$11,485 with David C Olson (PO#22157340) for legal assistance to update city code on wireless in the right of way program and franchising assistance; \$5,000 with Kramer Telecom Law Firm PC (PO#22167750) for a wireless workshop to advise OCT, City Attorney office, BDS and BPS staff on FCC wireless proceedings, Ninth Circuit wireless case law, and make recommendations on updating the City's wireless program; and \$18,091 with JLA Public Involvement, Inc. (PO#22169342) for consulting assistance to develop the City/County Digital Inclusion Strategic Plan.

Human Resources – BHR General Fund is requesting a total of \$378,783 in encumbrance carryovers. This amount includes \$308,783 for the Citywide Non-Represented Classification & Compensation Study with Sjoberg Evanshenk Consulting (PO#22153277); \$70,000 for employment services for model employer implementation with the Galt Foundation (PO#22169723).

Business Operations – Business Operations is requesting a total of \$120,715 in encumbrance carryovers. This amount includes \$32,000 for a series of strategic leadership sessions with Rafael A. Colon (PO#22166103); \$38,040 for a contract with Irish Enterprises for the OMF Fee Study (PO#22166928); \$24,000 for a contract with Portland Community College for innovation education and training (PO#22167896); and \$26,675 for a contract with Portland State University for innovation education and training (PO#22168073).

Additional Business Operations Information:

Rafael A. Colon-8 of the 12 sessions have been conducted and the remaining 4 have been scheduled. Rafael is on track to conclude the leadership/communications sessions by the end of the calendar year.

OMF Fee Study-The research phase is concluding; analysis work continues. The study is on track to conclude by the end of the calendar year.

PSU & PCC-Discussions with higher education partners on providing training in change management and business process improvement to support innovation began in February 2015. The OMF Path to Leadership program will serve as a pilot project for these services. Both schools are on track to conclude their work by the end of the fiscal year.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_002 - BHR Training Fund-Increase Begin Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,729	0	11,729
TOTAL EXPENDITURES	11,729	0	11,729
REVENUES			
Budgeted Beginning Fund Balance	11,729	0	11,729
TOTAL REVENUES	11,729	0	11,729

Bureau Description:

This request budgets an additional \$11,729 in Beginning Fund Balance to match the FY 2014-15 Ending Fund Balance of the BHR Training Fund. The education account will be increased by \$11,729 to balance this request.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_003 - BHR General Fund-Decrease Interagency with EBS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(103,014)	0	(103,014)
TOTAL EXPENDITURES	(103,014)	0	(103,014)
REVENUES			
Interagency Revenue	(103,014)	0	(103,014)
TOTAL REVENUES	(103,014)	0	(103,014)

Bureau Description:

This request is to reduce appropriation by \$103,014 for the interagency agreement with EBS and the Bureau of Human Resources for Training services. The reduction aligns the budgeted amount with the amount in the signed service level agreement for FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_006 - BHR General Fund-14th Floor Space Rent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(21,591)	0	(21,591)
Internal Materials and Services	21,591	0	21,591
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request creates an interagency with Facilities for the space rent used by the Training Fund on the Portland Building 14th Floor. The professional services account will be decreased to balance this request.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_036 - OMF General Fund-Space Rent Increase for \$15 Min

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	9,241	0	9,241
TOTAL EXPENDITURES	9,241	0	9,241
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	9,241	0	9,241
TOTAL REVENUES	9,241	0	9,241

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$9,241 in appropriation from the General Fund set aside into the OMF General Fund bureaus to cover the additional cost of these code changes. Each bureau will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_058 - BHR-Health Fund-Increase Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
Contingency	1,864,228	0	1,864,228
TOTAL EXPENDITURES	1,864,228	0	1,864,228
REVENUES			
Budgeted Beginning Fund Balance	1,864,228	0	1,864,228
TOTAL REVENUES	1,864,228	0	1,864,228

Bureau Description:

The Health Insurance Fund is requesting an adjustment to the Health Fund's beginning fund balance of approximately \$1.9 million to match the actual CAFR ending balance for FY 2014-15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_084 - BHR - Inv Fund - Applying City Job Video

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,000	0	20,000
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
General Fund Discretionary	20,000	0	20,000
TOTAL REVENUES	20,000	0	20,000

Bureau Description:

Ordinance #187271, passed by City Council on 7/29/15, approved the following \$20,000 Innovation Fund grant for BHR:

The Bureau of Human Resources will develop and publish an eLearning tutorial video explaining how to apply for a job at the City. This video will demonstrate how to navigate the multi-step job application process in NEOGOV and provide tips on how to write a cover letter and application. Additionally, it will include highlights of career opportunities at the City of Portland, building a strong public brand as Employer of Choice. The video will be hosted on the Bureau of Human Resources YouTube channel, available to potential candidates 24/7, thereby increasing accessibility to a wide audience via computers and mobile technology (smartphones and tablets). Availability of the video will be advertised through the BHR website and our community partners who serve diverse populations.

The How to Apply to City of Portland Jobs video will serve as an informational tool and a welcoming mechanism to attract top talent to job opportunities at the City. It will increase access, reaching potential candidates who have previously been unable to utilize the application system or attend an onsite workshop or information session. It will offer step-by-step information for job seekers who lack experience in technology. The audio and closed captioning options will aid applicants with disabilities and will have the capability to include closed captioning in multiple languages, reaching individuals whose primary language is other than English. By offering a comprehensive training video, the City reaches a diverse pool of interested job candidates with helpful information.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_085 - BHR - Inv Fund - E-Learning/Mobile Technology

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
General Fund Discretionary	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

Ordinance #186977, passed by City Council on 1/14/15, approved the following \$10,000 Innovation Fund grant for BHR. The funding is being requested as a programmatic carryover because the funding was neither spent or encumbered by BHR during FY 2014-15.

To meet current and future workforce training needs the City must invest in mobile technology hardware and eLearning training program development. With an investment of \$10,000 the City of Portland would be able to purchase and administer Training Tablets, specifically designed to bring eLearning programs to employees in the field. The Innovation Project would fund a pilot program to acquire and deploy mobile technology to meet the training and development needs of City employees without regular computer access.

A modest investment in tablet hardware and related ongoing wireless connection service, information technology maintenance, and eLearning development would give City of Portland employees access to valuable mobile training and development. Bureaus can opt-in to use Training Tablets giving all City employees the chance to participate in essential training and development. Ongoing administration costs will be recouped through a learner fee.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_091 - BHR Health Fund-\$15 Fair Wage Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(292)	0	(292)
Internal Materials and Services	292	0	292
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request moves \$292 in appropriation from Health Insurance Operating Fund's External Material and Services into the Internal Material Services to cover the additional cost of these code changes and offset the increase in the space rental charges that Facilities will bill the Health Insurance Operating Fund.

CBO Discussion and Recommendation

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

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Office of Management & Finance			
EXPENDITURES			
Personnel Services	\$7,716,277	\$7,561,807	98%
External Materials and Services	\$588,970	\$206,979	35%
Internal Materials and Services	\$796,331	\$757,861	95%
TOTAL EXPENDITURES	\$9,101,578	\$8,526,647	94%
REVENUES			
Budgeted Beginning Fund Balance	\$20,208	\$0	0%
Charges for Services	\$27,000	(\$11,339)	-42%
Interagency Revenue	\$26,000	\$60,637	233%
Miscellaneous	\$277,553	\$265,071	96%
General Fund Discretionary	\$4,137,469	\$0	0%
General Fund Overhead	\$4,613,348	\$0	0%
TOTAL REVENUES	\$9,101,578	\$314,369	3%

Bureau Reconciliation Narrative

Expenditures:

No narrative required

Revenues:

Charges for Services were negative due to an interagency that was incorrectly billed. While the interagency was subsequently corrected, the correction occurred after AP 12 closed, which meant it could not hit the internal orders. This correction subsequently caused the charges for services revenue to be negative for the fiscal year.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
700 - Health Insurance Operating Fund			
EXPENDITURES			
Personnel Services	1,395,358	1,343,996	96.32
External Materials and Services	55,825,459	52,917,299	94.79
Internal Materials and Services	543,457	509,037	93.67
Bond Expenses	31,090	29,900	96.17
Fund Transfers - Expense	283,579	283,579	100.00
Contingency	15,697,906	0	0.00
TOTAL EXPENDITURES	73,776,849	55,083,811	74.66
REVENUES			
Budgeted Beginning Fund Balance	15,316,247	0	0.00
Charges for Services	57,410,845	57,169,932	99.58
Interagency Revenue	140,429	211,939	150.92
Fund Transfers - Revenue	27	27	100.00
Miscellaneous	909,301	982,361	108.03
TOTAL REVENUES	73,776,849	58,364,259	79.11

Fund Reconciliation Narrative

At year-end, the Health Insurance Fund had one variance of over 10% within a major object code. Health Fund Interagency revenues had a variance of over 10% due to the billing of the Employee Assistance Program through an Interagency account instead of using the Miscellaneous revenue category.

Bureau of Internal Business Services

Bureau of Internal Business Services – CityFleet

Non-technical Adjustments:

MF_094	CityFleet-Increase IA with Facilities
This request is to increase the interagency with Facilities by \$157,500 for the consolidated Fleet and Public Works Facility master plan, which is 50% of the cost.	
Status for Fall Performance Report:	
Corresponds with Facilities package MF_095 Consolidated Fleet/Public Works Facility Master Plan. Facilities is billing actuals through the interagency to CityFleet and PBOT. Kickoff with PBOT occurred in August 2015. A RFP for master plan is expected in November 2015. The plan is scheduled for completion in August 2016.	

MF_257	CityFleet – Police Bureau IA Reduction
The Police Bureau has requested a \$916,303 reduction to the interagency with CityFleet for projected savings in fuel and vehicle replacement line items.	
Status for Fall Performance Report:	
The IA was decreased to match the request from Police.	

Bureau of Internal Business Services – Facilities

Decision Packages:

MF_05	BIBS/Facilities Srvs - Project Manager
<p>Facilities Services is proposing to change a Project Manager position from limited-term to permanent to manage the increasing City facility related projects. A project manager position was cut in a prior year with the winding down of the Fire facilities GO bond program. Funding for this restored position is through the project management budgets included in the cost of each approved and funded project.</p>	
<p>Currently, Facilities Services has a limited term position authorized through FY 2013-14. However, the demand for project management services remains high and Facilities Services continues to experience a large backlog of funded projects that are delayed due to a lack of staff capacity. This backlog of funded projects represents a level of service that is not being met. Restoring this position is necessary to effectively manage the current backlog of funded projects.</p>	
<p>This realignment package supports the Mayor's Emergency Management and Preparedness priority and the Council's Creating Jobs, Safer City/Public Safety, and Healthy Workplace priorities.</p>	
<p>Status for Fall Performance Report:</p>	
<p>This position is filled and is currently working on several large projects including the Fueling Tank replacements, Sears Building Project, and Justice Center projects.</p>	

MF_06	BIBS/Facilities Srvs - Maintenance Technician
<p>Facilities Services is requesting a new Maintenance Technician position to help maintain the City's increasing inventory of facilities. Funding for this position has been built into Facilities Services current service level rental rates and interagency agreements. The one-time cost of this package is for a vehicle for the technician to use.</p>	
<p>The number of Facilities Services maintenance staff has not changed since 1995. The crew has had 14 technicians since 1995; at that time Facilities managed 2,262,604 square feet, which is approximately 161,614 square feet per technician. Over the past 20 years the square footage maintained by Facilities Services has nearly doubled to 4,024,007 square feet. The City recently added over 200,000 square feet for the Police Training Center and Westside Emergency Operations Center, which are not centrally located. Technicians now maintain 287,429 square feet each.</p>	
<p>According to online research performed, square footages of facilities maintained by maintenance technicians ranged between 43,000 and 100,000 square feet. Maricopa County has a staffing target of 55,000 square feet per maintenance technician. Facilities Services Maintenance Technicians maintain 287,429 square feet, nearly three times greater than the upper range.</p>	
<p>This realignment package supports the Mayor's Emergency Management and Preparedness priority and Council's Government Efficiency and Healthy Workplace priorities. In addition, this package advances OMF's Strategic Plan Customer Service Goals.</p>	
<p>Status for Fall Performance Report:</p>	
<p>This position was hired in January 2015. The person is currently working with the Facilities Maintenance Technicians and is in training to work in all facilities.</p>	

MF_07	BIBS/Facilities Srvs - Janitorial Services
<p>Facilities Services is requesting to restore janitorial services that have been cut since FY 2009-10. During this time, floor care, dusting, restroom maintenance, and other janitorial services were significantly cut, and in some cases eliminated. The current service level is less than desirable. Over the last year several bureaus, including BOE C, BDS, and BES have petitioned Facilities Services to restore some services.</p>	
<p>This add package supports the Council's Healthy Workplace priority. In addition, this package advances OMF's Strategic Plan Customer Service Goals.</p>	
<p>Status for Fall Performance Report:</p> <p>The loss of a key staff person resulted in a delay of action. A survey of Bureaus was completed in March 2015. Met with janitorial services vendor, PHC, in August 2015. Restoration of customer-selected services with implementation scheduled for completion by December 2015.</p>	

MF_28	FY 2013-14 Carryover Coordinated Cleanup
<p>No text in BRASS</p>	
<p>Status for Fall Performance Report:</p> <p>The campsite cleanup pilot program is complete. The program has been adopted for the FY 2015-16 budget. Bureau directors were convened in July 2015 to modify program procedures. Currently developing day storage pilot program with the Mayor's office. Funding is indeterminate at this time. Expenses for the program are estimated at \$40,000 for one-time costs and \$1,500 a month for operating costs, but may be able to repurpose anticipated savings from campsite cleanups. Facilities is in the process of hiring a program coordinator. A position description has been submitted to Bureau of Human Resources with hiring process scheduled to be completed in November 2015.</p>	

MF_31	OMF Study Rec: Transfer ADA Program
<p>In early 2014, the Mayor's Office contracted with a firm for a review of the Office of Management and Finance (OMF). The purpose of the study was to look at the current structure and scope of OMF and draft recommendations for Council's consideration. The consultant interviewed bureau and Council staff and drafted recommendations. The recommendations were first processed with a citizen advisory committee. The consultants have finalized their recommendations and reviewed them with the Mayor and Council and the OMF leadership team. The recommendations include elements that could be implemented July 1, elements that require further analysis, and actions that are underway. A work session with Council is scheduled for May 21.</p>	
<p>This decision package requests to move the Revenue Bureau Regulatory Division program components most closely aligned with the Portland Bureau of Transportation's (PBOT's) mission to PBOT. The Revenue Bureau and PBOT are in general agreement on this move and are prepared for a transition effective July 1, 2014. Specifically, this package would move the Private Property Impound, Pay & Park, Special Events, Towing, and Taxi programs of the Regulatory Division of the Revenue Bureau, along with all associated program revenues and 9.0 FTE to PBOT.</p>	
<p>The Amusement Devices, Pay Day Lenders, Secondhand Dealers, and Social Games programs, along with all associated revenues, including a General Fund discretionary allocation from Revenue Bureau's current appropriation level target to cover indirect costs, and one 1 FTE will remain in the Revenue Bureau.</p>	
<p>This decision package requests \$45,000 in one-time General Fund discretionary resources to fund estimated move costs for 9 positions moving from the Columbia Square Building, which houses the Revenue Bureau, to the Portland Building, which houses PBOT.</p>	

This decision package will result in the transfer of \$1,246,335 in budgeted program revenue budget from the Revenue Bureau to PBOT. Based on Revenue Bureau spending patterns, direct program costs associated with these program components are covered under these program revenues, leaving funds available for indirect costs or other program expenses in PBOT. However, it should be noted that the Revenue Bureau will be absorbing approximately \$50,000 in administrative overhead and rent costs that were associated with the program components being transferred to PBOT and are not covered by the revenues associated with remaining programs.

Status for Fall Performance Report:

Transferred to OEHR.

MF_34	OMF IA - ADA Transfer
No text in BRASS	
<p>Status for Fall Performance Report:</p> <p>The IA's were eliminated and the funds received the savings.</p>	

Non-technical Adjustments:

MF_071	BIBS Facilities - Budget for ordinance 186463
<p>Ordinance 186463 authorized agreements to implement a settlement in Wright et al v. the City. The ordinance declared any property interest acquired through the Station Place Lot assignment of parking agreement as not needed for public use and authorized disposition through termination of the parking agreement. The City received \$858,000 as part of this settlement. The purpose of this budget adjustment request is recognize \$858,000 the City received in FY 2013-14 and did not spend and appropriate it for possible payment this fiscal year.</p>	
<p>Status for Fall Performance Report:</p> <p>A Council decision is required to determine a Right to Dream Too site location. Sufficient funds are in place to acquire and develop a property.</p>	

MF_074	Fac - Resource Management Tool
<p>This is a request to budget \$61,000 for the implementation of a new resource management tool in Facilities. One-time implementation costs are \$50,000, with ongoing annual maintenance of \$11,000. This tool will be used to track energy, water, trash, fuel, toxics and other resources. This tool will allow Facilities to track the costs associated with these resources and identify savings. Funding for this tool will come from bureau contingency with the ongoing costs covered within the fund's target operating budget.</p>	
<p>Status for Fall Performance Report:</p> <p>EnergyCAP software solution was the contractor selected for the project and the contract terms are finalized. The vendor will report to the site at the end of September to assist with the implementation plan. Anticipating four to six months to implement with production beginning in April 2016. A three year efficiency project plan will be complete by July 2016. This plan will keep OMF on track with the 2% annual facilities energy & water reduction required by the 2015 Climate Action Plan.</p>	

MF_075	Fac - Budget Consulting for Facilities Center
<p>This is a request for \$59,350 from fund contingency for one-time consulting related to the upgrade of Facilities Center, the fund's work order system.</p>	
<p>Status for Fall Performance Report:</p> <p>Contracted with Delaris for consulting services related to evaluation and selection of technology solution. SAP Enterprise Asset Management was selected. The SAP solution includes the following modules:</p> <ul style="list-style-type: none"> • Flexible real estate • Plant maintenance will be implemented • Project systems was already in production. <p>An approval to proceed was received from the executive steering committee in August 2015. RFP kickoff meeting was held in August 2015. Estimating approximately \$1.2M in implementation costs. The costs will be funded from EBS Fund. Production release is scheduled for mid-2017.</p>	

MF_082	Fac - TPB Exterior Envelope and Seismic Project
<p>As a continuation of the Portland Building Exterior Envelope and Seismic Strengthening project, the existing design team, FFA Architecture, has been asked to assess existing building systems and interiors, provide conceptual design and provide conceptual cost estimates. This work will provide a more complete understanding of the building's rehabilitation needs as they affect the interior of the building. FFA already has a contract in place for conceptual design and cost estimates for the Portland Building project; this work and the associated costs will be covered under the existing contract, with some changes to contract language. The cost estimate is based on a proposal from FFA Architecture, plus contingency for changes in design requirements that result from the assessment of existing systems.</p>	
<p>Status for Fall Performance Report:</p> <p>A Council work session was held on August 25. The Owner's Consultant RFP is estimated for September 2015, and on board in February 2016. The Design/Build RFP is estimated for launch in March 2016 and on board June 2016.</p>	

MF_084	Fac - New Major Main Project - North Precinct
<p>This is a request to fund a newly identified major maintenance project at North Precinct. The request is for \$39,025 for repairs in the Men's locker room. Requested project costs include built in contingency.</p>	
<p>Status for Fall Performance Report:</p> <p>The space was not built for use as a locker room. Consequently, the structural engineer found significant structural defects that would need to be remediated prior to performing the original scope of work (floor finishes & aesthetic improvements). Project is currently on hold pending cost estimates for additional structural work.</p>	

MF_085	Fac - New Major Main Project - Union Station
<p>This is a request to fund newly identified major maintenance projects at Union Station. The total request is for \$634,737. Projects include, \$243,904 for tenant improvements, \$275,709 for lighting upgrades, \$97,562 for work on the main driveway, and \$17,562 for fire inspection related repairs. Funding for these projects comes from the Union Station maintenance reserve managed by Facilities on behalf of PDC.</p>	
<p>Status for Fall Performance Report:</p> <p>Tenant improvements are ongoing as tenants cycle out. Driveway and fire inspection repairs are complete. Lighting upgrades have been deferred.</p>	

MF_091

Fac - New Major Maint - Justice Center

This is a request to fund newly identified major maintenance projects at the Justice Center. The City has a condo agreement for the Justice Center with the County, wherein the City owns 41.3% of the Justice Center. The County has identified major maintenance projects to be completed in FY 2014-15, for which the City would pay 41.3% of the cost, and the County would pay 58.7% of the cost. This request is for \$89,259 for repairs to waterproof a ramp and deck, fix a fire alarm panel, repair windows and exterior stairs, and seal floors. Requested project costs include built in contingency.

Status for Fall Performance Report:

The work is 85% complete. Two projects remain:

- Sealing the front porch terrazzo flooring (\$8,300)
- Waterproofing the exit ramp (\$6,200)

With other projects occurring in this facility throughout the summer months, these two were not able to be scheduled. Both of these projects will most likely have to wait until Spring 2016 to be complete for favorable weather conditions.

Facilities Services is working on behalf of CityFleet and its partners to put together a strategic plan for coordination and co-location of municipal services in a consolidated City services campus. Current services provided from the N. Kerby Avenue and Albina Yard properties encompass multiple buildings, owned properties, and leased properties. Existing buildings are inefficient, in poor condition, costly to maintain, and hamper vehicle maintenance with floor weight restrictions due to limited structural capacity.

Multiple nearby properties have had to be leased from Oregon Department of Transportation to provide adequate parking for City fleet and Maintenance Operations equipment. These properties, although nearby, provide an unsafe patchwork of vehicle and employee circulation and, located under the freeway overpass, are subject to damage from flying debris as well as risk of overpass collapse in a seismic event. Should a seismic event create an overpass collapse, the equipment used to clear roads of seismic debris (and allow emergency vehicles to move freely) would be damaged and unusable. In addition, the leased properties are held to market rate leases, subject to inflation, and kept to five-year terms, providing little opportunity for cost improvements.

The strategic plan would look at opportunities to create a consolidated central campus to improve employee safety, provide safe and efficient storage of municipal operations equipment, and enhance shared operations efficiencies between, as well as promoting increased operational efficiencies within, the affected municipal service bureaus. The primary drivers for this project are safety, emergency operations support, cost, and improving efficiency and cost-effectiveness of ongoing municipal service bureau operations.

This is a one-time request for Facilities Services to contract with and manage an outside consultant to put together a Consolidated Fleet and Public Works Facility Master Plan. The project will be funded 50% from PBOT and 50% from Fleet via interagency billing agreements. Fleet has resources in its fund balance for its share from the sale of the east lot which is dedicated to facility improvements.

Expected Results

The Consolidated Fleet and Public Works Facility Master Plan will provide a plan for maintenance, preservation, and development of critical City municipal services operations. The master planning effort will assess existing site conditions at the current N. Kerby Avenue and Albina Yard property clusters; define programmatic needs and potential shared efficiency opportunities for municipal service bureaus; identify potential site development strategies; recommend a preferred course of action; and develop an implementation plan, schedule, and budget.

The project anticipates enhanced operational cost effectiveness through: facility support of right-sizing efforts already underway; consolidation of employees and equipment currently in scattered locations; and co-location and/or consolidation of operations shared by multiple divisions and Bureaus. Re-locating municipal operations equipment out of areas at high risk for damage in a seismic event will allow the City to provide necessary municipal service support for emergency operations. Reduced reliance on leased properties will result in savings of up to \$500,000 a year for the City. Re-designed site access and circulation for large municipal services equipment, bulk materials storage, and employees would greatly improve safety and operational efficiency over current conditions. Improvements to buildings, either through significant rehabilitation or new construction, will lower annual facility operations and maintenance costs.

The Master Plan project is anticipated to take 18-24 months. Results will then be presented to Council. Implementation of the preferred course of action could begin in three to five years.

Status for Fall Performance Report:

Corresponds with CityFleet package MF_094 Increase IA with Facilities. Facilities is billing actuals through the interagency to CityFleet and PBOT. The loss of a key staff person caused a delay. This project will require budget updates in FY 2015-16.

The Facilities project schedule is as follows:

- Kickoff with PBOT occurred in August 2015
- RFP for master plan expected November 2015
- Master Plan completion expected August 2016

MF_107	BOEC Roof
No text in BRASS	
Status for Fall Performance Report:	
The architectural and engineering contract is complete. Design is currently in progress with construction planned for summer 2016.	

MF_131	Fac - Recognize and Appropriate Mult Co Funds
This request is to recognize and appropriate funding from Multnomah County for their share of operations and maintenance costs at the Portland Building, in the amount of \$560,201. This was not included in the Adopted Budget, but we have been billing the County since July 1.	
Status for Fall Performance Report:	
The revenue was recognized and revenues aligned with budget at year end.	

MF_167	Fac - Police MM Funding Request
In the FY 2014-15 Spring BMP, the Police Bureau returned \$500,000 to the General Fund through strategic planning and savings, recognizing that they have a large need for major maintenance on many of the facilities they occupy. Facilities Services is requesting these funds be transferred to the Facilities Service Fund in order to dedicate them to Police facility unfunded major maintenance projects.	
Status for Fall Performance Report:	
Funds were transferred from Police to Facilities and placed in major maintenance account.	

MF_182	Fac - Match BDS IA Increase Request
This is a request to match an IA increase by BDS for requested services.	
Status for Fall Performance Report:	
The IA was increased to match the request from BDS.	

MF_208	Fac - Match BES IA Request
This is a request to match an IA increase by BES for requested services.	
Status for Fall Performance Report:	
The IA was increased to match the request from BDS.	

Bureau of Internal Business Services – Risk Management

Decision Packages:

MF_16	BIBS - Risk - Risk Specialist
<p>This package realigns resources to add a Risk Specialist position to provide technical assistance to the citywide Occupational Health and Infectious Disease program and the Risk Manager. City Risk has relied on a full time, temporary employee since 2011 to meet business needs. This temporary position has been essential in making up for the loss of two full time administrative positions in the last two years.</p>	
<p>Status for Fall Performance Report:</p> <p>This position was re-classified to Management Analyst in order to address the priority for analytical support, business process development, internal and external reporting and performance measurement. The recruitment has closed and the selection process will conclude in November 2015.</p>	

MF_35	Flu Shot Program
<p>No text in BRASS</p>	
<p>Status for Fall Performance Report:</p> <p>Onsite Flu Clinics resumed for the 2014-15 season and vaccinated 1,540 employees. Vaccine delivery interrupted and employees were encouraged to use health benefits. Participation in the Human Resources Wellness Fair provided an opportunity for 75 shots. Publicity about viral drift reducing effectiveness of vaccine discouraged some from being vaccinated.</p>	

Non-technical Adjustments:

MF_056	Risk - CS Stars Project Carryover
<p>The Risk Management Division had one project to replace the claims management database with a new system. The project began incurring costs in FY 2012-13 and went live in December 2013. FY 2013-14 underspending on this project was attributed to outstanding invoices pending final project acceptance from Risk Management. The remaining \$160,000 in appropriation for this project is being carried over into FY 2014-15.</p>	
<p>Status for Fall Performance Report:</p> <p>Project complete. Final component, Medical Bill Review, was implemented in August 2014.</p>	

MF_245	Ins & Claim-Transfer appropriation for claims
<p>The purpose of this budget adjustment request is to transfer appropriation from the Insurance and Claims contingency account to accounts in External and Internal Materials and Services. The costs of claims initiated prior to June 30 can be accrued to FY 2014-15 much later than other costs like accounts payable, if material. A fund projection for the BMP report assumed a high level of claims will be paid out for FY 2014-15 and this budget adjustment request will provide enough appropriation in the fund to cover these costs. Additionally, services from BTS have been higher than anticipated so this request transfers enough appropriation in to address services projected through the year end.</p>	
<p>Status for Fall Performance Report:</p> <p>The transfer of appropriation was completed and the fund stayed within the revised budget for external materials and services.</p>	

MF_246

Workers' Comp-Transfer appropriation for claims

The purpose of this budget adjustment request is to transfer appropriation from the Workers' Comp contingency account to accounts in External and Internal Materials and Services. The costs of claims initiated prior to June 30 can be accrued to FY 2014-15 much later than other costs like accounts payable, if material. A fund projection for the BMP report assumed a high level of claims will be paid out for FY 2014-15 and this budget adjustment request will provide enough appropriation in the fund to cover these costs. Additionally, services from BTS have been higher than anticipated so this request transfers enough appropriation in to address services projected through the year end.

Status for Fall Performance Report:

The transfer of appropriation was completed and the fund stayed within the revised budget for external materials and services.

Internal Business Services

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_1001 - Total number of in-bureau copies	WORKLOAD	13,600,000	12,800,000	16,000,000	16,000,000	13,000,000
MF_1002 - Total number of work orders completed	WORKLOAD	18,246	19,000	18,000	18,000	20,200
MF_1003 - Total number of copy center sheets	WORKLOAD	8,540,000	7,500,000	9,000,000	9,000,000	7,500,000
MF_1004 - Total number of press impressions	WORKLOAD	6,440,000	6,600,000	6,000,000	6,000,000	5,500,000
MF_1005 - Percentage of work shipped on time	EFFECTIVE	99.6%	99.0%	99.0%	99.0%	99.0%
MF_1048 - Percentage of acquisition projects under budget	EFFICIENCY	98%	91%	90%	90%	98%
MF_1049 - Percentage of customers rating acquisition service satisfaction "always" or "usually" good	EFFECTIVE	98%	98%	95%	95%	98%
MF_1050 - Percentage of customers rating repair service satisfaction "always" or "usually" good	EFFECTIVE	98%	98%	95%	95%	96%
MF_1052 - Percentage of CityFleet vehicles that use alternate fuel and hybrid technology	EFFICIENCY	41%	42%	45%	45%	45%
MF_1073 - Percentage of OMF owned City facilities maintained in "good" condition	KPM	61%	61%	61%	61%	61%
MF_1163 - Total number of digital color prints	WORKLOAD	1,180,000	1,400,000	1	1,250,000	1,750,000
MF_1179 - Percentage of vehicles meeting industry utilization standards	EFFICIENCY	0%	0%	0%	95%	95%
MF_1180 - Percentage of CityFleet electric sedans – the Portland Plan's target is 20%.	EFFICIENCY	0%	0%	0%	11%	11%
MF_1181 - Percentage of funding collected per replacement value compared to industry best practice	EFFICIENCY	0%	0%	0%	0%	43%
MF_1182 - Change in the utility usage per gross square foot for the prior three years - gas	EFFICIENCY	0%	0%	0%	-22%	-6%
MF_1183 - Change in the utility usage per gross square foot for the prior three years - water	EFFICIENCY	0%	0%	0%	-35%	0%
MF_1184 - Change in the utility usage per gross square foot for the prior three years - electric	EFFICIENCY	0%	0%	0%	-26%	-2%
MF_1185 - Basic Copy Center rate below private sector copy cost per sheet	EFFICIENCY	0%	0%	0%	45%	45%
MF_1186 - Change in the cost of general liability claims over the prior four years	EFFICIENCY	0%	0%	0%	20%	-29%
MF_1187 - Change in the cost of fleet liability claims over the prior four years	EFFICIENCY	0%	0%	0%	13%	7%
MF_1188 - Change in the number of general liability claims over the prior four year average	KPM	0%	0%	0%	4%	-16%
MF_1189 - Change in the number of fleet liability claims over the prior four year average	EFFICIENCY	0%	0%	0%	0%	19%
MF_1190 - Change in the cost of workers' compensation claims over the prior four years	EFFICIENCY	0%	0%	0%	17%	15%

Internal Business Services

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_1191 - Change in the number of workers compensation claims over the prior four year average	EFFECTIVE	0%	0%	0%	3%	2%

Performance Measure Variance Descriptions

MF_1002: A majority of the increase in work orders completed has come from an increase of greater than 25%, from FY 2013-14 totals, from our work group at the Development Building. This group assists the public as they work with BDS in the building permit process.

MF_1073: Measure was reduced to 61% at FY 2014-15 year end after inclusion of the comprehensive review performed by FFA architects on The Portland Building in 2014-15. This metric will be updated in the Requested Budget based on the final Cardno (facilities consultant) facilities condition assessment report due in calendar year 2015.

MF_1163: Total Digital Color Prints was due to unexpected demand. With two months of the year spent, volume of color prints appears to be in line with the FY 2015-16 Base Target.

MF_1182: FY 2014-15 actuals are an estimate based on the OMF buildings included in the EnergyTrust Strategic Energy Management program as a proxy for the overall OMF building portfolio pending final actuals from BPS expected in November. This metric will be updated in the requested budget. Gas usage is down due to active energy management projects such as installation of occupancy sensors in City Hall restrooms and installation of a separate air handler to serve the City Kids area in the Portland Building; the new unit includes heat recovery and a variable frequency drive.

MF_1183: FY 2014-15 actuals are awaiting FY 2014-15 data from BPS.

MF_1184: FY 2014-15 actuals are an estimate based on 11 buildings included in the EnergyTrust Strategic Energy Management program as a proxy for the OMF building portfolio pending final actuals from BPS expected in November. This metric will be updated in the requested budget. Electricity usage is down due to active energy management projects such as replacing the air conditioning unit at East Precinct with a more efficient rooftop unit and proactive preventative maintenance at other OMF-owned and OMF-maintained facilities to keep existing equipment in good condition.

MF_1186: is shown as an estimate pending inclusion of FY 2010-11 data in the prior four year average; estimate is currently based on a comparison to the three year average incurred claims. FY 2014-15 actuals display a downward trend because of cycling, and no large claims have recently been paid.

MF_1188:
Overall General Liability claims were down 16% compared to the prior four-year average, from an average total of 548 claims to a total of 462 for FY 2014-15, a drop of 86 claims. This was due primarily to the following:

- BES sewer system (specifically backups and storm water related) incurred claims fell 38% from the prior four-year average of 108 to 67 in FY 2014-15.
- Total Police incurred claims were down 29% from the prior four-year average, from 139 to 98. In particular, the Arrest and Detention average fell 50% from a prior four-year average of 42 to 21 in FY 2014-15. Other claims, primarily personal property damages, search incident to arrest, and unlawful tows fell 35% from an average of 66 to 43 in FY 2014-15.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_060 - Fac - Appropriate Salary Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	58,395	0	58,395
Contingency	(58,395)	0	(58,395)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to move \$58,395 from salary contingency to personnel services to cover FY 2015-16 COLA costs for OMF Facilities Services.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_061 - Fac - Carryover Right To Dream Too Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	553,025	0	553,025
Internal Materials and Services	5,000	0	5,000
Capital Outlay	254,044	0	254,044
Contingency	(812,069)	0	(812,069)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

In FY 2013-14 the City received \$858,000 as part of the Wright et al v. the City settlement. The settlement will be used for funding an alternative site for relocating Right To Dream Too. This request is to carryover fund balance remaining from FY 2014-15 in the amount of \$812,069.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_062 - Fac - Rent Increase for Fair Wage Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	277,759	0	277,759
TOTAL EXPENDITURES	277,759	0	277,759
REVENUES			
Interagency Revenue	277,759	0	277,759
TOTAL REVENUES	277,759	0	277,759

Bureau Description:

On May 13, 2015 City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." OMF has calculated the cost impact of these code changes to facilities we manage and provide services to bureaus through interagency agreements. This request is to increase Facilities Services interagency agreements with bureaus affected by these cost increases.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_063 - Fac - Match Police IA Decrease

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(500,000)	0	(500,000)
TOTAL EXPENDITURES	(500,000)	0	(500,000)
REVENUES			
Interagency Revenue	(500,000)	0	(500,000)
TOTAL REVENUES	(500,000)	0	(500,000)

Bureau Description:

This is a request to match the Police Bureau's requested IA decrease of an additional major maintenance contribution in this fiscal year's budget. The reduction is for \$500,000.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_064 - Fac - Convert Limited Term Position to Permanent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	155,809	0	155,809
External Materials and Services	(155,809)	0	(155,809)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

In May 2015 Facilities Services obtained approval for a limited term Principal Management Analyst position to lead its Facilities Strategic Planning and Development Program. In the Fall BMP, Facilities Services is requesting that a permanent position be added to its budget so the position can be converted from limited-term to permanent. The Facilities Strategic Planning and Development Program was created to properly manage the growing number of projects across the city that Facilities Services is currently engaged in, and to ensure Facilities is engaged with local partners. This position works directly on facilities strategic planning, the Portland Building Reconstruction Project, and numerous strategic projects. This position will also oversee the implementation of the Facilities Asset Management Program and align Facilities construction with the Climate Action plan. This position is fully funded by existing interagency agreements and projects.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_065 - Fac - Transfer position from P&D to Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	70,152	0	70,152
External Materials and Services	(70,152)	0	(70,152)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

Within BIBS, the position authority for one FTE is being effectively transferred from the P&D division to the Facilities Services division. P&D is eliminating a vacant Reproduction Operator I position and Facilities is adding a Program Manager position. The Facilities position will be responsible for multiple services, including oversight of outside custodial services, security daily operations, building access control, and meeting room planning. This position will also be responsible for fire, life, and safety of the buildings it manages and maintaining compliance with all state and federal codes. This transfer of position authority is cost neutral to the City because the P&D position was not factored into the development of P&D rates and the Facilities position will be funded through the division's operating budget.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_066 - Fac - GFCSA-Pol Justice Ctr Domestic Water Pipe

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	581,147	0	581,147
TOTAL EXPENDITURES	581,147	0	581,147
REVENUES			
Fund Transfers - Revenue	581,147	0	581,147
General Fund Discretionary	0	0	0
TOTAL REVENUES	581,147	0	581,147

Bureau Description:

- Asset Information: The Justice Center (JC) is a joint owned condominium between Multnomah County and the City of Portland. The City's owned percentage is 41.3%. Located in the downtown core at 1111 SW 2nd Ave, it houses the City's Central Precinct for the Portland Police Bureau (PPB) and the County Detention Center. The County Detention Center houses 448 inmates and has facilities for showers, restrooms, and meal preparation. Additionally, PPB Command structure, administrative offices and state court rooms occupy the building. The facility operates 24 hours per day and houses over a 1,000 people. For 10 years, the JC has been experiencing domestic pipe water leaks along the main pipe. Repair of the leaks have been disruptive, often requiring the water service to the building to be shut-off. At this point the main domestic water pipe is beyond failure.

- Project Description: Multnomah County hired LRS Architects and Interface Engineering to perform an assessment and propose a solution. The assessment indicated that leaks were caused by microbial induced corrosion. In order to address the issue, PPB delayed many other projects to fund Phase 1 repairs to floors 1-9. Funding for the City share of Phase 2 repairs to floors 10-15 has not been identified. The County has funding for its share. If the project were to stall at this point, there would be a major risk of interruption to police operations for the central downtown area. Additionally, any leak that may occur could cause damage to the building's infrastructure and equipment.

- Explain Scores: Human Health Safety Impacts 2 - Minor injuries. If some or all of the domestic water piping fails, the building could see flooding, causing potential injuries. A violent rupture of the piping in a failure could also cause minor injuries.

Service Impacts 3 - Disruption of service to <1,000 customers. Our inability to provide potable water to Multnomah County's Detention Center would disrupt the ability for the inmates to receive a necessary ingredient for sustaining life even if temporarily. Getting water to this population and/or moving the population would be extremely difficult.

Environmental Impacts 2 - Minor Short-Term Damage. In the event of a complete pipe failure the living conditions in the detention center would deteriorate quickly. It could be expected that unsanitary conditions could arise and potable water would be difficult to come by

Legal, Regulatory, or Compliance Obligations 10 - City sued and/or fined: The City is at risk of being sued. Oregon Administrative Rules, OSHA 437-004-1105 require that all places of employment provide an adequate supply of potable water. Toilets are also covered in this regulation as mandatory. Additionally, Multnomah County has requirement under the ABA Criminal Justice Mental Health Standard 23-3.1 to provide unrestricted access to prisoners to potable drinking and to adequate, clean, functioning toilets. Without the main pipe these regulations could not be complied with and tenants of the building could sue the City and Multnomah County.

Financial Impact 10 - Prevent Asset loss > \$2,000,000: The project itself is over \$1 million. If it were to completely fail, significant damage to the interior portion of the building could occur, far exceeding damage of over \$2 million.

- Benefits: Repairs of the domestic water piping improves safety, reduces resource use, reduces operations and maintenance costs, and leverages other funding sources.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_067 - Fac - GFCSA - Police Justice Ctr Exterior Repair

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	213,728	0	213,728
TOTAL EXPENDITURES	213,728	0	213,728
REVENUES			
Fund Transfers - Revenue	213,728	0	213,728
General Fund Discretionary	0	0	0
TOTAL REVENUES	213,728	0	213,728

Bureau Description:

- Asset Information: The Justice Center (JC) is a joint owned condominium between Multnomah County and the City of Portland. The City's owned percentage is 41.3%. Located in the downtown core at 1111 SW 2nd Ave, it houses the City's Central Precinct for the Portland Police Bureau (PPB) and the County Detention Center which houses 448 inmates. Additionally, PPB Command structure, administrative offices and state court rooms occupy the building. The facility operates 24 hours a day and houses over 1,000 people. Current failure mode is pervasive water intrusion, and the degradation of building materials. Worst case failure mode is structural failure from degradation of building structure through ongoing water intrusion.

- Project Description: The exterior of the Justice Center is beginning to show signs of water intrusion and other issues. Multnomah County issued an Exterior Structural Assessment of the exterior of the building that was performed by KPFF Consulting Engineers. The assessment found that the exterior of the pre-cast concrete panels revealed some rust stains and cracking in many of the panels. Although the cracking does not appear to be structural, the cracks allow water intrusion into the panels causing corrosion to the reinforcing material and resulting in deterioration of the panels. In their current condition the assessment indicates the pre-cast concrete exterior panels can likely perform for many years if the repairs are completed. The project will clean panels and fill all visible cracks; where rust stains or protruding re-bar are visible, the area will be ground down, sealed with epoxy and filled with concrete patching materials. This project was previously submitted in Fall BMP 2014 but did not receive funding. Updated cost estimates have not yet been received from the County, so costs are based on the previous request.

- Explain Scores: Human, Health, and Safety Impacts: 2- Minor Injuries. Although no structural issues have been identified, continual exposure to water could undermine the structural integrity of the building if left unchecked. Additionally, water intrusion into the building could lead to mold and other issues which can affect the health and safety of the occupants.

Service Impacts: 10 - Disruption of services to >10,000 customers. The Justice Center houses PPB's Central Precinct. In the event that the building is structurally unsound or has health concerns that require closure of a floor or more, Central Precinct may need to relocate.

Financial Impact: 6 - Prevent Asset loss \$500,000 - \$1,999,999. This project is meant to repair exterior portions of the building that are starting to show signs of failure. Without this project it can be anticipated that the exterior of the building will fail, which we believe will be a repair cost of over \$1,000,000.

- Benefits: Repair of the building exterior will improve safety of emergency responders. It will reduce operations and maintenance costs by eliminating pervasive water intrusion issues.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_068 - Fac-GFCSA-Sears Westside Ops Ctr Occupancy Nds

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,952,717	0	1,952,717
TOTAL EXPENDITURES	1,952,717	0	1,952,717
REVENUES			
Fund Transfers - Revenue	1,952,717	0	1,952,717
General Fund Discretionary	0	0	0
TOTAL REVENUES	1,952,717	0	1,952,717

Bureau Description:

- Asset Information: The SFC Jerome F Sears Facility located at 2730 SW Multnomah Blvd is a long vacant asset designated to be the Westside Operations Center for emergency response. The building currently has multiple fire, life, and safety deficiencies, including ADA violations; lack of fire sprinkler system; and failed or inadequate emergency power and egress lighting systems. Several of the deficiencies existed at the time of property acquisition, and the deficiencies have affected building occupancy and lease opportunities.

- Project Description: The scope of work includes the following:

- ADA - Revising door locations and updating hardware, renovating restrooms, updating the emergency path of egress, correcting stairs/handrails, adding an elevator, adding accessible parking and ramp (\$897,316). The parking lot improvements will also comply with current storm water requirements, minimizing storm water and improving water quality.
- Mechanical - Replacing existing failed controls system (\$225,929).
- Emergency Power Systems - Installing new emergency power generator, replacing failed uninterruptible power supply (UPS), servicing electrical switchgear and panels, evaluating and repairing emergency egress lighting (\$450,234).
- Fire Protection - Upgrading existing domestic water service to 6 inch with backflow device to be compliant with fire sprinkler system requirements. Installing sprinkler system throughout and upgrading existing fire alarm panel and wiring (\$379,238).

The Sears facility was audited in 2013 as part of the "City of Portland - ADA Title II Transition Plan" for accessibility violations as part of federally-mandated Title II requirements to bring publicly owned buildings into compliance with the Americans with Disabilities Act. The ADA scope of work described above addresses violations noted in the audit. Outside consultants, Cardno, also performed a Facility Condition Assessment in 2015 that described fire, life, safety, electrical and mechanical deficiencies, several of which would be addressed by the scope of work above.

ADA deficiencies must be brought into compliance for any publicly accessible portions of the building and site; compliance of employee-only areas is not covered under Title II requirements but may be precipitated by workforce needs or complaints. Most of the remaining scope of work is not code-required by itself, but the scope of work associated with the required ADA improvements may trigger building permit requirements to bring fire, life and safety systems into compliance with current code. Correcting these deficiencies would mitigate human health and safety claims as well as future asset losses.

- Explain Scores: Failure Mode #1 is based on the occupancy constraints posed by the fire, life, and safety system deficiencies. Occupied as is, any occupants would be at risk of serious injury due to those deficiencies. The City has been warned regarding the ADA deficiencies. Further degradation of existing systems poses a potential asset loss of \$500,000 to \$1,999,999. Failure Mode #2 is based on inability to utilize the facility for the Westside Operations Center as it is intended. City assumed ownership of the Sears facility in 2012 under the explicit clause that it be utilized for emergency management response. It was designated the future site of the Westside Operations Center to ensure effective emergency response on the west side of the Willamette River. Due to the occupancy constraints, this facility is not able to be fully developed as a Westside Operations Center, leaving the west side vulnerable during a significant event. Delayed or unavailable response from the Emergency Communications Center on the east side of Willamette River during a significant event may endanger the lives of many, as well as impact services that thousands would depend on when such an event occurred.

- Benefits: Having emergency response operations located in the Sears facility is considered to be essential for continuity of critical city operations on the west side of the Willamette River in the event of an emergency. Due to the existing deficiencies, occupancy of Sears is constrained; if the facility were fully leasable to bureaus, O&M costs, approximately \$100,000 at present, would be offset by lease revenue. Financing this one time upgrade will also provide effective utilization by City staff and emergency responders, returning the asset to active service and preventing further decay of the building and associated systems.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_069 - Fac-GFCSA-PCC Mech and Emergency Sys Repairs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	670,427	0	670,427
TOTAL EXPENDITURES	670,427	0	670,427
REVENUES			
Fund Transfers - Revenue	670,427	0	670,427
General Fund Discretionary	0	0	0
TOTAL REVENUES	670,427	0	670,427

Bureau Description:

- Asset Information: The Portland Communication Center is an emergency communications building in SE Portland. The building houses BOEC (911), the computer aided dispatch system, an 800 megahertz radio system, and the communications (ComNet) division of the Bureau of Technology Services which maintains the 800 MHz radio system used by public safety agencies within the City of Portland, Gresham, Multnomah County, and other government agencies. BOEC is operated by the City of Portland and has agreements with the following user agencies to provide call taking and dispatch services: Portland Police Bureau, Portland Fire & Rescue, Gresham Police & Fire Departments, Multnomah County Sheriff's Office, Troutdale Police, Fairview Police, Corbett & Sauvie Island Volunteer Fire Departments, and Multnomah County Emergency Medical Services. The building is in use 24 hours a day, 7 days a week, and building systems are therefore under greater demands than typical office buildings. Many of the mechanical and emergency power systems are either failing or at risk of catastrophic failure due to age. Failure of the mechanical and emergency power systems would jeopardize the functioning of the 911 dispatch system, create long-term damage in computer servers that maintain the dispatch system, and possibly force relocation of the 911 Operations Center until computer systems can be repaired.

- Project Description: The project would address critical emergency power systems through the replacement of failing capacitors and batteries in the Uninterruptible Power Supply (UPS) that provides a bridge between utility power and generator power in the event of a utility power failure. It would also overhaul the two diesel generators that provide emergency power, ensuring that they are functional in the event of a utility power failure, and perform a large-scale maintenance of the electrical switchgear. Rooftop HVAC units, currently experiencing ongoing failures due to age, would be replaced to ensure that the 911 Operations Center does not continue to experience excessive heat conditions, affecting performance of dispatch operators and their computer equipment.

The two UPS systems are expected to fail in a utility power failure, leading to a loss of power to the entire Portland Communications Center, including the two server rooms and the 911 Operations Center. Even a power loss of a few seconds will likely create long-term damage to the computer servers, affecting the ability of the 911 dispatch system to function, and possibly forcing the 911 Operations Center to relocate until servers can be repaired. UPS batteries that fail will likely catch fire as part of their failure.

- Explain Scores: Human, Health, and Safety Impacts: 10- Fatalities. If the 911 dispatch system goes down due to power failure, fatalities can occur due to business disruption.

Service Impacts: 10 - Disruption of services to >10,000 customers. Failure of the 911 dispatch system affects all dispatch users in the Portland metropolitan area and several surrounding cities.

Environmental Impacts: 2 - Minor and recoverable. UPS batteries that catch fire during failure will release toxic chemicals into the building.

Legal and Regulatory Compliance: 2 - City warned internally. City has been warned by the UPS program manager that the batteries will likely catch fire during failure and release toxic chemicals into the building.

Financial Impact: 6 - Prevent Asset loss \$500,000 - \$1,999,999. The replacement cost of the project systems alone is \$680,000. A UPS failure would likely damage computer servers in BOEC 911, leading to additional labor and equipment costs to repair or replace the servers, and down-time for dispatch operators.

- Benefits: Repair and replacement of the mechanical and emergency power systems will improve emergency response times through support of the 911 dispatch system. It will reduce operations and maintenance costs associated with the failing rooftop HVAC units.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_070 - Fac - GFCSA - Seismic Retrofits

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	429,000	0	429,000
TOTAL EXPENDITURES	429,000	0	429,000
REVENUES			
Fund Transfers - Revenue	429,000	0	429,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	429,000	0	429,000

Bureau Description:

Fires after a major seismic event are often more destructive than the earthquake itself. Natural gas has a role in 20-50% of fires after an earthquake. FM Global, the City's property insurer, has identified 34 insured City properties lacking one or more of three fire prevention technologies that will limit fire risk following a quake: Natural Gas Shut off Valves, extra fire suppression sprinkler bracing, and flexible natural gas lines. These retrofits would reduce fire risk, provide for a safer workplace for employees, and enable the City to recover quickly to resume needed services to the community. Buildings would be available to be used for continuing operations, staging services, and shelters. Retrofitting these properties would help the City become a HPR (highly protected risk) account. Being a HPR account will help make the City more desirable to underwriters, increase the City's marketability and will give the City more leverage during renewal negotiations. The project, if implemented, may reduce the future cost of insurance, stabilize insurance rates, and lead to a more favorable structured insurance program.

FM Global is recommending these 34 City-owned and insured buildings be retrofitted for one or more of the technologies as detailed for each building in the "City of Portland EQ Related Active Recommendations of 8.6.2015" report. The costs in this report are direct costs only and for this package OMF has added in allowances for indirect costs, inflation, and contingencies.

Benefits Bonus: Improves emergency response times, emergency preparedness, and safety

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_071 - Fac - Cash Transfer from Police for Kelly Bldg

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	485,153	0	485,153
TOTAL EXPENDITURES	485,153	0	485,153
REVENUES			
Fund Transfers - Revenue	485,153	0	485,153
TOTAL REVENUES	485,153	0	485,153

Bureau Description:

This is a request for a \$485,153 cash transfer from Police to Facilities to fund the acquisition of a portion of the parking garage at the Kelly Building, as per Ordinance 187325.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_072 - Fac - City Hall Major Maintenance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	866,264	0	866,264
Contingency	(866,264)	0	(866,264)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to carryover City Hall major maintenance funds in order to complete projects budgeted in FY 2014-15, including replacement of heat pumps and potential ecoroof install upgrade for the roof replacement.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_073 - Fac - 1900 Building Major Maintenance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,361,102	0	1,361,102
Contingency	(1,361,102)	0	(1,361,102)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to carryover 1900 Building major maintenance funds in order to complete projects budgeted in FY 2014-15, including 3rd floor carpeting, patch and paint on floors 1-3, bureau moves, chiller replacement, exterior sealant replacement, and restroom upgrades for ADA compliance.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_074 - Fac - Union Station Major Maintenance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	243,904	0	243,904
Contingency	(243,904)	0	(243,904)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to carryover Union Station major maintenance funds in order to complete a tenant improvement project budgeted in FY 2014-15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_075 - Fac - Move PCC Appropriation to CIP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,950,719)	0	(2,950,719)
Capital Outlay	2,950,719	0	2,950,719
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for a technical adjustment to move PCC Roof Project appropriation from the major maintenance program in EM&S to a capital project, since the project will be capitalized.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_076 - Fac - True-up Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,615,296	0	2,615,296
TOTAL EXPENDITURES	2,615,296	0	2,615,296
REVENUES			
Budgeted Beginning Fund Balance	2,615,296	0	2,615,296
TOTAL REVENUES	2,615,296	0	2,615,296

Bureau Description:

This is a request to true-up beginning fund balance, based on FY 2014-15 ending fund balance analysis.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_079 - CityFleet – Purchase Order Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	328,342	0	328,342
Capital Outlay	2,871,126	0	2,871,126
Contingency	(3,199,468)	0	(3,199,468)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover of \$3,199,468 for repair and maintenance and the purchase of vehicles and equipment on purchase orders as of June 30, 2015.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_080 - CityFleet – Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

CityFleet requests to move budgeted appropriation within External Materials and Services accounts to better align the budget with actuals.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_081 - CityFleet - Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	6,076	0	6,076
Contingency	(6,076)	0	(6,076)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request is to increase the interagency with Facilities by \$6,076 to cover the additional cost of these code changes.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_082 - CityFleet – Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	285,338	0	285,338
Contingency	(285,338)	0	(285,338)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$285,338 in bureau contingency funds budgeted for cost of living and health care increases.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_083 - CityFleet – Increase Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	1,600,571	0	1,600,571
TOTAL EXPENDITURES	1,600,571	0	1,600,571
REVENUES			
Budgeted Beginning Fund Balance	1,600,571	0	1,600,571
TOTAL REVENUES	1,600,571	0	1,600,571

Bureau Description:

This request increases the beginning fund balance by \$1,600,571 to true-up ending fund balance for FY 2014-15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_086 - Transfer appropriation within GO Bond Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(250,000)	0	(250,000)
TOTAL EXPENDITURES	(250,000)	0	(250,000)
REVENUES			
Budgeted Beginning Fund Balance	(250,000)	0	(250,000)
TOTAL REVENUES	(250,000)	0	(250,000)

Bureau Description:

In the FY 2015-16 budget process Council approved \$250,000 for the replacement of fire stations roofs out of the Fire Facilities GO Bond Fund. At this time the appropriation was loaded in an OMF cost center because it was thought OMF would manage the projects. Now Fire is going to manage the projects. Therefore they need access to the appropriation. This budget adjustment reduces appropriation of \$250,000 from OMF's business area (cost center) so that it can be appropriated in Fire's business area (cost center), all within the Fire Facilities GO Bond Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_088 - BIBS Admin - CSA Positions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	65,030	0	65,030
External Materials and Services	(65,030)	0	(65,030)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation of \$65,030 from External Materials and Services to Personnel Services in the BIBS Administration budget to fund two Community Service Aide positions. One position will provide additional administrative support for the BIBS organization. The other position will provide staff support to the new Equitable Contracting and Purchasing Commission established by the Mayor's Office.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_092 - P&D - Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	56,387	0	56,387
Contingency	(56,387)	0	(56,387)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$56,387 in bureau contingency funds budgeted for cost of living and health care increases.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_093 - P&D - Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	6,193	0	6,193
Contingency	(6,193)	0	(6,193)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request is to increase the interagency with Facilities by \$6,193 to cover the additional cost of these code changes.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_094 - P&D – Decrease Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(18,578)	0	(18,578)
TOTAL EXPENDITURES	(18,578)	0	(18,578)
REVENUES			
Budgeted Beginning Fund Balance	(18,578)	0	(18,578)
TOTAL REVENUES	(18,578)	0	(18,578)

Bureau Description:

This request decreases the beginning fund balance by \$18,578 to match the projected ending fund balance for FY 2014-15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_095 - P&D – Risk Interagency Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,239	0	2,239
Contingency	0	0	0
TOTAL EXPENDITURES	2,239	0	2,239
REVENUES			
Interagency Revenue	2,239	0	2,239
TOTAL REVENUES	2,239	0	2,239

Bureau Description:

Risk Management has requested an increase of \$2,239 to the interagency with P&D to cover the purchase of a new copier.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_096 - P&D – Reduce RO1 Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(55,776)	0	(55,776)
Contingency	55,776	0	55,776
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	-1.00	0.00	-1.00
TOTAL FTE	-1.00	0.00	-1.00

Bureau Description:

Within BIBS, the position authority for one FTE is being effectively transferred from the P&D division to the Facilities Services division. P&D is eliminating a vacant Reproduction Operator I position and Facilities is adding a Program Manager position. The Facilities position will be responsible for multiple services, including oversight of outside custodial services, security daily operations, building access control, and meeting room planning. This position will also be responsible for fire, life, and safety of the buildings it manages and maintaining compliance with all state and federal codes. This transfer of position authority is cost neutral to the City because the P&D position was not factored into the development of P&D rates and the Facilities position will be funded through the division's operating budget.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_097 - BIBS Admin - Fair Wage rent increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(36)	0	(36)
Internal Materials and Services	36	0	36
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request moves \$36 in appropriation from External Materials & Services into BIBS Admin to cover the additional cost of these code changes. BIBS Admin will move funds from External Materials & Services with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_099 - CityFleet - Police Bureau IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	292,000	0	292,000
TOTAL EXPENDITURES	292,000	0	292,000
REVENUES			
Interagency Revenue	292,000	0	292,000
TOTAL REVENUES	292,000	0	292,000

Bureau Description:

The Police Bureau has requested to increase the interagency by \$292,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_100 - CityFleet - Park's Bureau IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	160,000	0	160,000
TOTAL EXPENDITURES	160,000	0	160,000
REVENUES			
Interagency Revenue	160,000	0	160,000
TOTAL REVENUES	160,000	0	160,000

Bureau Description:

The Park's Bureau has requested to increase the interagency by \$160,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_103 - Fac - Increase BHR Rent - TPB 14th Floor

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	21,591	0	21,591
TOTAL EXPENDITURES	21,591	0	21,591
REVENUES			
Interagency Revenue	21,591	0	21,591
TOTAL REVENUES	21,591	0	21,591

Bureau Description:

This is a request to budget space rent for BHR's expansion onto the 14th floor of the Portland Building.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_107 - Fac - Rent IA with Water for Campsite Storage

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	9,200	0	9,200
Contingency	(9,200)	0	(9,200)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for an IA with the Water Bureau for storage of personal property related to homeless campsite cleanups at their Barbur Boulevard building.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_108 - Fac - Match PBOT IA Decrease

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(331,334)	0	(331,334)
TOTAL EXPENDITURES	(331,334)	0	(331,334)
REVENUES			
Interagency Revenue	(331,334)	0	(331,334)
TOTAL REVENUES	(331,334)	0	(331,334)

Bureau Description:

This is a request to match PBOT's reduction to project management services at the parking garages.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_112 - BIBS I&C - Increase IA With Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	784	0	784
Contingency	(784)	0	(784)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As a result Facilities Services will see an increase in costs that were not budgeted. It is therefore increasing interagency agreements for space rental to building tenants.

The purpose of this budget adjustment request is to transfer appropriation from the Insurance & Claims Fund's contingency account to the Facilities Services IM&S account to cover the fund's share of this increase in the IA for space rent for staff in Risk Management.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_113 - BIBS WC - Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	849	0	849
Contingency	(849)	0	(849)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As a result Facilities Services will see an increase in costs that were not budgeted. It is therefore increasing interagency agreements for space rental to building tenants.

The purpose of this budget adjustment request is to transfer appropriation from the Workers Compensation Fund's contingency account to the Facilities Services IM&S account to cover the fund's share of this increase in the IA for space rent for staff in Risk Management.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_114 - BIBS I&C - True up beginning fund balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	717,364	0	717,364
TOTAL EXPENDITURES	717,364	0	717,364
REVENUES			
Budgeted Beginning Fund Balance	717,364	0	717,364
TOTAL REVENUES	717,364	0	717,364

Bureau Description:

The purpose of this budget adjustment is to true up the budgeted beginning fund balance for the Insurance and Claims Fund to match the actual balance at July 1, 2015 and place the resulting appropriation in fund contingency.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_115 - BIBS WC - True up beginning fund balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	413,093	0	413,093
TOTAL EXPENDITURES	413,093	0	413,093
REVENUES			
Budgeted Beginning Fund Balance	413,093	0	413,093
TOTAL REVENUES	413,093	0	413,093

Bureau Description:

The purpose of this budget adjustment is to true up the budgeted beginning fund balance for the Workers' Compensation Fund to match the actual balance at July 1, 2015 and place the resulting appropriation in fund contingency.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_116 - BIBS I&C - Transfer COLA and Health set aside

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	32,028	0	32,028
Contingency	(32,028)	0	(32,028)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment is to transfer appropriation set aside in the Insurance & Claims fund contingency account for COLA and benefits inflation to Personnel Services to cover higher rates of pay and costs already being incurred.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_117 - BIBS WC - Transfer COLA and Health set aside

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	76,240	0	76,240
Contingency	(76,240)	0	(76,240)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment is to transfer appropriation set aside in the Workers' Compensation fund contingency account for COLA and benefits inflation to Personnel Services to cover higher rates of pay and costs already being incurred.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_118 - BIBS Risk Management - New Copier

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	2,239	0	2,239
Contingency	(2,239)	0	(2,239)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment is to transfer appropriation from Insurance and Claims and Workers' Compensation fund contingency accounts to Printing and Distribution Services IM&S accounts for the purchase of a new copier for Risk Management.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_119 - BIBS I&C - Increase IA with Fire Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	17,103	0	17,103
TOTAL EXPENDITURES	17,103	0	17,103
REVENUES			
Interagency Revenue	17,103	0	17,103
TOTAL REVENUES	17,103	0	17,103

Bureau Description:

The purpose of this budget adjustment request is to increase IA with Fire Bureau as receiver and Insurance and Claims as provider by \$17,103 for additional commercial insurance for two new fireboats. Fire Bureau took delivery of two new boats in April and Risk Management paid a pro-rated invoice to add the fireboats to the City's policy to cover them until the policy renews in December. The cost of this policy addition was not included in the original IA with Fire Bureau.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_120 - BBS I&C - Increase IA With Mayor's Office

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	12,052	0	12,052
TOTAL EXPENDITURES	12,052	0	12,052
REVENUES			
Interagency Revenue	12,052	0	12,052
TOTAL REVENUES	12,052	0	12,052

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with the Mayor's Office as receiver and Insurance and Claims as provider by \$12,052 for a Last Thursday insurance policy for July and August 2015. The cost of this policy was not included in the original IA with the Mayor's Office.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_121 - BIBS - PSGO Bond Fund beginning fund balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,342,513	0	2,342,513
TOTAL EXPENDITURES	2,342,513	0	2,342,513
REVENUES			
Budgeted Beginning Fund Balance	2,318,478	0	2,318,478
Miscellaneous	24,035	0	24,035
TOTAL REVENUES	2,342,513	0	2,342,513

Bureau Description:

This request recognizes additional beginning fund balance and interest earnings revenue in the GO Bond Fund and appropriates it in the Contingency account.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_122 - BIBS - PSGO Bond Fund - Internal Transfer of Res

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(7,383,629)	0	(7,383,629)
TOTAL EXPENDITURES	(7,383,629)	0	(7,383,629)
REVENUES			
Budgeted Beginning Fund Balance	(7,383,629)	0	(7,383,629)
TOTAL REVENUES	(7,383,629)	0	(7,383,629)

Bureau Description:

This request allows for the transfer of beginning fund balance resources to the public safety radio system replacement project within the Public Safety GO Bond Fund. OMF Citywide Projects Fall BMP submission includes a corresponding entry.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_123 - BIBS - Fleet Increase IA with BDS for new vehicle

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	84,000	0	84,000
TOTAL EXPENDITURES	84,000	0	84,000
REVENUES			
Interagency Revenue	84,000	0	84,000
TOTAL REVENUES	84,000	0	84,000

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS Fleet as provider and BDS as receiver for the purchase of additional vehicles. This is associated with BDS increase in staff.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_124 - BIBS P&D Increase IA with Fire as receiver

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	6,650	0	6,650
TOTAL EXPENDITURES	6,650	0	6,650
REVENUES			
Interagency Revenue	6,650	0	6,650
TOTAL REVENUES	6,650	0	6,650

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS P&D as provider and Fire as receiver for additional services.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_125 - BIBS P&D Increase IA with ONI as receiver

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
Interagency Revenue	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS P&D as provider and ONI as receiver for additional services.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_126 - BIBS Fleet Increase IA with ONI as receiver

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,500	0	2,500
Capital Outlay	78,000	0	78,000
Contingency	10,000	0	10,000
TOTAL EXPENDITURES	90,500	0	90,500
REVENUES			
Interagency Revenue	90,500	0	90,500
TOTAL REVENUES	90,500	0	90,500

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS Fleet as provider and ONI as receiver for additional services.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_127 - Fac - Match ONI Rent IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	11,750	0	11,750
TOTAL EXPENDITURES	11,750	0	11,750
REVENUES			
Interagency Revenue	11,750	0	11,750
TOTAL REVENUES	11,750	0	11,750

Bureau Description:

This is a request to match an increase in rent for increased space at the Kelly Building, by ONI.

CBO Discussion and Recommendation

**Prior Year Business Area Reconciliation Report
MFIB Fund 100 - Procurement - BIBS Admin**

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Office of Management & Finance			
EXPENDITURES			
Personnel Services	\$4,085,036	\$4,033,051	99%
External Materials and Services	\$1,089,301	\$802,891	74%
Internal Materials and Services	\$657,762	\$622,834	95%
TOTAL EXPENDITURES	\$5,832,099	\$5,458,776	94%
REVENUES			
Charges for Services	\$17,763	\$21,213	119%
Intergovernmental Revenues	\$170,000	\$193,000	114%
Interagency Revenue	\$178,500	\$178,500	100%
Miscellaneous	\$208,701	\$232,495	111%
General Fund Discretionary	\$2,612,123	\$0	0%
General Fund Overhead	\$2,645,012	\$0	0%
TOTAL REVENUES	\$5,832,099	\$625,208	11%

Bureau Reconciliation Narrative

Narrative is not required.

Prior Year Fund Reconciliation Report

CityFleet

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
702 - CityFleet Operating Fund			
EXPENDITURES			
Personnel Services	7,742,040	7,465,437	96.43
External Materials and Services	13,019,875	11,264,574	86.52
Internal Materials and Services	2,240,088	1,961,513	87.56
Capital Outlay	11,782,943	8,971,144	76.14
Bond Expenses	393,471	378,407	96.17
Fund Transfers - Expense	1,080,042	1,080,042	100.00
Contingency	19,100,804	0	0.00
TOTAL EXPENDITURES	55,359,263	31,121,117	56.22
REVENUES			
Budgeted Beginning Fund Balance	21,715,441	0	0.00
Intergovernmental Revenues	1,025,000	1,149,453	112.14
Interagency Revenue	30,144,393	27,946,365	92.71
Fund Transfers - Revenue	1,205,602	1,205,602	100.00
Bond and Note	472,763	472,762	100.00
Miscellaneous	796,064	939,228	117.98
TOTAL REVENUES	55,359,263	31,713,409	57.29

Fund Reconciliation Narrative

No narrative required.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
701 - Facilities Services Operating Fund			
EXPENDITURES			
Personnel Services	3,923,890	3,580,356	91.25
External Materials and Services	27,159,639	15,641,898	57.59
Internal Materials and Services	2,808,212	2,440,533	86.91
Capital Outlay	5,158,299	172,519	3.34
Bond Expenses	7,624,018	7,617,607	99.92
Fund Transfers - Expense	836,505	836,505	100.00
Contingency	22,309,470	0	0.00
TOTAL EXPENDITURES	69,820,033	30,289,417	43.38
REVENUES			
Budgeted Beginning Fund Balance	31,035,859	0	0.00
Charges for Services	2,067,484	1,655,548	80.08
Intergovernmental Revenues	193,871	209,045	107.83
Interagency Revenue	28,006,190	25,232,384	90.10
Fund Transfers - Revenue	7,617,487	7,617,487	100.00
Bond and Note	472,763	472,762	100.00
Miscellaneous	426,379	652,179	152.96
TOTAL REVENUES	69,820,033	35,839,405	51.33

Fund Reconciliation Narrative

Undercollection in charges for services is due to over estimating future rent collections on commercial space vacancies at Union Station.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
400 - BFRES Facilities GO Bond Construction Fund			
EXPENDITURES			
External Materials and Services	10,000	2,369	23.69
Internal Materials and Services	60,000	57,630	96.05
Capital Outlay	2,177,287	1,336,548	61.39
Fund Transfers - Expense	68,146	68,146	100.00
Contingency	245	0	0.00
TOTAL EXPENDITURES	2,315,678	1,464,693	63.25
REVENUES			
Budgeted Beginning Fund Balance	2,314,433	0	0.00
Charges for Services	0	47,280	0.00
Fund Transfers - Revenue	245	245	100.00
Miscellaneous	1,000	9,187	918.68
TOTAL REVENUES	2,315,678	56,712	2.45

Fund Reconciliation Narrative

Requirements

External Materials and Services – The fund underspent its EM&S budget as a result of the fund having completed almost all of its capital projects the previous year and the program being close to completed.

Capital Outlay – The fund underspent its Capital budget as a result of the Station 21 project coming in under budget.

Resources

Charges for Services – The fund received revenue from a contractor after a dispute associated with the Station 1 project was resolved. This was not budgeted.

Miscellaneous – The interest earnings estimate had assumed the balance of the fund would be spent by year end. The fund balance only decreased to \$918,000 during the year.

**Prior Year Fund Reconciliation Report
Printing and Distribution**

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
703 - Printing & Distribution Services Operating Fund			
EXPENDITURES			
Personnel Services	1,741,768	1,704,858	97.88
External Materials and Services	3,770,580	3,195,051	84.74
Internal Materials and Services	767,265	707,277	92.18
Capital Outlay	347,500	133,173	38.32
Bond Expenses	133,340	128,234	96.17
Fund Transfers - Expense	287,204	287,204	100.00
Contingency	506,090	0	0.00
TOTAL EXPENDITURES	7,553,747	6,155,798	81.49
REVENUES			
Budgeted Beginning Fund Balance	535,084	0	0.00
Charges for Services	147,328	172,372	117.00
Intergovernmental Revenues	1,013,297	826,517	81.57
Interagency Revenue	5,777,190	5,101,475	88.30
Fund Transfers - Revenue	529	529	100.00
Miscellaneous	80,319	52,606	65.50
TOTAL REVENUES	7,553,747	6,153,499	81.46

Fund Reconciliation Narrative

Expenses:
No narrative required.

Revenues:
Intergovernmental, Interagency Revenues and Miscellaneous 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.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
403 - Public Safety GO Bond			
EXPENDITURES			
Personnel Services	335,490	265,822	79.23
External Materials and Services	12,133,856	8,466,959	69.78
Internal Materials and Services	1,346,425	1,039,663	77.22
Capital Outlay	15,518,076	2,977,037	19.18
Bond Expenses	173,721	85,113	48.99
Fund Transfers - Expense	126,709	126,396	99.75
Contingency	13,937,517	0	0.00
TOTAL EXPENDITURES	43,571,794	12,960,991	29.75
REVENUES			
Budgeted Beginning Fund Balance	23,699,145	0	0.00
Bond and Note	19,832,649	18,976,921	95.69
Miscellaneous	40,000	101,950	254.88
TOTAL REVENUES	43,571,794	19,078,872	43.79

Fund Reconciliation Narrative

Requirements

Personnel Services

The Radio Project had fewer staff working on it during FY 2015-16 than was originally anticipated.

External Materials and Services – The fund underspent its EM&S budget as a result of the Station 21 project coming in under budget and slower than planned expenses for the Radio project.

Capital Outlay – The fund underspent its Capital budget as a result of the Station 21 project coming in under budget and slower than planned expenses for the Apparatus project.

Bond Expenses – The fund had its third debt sale in June and so some of the associated expenses will not be incurred until FY 2015-16. The budget had assumed all expenses would be incurred in FY 2014-15.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
704 - Insurance and Claims Operating Fund			
EXPENDITURES			
Personnel Services	1,246,501	1,144,199	91.79
External Materials and Services	7,439,494	5,610,866	75.42
Internal Materials and Services	2,531,881	2,514,631	99.32
Bond Expenses	73,474	70,661	96.17
Fund Transfers - Expense	206,254	206,254	100.00
Contingency	21,522,544	0	0.00
TOTAL EXPENDITURES	33,020,148	9,546,611	28.91
REVENUES			
Budgeted Beginning Fund Balance	23,606,136	0	0.00
Interagency Revenue	9,185,767	9,102,850	99.10
Fund Transfers - Revenue	772	772	100.00
Miscellaneous	227,473	245,089	107.74
TOTAL REVENUES	33,020,148	9,348,711	28.31

Fund Reconciliation Narrative

External Materials and Services – The fund underspent its EM&S budget as a result of claims costs being less than projected at the time of the Spring BMP when an adjustment was made to increase EM&S. The fund can have claims accrued back well into the new fiscal year and so the projection was based on the highest amounts we have paid in the past to prevent an over-expenditure of this major object code.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
705 - Workers' Comp Self Insurance Operating Fund			
EXPENDITURES			
Personnel Services	1,180,402	1,093,338	92.62
External Materials and Services	3,785,821	3,073,807	81.19
Internal Materials and Services	663,560	637,960	96.14
Bond Expenses	68,726	66,095	96.17
Fund Transfers - Expense	163,792	163,792	100.00
Contingency	14,002,392	0	0.00
TOTAL EXPENDITURES	19,864,693	5,034,992	25.35
REVENUES			
Budgeted Beginning Fund Balance	15,996,571	0	0.00
Interagency Revenue	3,739,542	3,716,988	99.40
Fund Transfers - Revenue	365	365	100.00
Miscellaneous	128,215	394,277	307.51
TOTAL REVENUES	19,864,693	4,111,630	20.70

Fund Reconciliation Narrative

External Materials and Services – The fund underspent its EM&S budget as a result of claims costs being less than projected at the time of the Spring BMP when an adjustment was made to increase EM&S. The fund can have claims accrued back well into the new fiscal year and so the projection was based on the highest amounts we have paid in the past to prevent an over-expenditure of this major object code.

Bureau of Revenue and Financial Services

Bureau of Revenue and Financial Services – Grants

Non-technical Adjustments:

MF_041	Grants-Financial Analyst to Full-Time
<p>The Grants Team requests a package to upgrade a current 0.5 FTE Financial Analyst position on the Grants Team to a 1.0 FTE permanent position. This full-time position will be funded with existing resources; no funds are being requested. Major duties of this position will include maintaining grant data in SAP, reviewing grant applications and providing technical guidance to bureaus, monitoring grant transactions for compliance and preparing and submitting centralized City grant financial reports to grantors such as the state and federal agencies.</p> <p>The Bureau of Financial Services, Financial Planning Division had previously requested authorization to hire back a returning retiree from the Grants Team in a half-time capacity. This authorization was approved and extended but will expire on June 30, 2015. Additionally, the Financial Planning Division cut a full-time Financial Analyst position within the Grants Team during the fiscal year 2013-14 budget process to meet the bureau cut requirement. The amount of the position exceeded the amount needed to meet the cut target, with the remaining funds staying in the Grants Team budget. This action meant that the Grants Team was cut from 4.5 FTE to 3.5 FTE. The plan was for the remaining funds in Personnel Services would be combined with the funding for the half-time position in order to create a full-time Financial Analyst position for the Grants Team.</p> <p>This request will be funded within the Grants Team current General Fund Overhead and Discretionary allocation. The funding from the current part-time position, along with the retained General Fund dollars from the Fiscal Year 2013-14, will cover the cost of the new full-time financial analyst position. If this request is approved, the Grants Team will have a total staffing level of 4 FTE - one Principal Financial Analyst, one Senior Financial Analyst being under-filled as a Financial Analyst, and two Financial Analysts.</p> <p>Expected Results The Grants Team supports approximately 500 active grants, 375 of which are from federal sources. This represents a vital revenue source to the City.</p> <p>Upgrading this half-time position to a full-time position will also allow for succession planning efforts as several members of the Grants Team near retirement eligibility and this helps ensure the continued provision of high quality grants management services to City bureaus.</p> <p>The Team plans to have the full-time analyst hired by April 1, 2015 in order to allow for cross-training and knowledge transfer to occur before the separation date of the returning retiree and before the fiscal year-end peak work load.</p> <p>The Financial Analyst in the Grants Team will be responsible for reviewing billings for reimbursements from grant funds, monitoring transactions for compliance within requirements, and preparing all Citywide reports to grantors within policies and grant guidelines. This work needs to be completed in a manner that complies with federal, state and other grant requirements. If the City does not maintain compliance with requirements from grantors, they could lose opportunities to apply for future grants. This would have significant fiscal impact on the entire City.</p>	
<p>Status for Fall Performance Report:</p> <p>The full-time Financial Analyst position was filled in July, 2015. We are currently working on bureau assignment transition and training.</p>	

Bureau of Revenue and Financial Services – Procurement

Decision Packages:

MF_18	BRFS - Procurement - Asst. Procurement Specialist
<p>Procurement Services will realize revenue through an Intergovernmental Agreement (IGA) with Portland Public Schools to provide contract compliance services. This revenue will be applied to Personnel Services and will fund the position of one Assistant Procurement Specialist to support this IGA work and overflow work for City construction compliance in which an FTE was cut through the FY 2013-14 budget reductions. The exact amount of the IGA is under negotiation at this time. At a minimum, the agreement will have a value of \$50,000. In addition, Procurement Services has realized savings from a previous reclassification to offset the additional cost of the position (approximately \$14,100). Although Procurement cannot take on this additional work from PPS without adding staff, there will be capacity within this FTE to assist the construction workgroup. This makes compliance for contractors much easier and also allows the City to take a lead role in the region managing workforce programs.</p>	
<p>Status for Fall Performance Report:</p> <p>Procurement Services has filled the Procurement Assistant position and the contract terms are being fulfilled as agreed. Renewal of the Portland Public Schools Intergovernmental Agreement continues for FY 2015-16 and this position will provide support. In addition this position was able to provide support to the City construction workgroup when workloads continue to be heavy with CIP projects.</p>	

Bureau of Revenue and Financial Services – Public Finance & Treasury

Non-technical Adjustments:

MF_005	PFT - DBC Finance Software
<p>The Debt Management (DM) Group of the Public Finance and Treasury Division of Bureau of Revenue and Financial Services critically relies on specialized software to structure, calculate, and facilitate implementation of the City's \$3.5 billion debt portfolio. Additionally, DM uses this software to analyze financing proposals and cost-of-borrowing inquiries from bureaus across the City, and to search for opportunities to refund existing debt to reduce ongoing interest costs Citywide. For many years, DM has been using a nominal cost software package (Munex) that has basic functionality, frequently requires work-arounds to design complex bond structures, and is supported by a bare-bones operation. DM is concerned that ongoing technical support for Munex is at risk due to the small support staff and declining use of this software nationwide. Losing functional software would have one of two negative outcomes: DM would lose the ability to analyze and execute Citywide capital financing programs, or such services would need to be outsourced at a significantly increased cost and loss of timely customer service. Having received the support of its bureau customers, DM proposes to replace its Munex software with DBC Finance, which is a more modern and robust product, and is considered to be the municipal debt market industry standard. DBC Finance is a more efficient, sophisticated, flexible, and reliable product, and is supported by a global firm, SS&C Technologies. DBC Software is a Software as a Service (SaaS) product, and no customization is required. DM had a two-week trial subscription to DBC Finance and confirmed its capabilities. DBC's price proposal, valid through 12/31/14, is for (3) copies of the software (one for each member of DM team). DBC's \$69,500 price reflects a \$55,000 one-time license fee and an annual maintenance fee of \$14,500 (due annually in advance). BTS estimates a one-time \$300 charge for software installation. The ongoing costs (annual maintenance fee) for DBC Finance will be \$11,500 more than DM's current software Munex, which costs \$3,000/year. If we do not take advantage of this offer by 12/31/14, the DBC price will increase to a \$110,000 one-time license fee and an annual maintenance fee of \$29,000; DM would also continue to assume the risk to service reliability and stability until such time budget resources are identified.</p> <p>Expected Results</p> <p>DM provides critical centralized Citywide services. DM contributes towards OMF achieving its goal of providing timely financial expertise and innovative business solutions to City bureaus. Acquiring DBC Finance software will allow DM to eliminate its reliance on a product that is vulnerable to declining support and limited industry usage; improve staff efficiency for data entry and report output and allow for greater optimization of debt structures; transition DM to the municipal debt market industry standard (90% market penetration rate among municipal debt market participants, as of April 2013); enhance on-line and live support resources available to DM (e.g., usage manuals, training); ensure consistent and timely software upgrades by contracting with a global firm; give DM options to expand future functionality as there are other DBC modules within the same software suite.</p>	
<p>Status for Fall Performance Report:</p> <p>DBC Finance software was procured and implemented in December 2014. DBC software is currently in use. All historical data has been successfully converted.</p>	

Bureau of Revenue and Financial Services – Revenue Division

Decision Packages:

MF_14	Revenue - MHCRC Special Appropriation
<p>The Mt. Hood Cable Regulatory Commission (MHCRC) Fund is governed by an Intergovernmental Agreement (IGA) among the cities of Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County. The MHCRC Fund is an Agency Fund, which is budgeted, accounted for, and audited separately from the City's other funds. As a participant in the IGA, the City of Portland makes an annual contribution to the MHCRC, which is currently part of the Current Appropriation Level target provided by the City Budget Office to the Office of Management and Finance. The Commission has requested that the City of Portland's contribution to the MHCRC be designated as a Special Appropriation to segregate and more easily track the City's contribution to MHCRC.</p>	
<p>Status for Fall Performance Report:</p>	
<p>The City bills MHCRC Fund each quarter.</p>	

MF_27	FY 2013-14 Carryover OCT Litigation
<p>No text in BRASS</p>	
<p>Status for Fall Performance Report:</p>	
<p>This was a carryover of \$75,000 for litigation funding in the Office for Community Technology. CBO approved \$30,000 of the requested \$75,000 for carryover. Revenue division has proposed a settlement but have not yet heard back. If we move to litigation we will go back to Council to request additional funding.</p>	

MF_29	FY 2013-14 Carryover Innovation Fund
<p>No text in BRASS</p>	
<p>Status for Fall Performance Report:</p>	
<p>This was a request to carryover \$124,000 of the \$295,000 Innovation Fund appropriation for the IRS data exchange. The funds were carried over, and trued up in the FY 2014-15 Fall BMP with MF_064 adding the remaining unspent balance of \$151,369. See MF_064.</p>	

In early 2014, the Mayor's Office contracted with a firm for a review of the Office of Management and Finance (OMF). The purpose of the study was to look at the current structure and scope of OMF and draft recommendations for Council's consideration. The consultant interviewed bureau and Council staff and drafted recommendations. The recommendations were first processed with a citizen advisory committee. The consultants have finalized their recommendations and reviewed them with the Mayor and Council and the OMF leadership team. The recommendations include elements that could be implemented July 1, elements that require further analysis, and actions that are underway. A work session with Council is scheduled for May 21.

This decision package requests to move the Revenue Bureau Regulatory Division program components most closely aligned with the Portland Bureau of Transportation's (PBOT's) mission to PBOT. The Revenue Bureau and PBOT are in general agreement on this move and are prepared for a transition effective July 1, 2014. Specifically, this package would move the Private Property Impound, Pay & Park, Special Events, Towing, and Taxi programs of the Regulatory Division of the Revenue Bureau, along with all associated program revenues and 9.0 FTE to PBOT.

The Amusement Devices, Pay Day Lenders, Secondhand Dealers, and Social Games programs, along with all associated revenues, including a General Fund discretionary allocation from Revenue Bureau's current appropriation level target to cover indirect costs, and one 1 FTE will remain in the Revenue Bureau.

This decision package requests \$45,000 in one-time General Fund discretionary resources to fund estimated move costs for 9 positions moving from the Columbia Square Building, which houses the Revenue Bureau, to the Portland Building, which houses PBOT.

This decision package will result in the transfer of \$1,246,335 in budgeted program revenue budget from the Revenue Bureau to PBOT. Based on Revenue Bureau spending patterns, direct program costs associated with these program components are covered under these program revenues, leaving funds available for indirect costs or other program expenses in PBOT. However, it should be noted that the Revenue Bureau will be absorbing approximately \$50,000 in administrative overhead and rent costs that were associated with the program components being transferred to PBOT and are not covered by the revenues associated with remaining programs.

Status for Fall Performance Report:

The transfer of the transportation components of the Regulatory Division to PBOT is complete.

Non-technical Adjustments:

MF_060	Assistant Program Specialist - MHCRC Prg Support
<p>The Mt. Hood Cable Regulatory Commission (MHCRC) Adopted FY 2014-15 Budget includes funds for a half-time program support position. Through its annual strategic planning process, the MHCRC identified the need for increased program support as a critical component of moving forward with a new grant fund initiative focused on improving academic outcomes for all students in Multnomah County. The MHCRC Initiative will grant millions of dollars to school districts within Multnomah County.</p>	
<p>Expected Results</p>	
<p>The MHCRC program manager and coordinator will shift many of their current program support and administrative tasks to the new Assistant Program Specialist. This will enable them to focus more time on developing and implementing components of the education funding initiative. Adding the part-time Assistant Program Specialist restores a position for the MHCRC which was cut in FY09-10 due to jurisdictional budget constraints.</p>	
<p>Status for Fall Performance Report:</p>	
<p>The new position has assumed responsibility for all logistical support for the TechSmart Grant Initiative, MHCRC meetings, committee meetings, Google Fiber team meetings and the Digital Inclusion Strategic Plan in addition to the previous duties that include Utility License renewal, ordinance processing and general administrative support. The new position has proven invaluable to the work of OCT.</p>	

The Revenue Division is in the process of implementing an agreement for direct exchange of taxpayer information with the U.S. Internal Revenue Service (IRS). The Revenue Division has already applied for acceptance into the Tax Data Exchange Program with the IRS; the IRS has agreed the City is initially qualified to receive federal tax information pursuant to IRC Section 6103(d)(1). To fully implement an agreement, the City must comply with many security and other requirements delineated in IRS Publication 1075 (Pub 1075 <http://www.irs.gov/pub/irs-pdf/p1075.pdf>). To date, the Division has received a second level of approval from the IRS and is making good progress on the agreement. Computer hardware purchases and upgrades to physical security are in process. The IRS maintains control of the timeline so there are no guarantees; it appears federal taxpayer information may be received in the first quarter of 2015.

Additional resources are necessary to complete the implementation of the exchange agreement and \$295,000 in one-time resources were provided through a City of Portland Innovation Fund Proposal in FY 2013-14. Of that amount, \$19,631 was expended during FY 2013-14 and \$124,000 was previously carried over to FY 2014-15 in the Spring BMP. In FY 2013-14 the Division made an effort to minimize use of Innovation Funds during the planning stages of the project in anticipation of significant expenses related to construction for restricted areas, equipment needs, and technology-related cost during implementation. This request is to carry over the remaining balance of \$151,369.

Having an information exchange with the IRS benefits the City by providing the Division with local taxpayer information such as name, SSN/FEIN, address, income and filing status will greatly assist in the administration and collection of local income taxes such as the Portland Business License Tax, the Multnomah County Business Income Tax and the Arts Tax.

The three primary benefits of such an exchange are:

- 1) A substantial reduction in tax filing burden for hundreds of thousands of local taxpayers because completing tax returns in common tax preparation software packages such as TurboTax will satisfy Portland, Multnomah County, Oregon and federal filing requirements simultaneously when e-filing is implemented in conjunction with the Oregon Department of Revenue (data exchange with the IRS is a precursor to e-filing). Many taxpayers will no longer need to fill out separate forms and mail copies of tax returns and other papers to the Revenue Division.
- 2) A significant increase in compliance with all local income taxes administered by the Revenue Division because key income and filing information will no longer be unknown and unverified. This is especially important in the identification of taxpayers that have never filed tax returns with the Bureau. The Division conservatively estimates a compliance increase of 1-3% for business income taxes and up to 5% for the Arts Tax, translating into millions of dollars of increased annual revenue for Portland and Multnomah County general funds, and the Arts Tax Fund.
- 3) A reduction of Division administrative burden related to processing paper returns; processing times for tax returns and turnaround times on taxpayer refunds will be greatly reduced after e-filing is in place.

Other benefits include increased physical security of tax payments resulting from higher numbers of taxpayers paying electronically rather than by check. The reduction in administrative workload for the Division will result in reallocating additional staff to audit or other work, further increasing revenues.

Expected Results

- 1) Reduction in taxpayer burden for hundreds of thousands of local taxpayers. Metric: number of taxpayers e-filing returns.
- 2) Increased ongoing General Fund revenues of \$780,000 to \$2.3 million for Portland; \$577,000 to \$1.7 million for Multnomah County; and up to \$540,000 for the Arts Tax. Substantial one-time business income

tax revenues will also be realized as many taxpayers will be identified that have multiple unfiled or incorrectly filed previous tax years. Metric: incremental revenue tracking associated with increased compliance of accounts associated with IRS data.

3) Decreased administrative burden for the Revenue Division which will result in reallocation of staff to other revenue generating tasks, and potentially a longer term reduction in staff. Metric: Division will reallocate staff to other tasks, document the transfer, and report on any increase in revenue.

Status for Fall Performance Report:

Efforts are continuing on this project. The program received budgeted funding through June 30, 2016 and requests will be made to continue funding beyond June 30, 2016. The Revenue Division has received initial transmissions of IRS data and is continuing work to increase the volume of these transmissions as well as refining the processes to maximize the benefits of receiving this information.

MF_106 Street Fee/Tax One-Time Implementation Costs

No text in BRASS

Status for Fall Performance Report:

This was an appropriation of \$724,650 in one-time general fund resources for Street Fee implementation costs. As the Street Fee was not adopted by Council, Revenue Division returned funding to PBOT.

MF_127 Revenue Division - PBOT IA Increase

This request increases the Interagency Agreement between PBOT IA by \$242,000 for Regulatory program rent and support. \$35,000 in IA revenue was appropriated in the Fall BMP for the Regulatory program positions that were organizationally transferred in the FY 2014-15 Adopted Budget, but not physically moved to a PBOT facility. The \$277,000 in total IA revenue appropriated this fiscal year is estimated to fund the Regulatory program through May.

Status for Fall Performance Report:

The transfer of the transportation components of the Regulatory Division to PBOT has been completed.

MF_151 Revenue Division - OCT Litigation Carryover

This carryover request of \$65,000 is for litigation funding in the Office of Community Technology. \$75,000 was carried forward from FY 2013-14 into FY 2014-15, with an estimated year-end balance of \$65,000. The Division may true up in the Fall BMP if forecasted spending patterns change.

Status for Fall Performance Report:

This was a carryover of \$75,000 for litigation funding in the Office for Community Technology. CBO approved \$30,000 of the requested \$75,000 for carryover. Revenue division has proposed a settlement but have not yet heard back. If we move to litigation we will go back to Council to request additional funding.

Bureau of Revenue & Financial Services

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_0003 - Percentage of accounts receivable invoices collected within 60 days	EFFECTIVE	61%	65%	62%	68%	80%
MF_0020 - Number of grant audit findings	EFFECTIVE	0	2	1	0	0
MF_0022 - Percentage of apprenticeship hours worked on City contracts	EFFECTIVE	17%	20%	18%	17%	16%
MF_0024 - Percentage of minority and women hours worked on City construction contracts	EFFECTIVE	26%	27%	29%	27%	26%
MF_0033 - City's unlimited tax General Obligation bond rating (1=Aaa)	KPM	1.00	1.00	1.00	1.00	1.00
MF_0041 - Business License Tax Gap – estimated difference between business taxes paid/owed (in millions)	KPM	\$7.14	\$7.16	\$7.36	\$5.22	\$5.22
MF_1077 - Investment portfolio yield - % of benchmark	EFFECTIVE	255%	301%	100%	100%	232%
MF_1169 - Number of prime contracts awarded to Minority, Women, and Emerging Small Businesses contractors	EFFECTIVE	105	128	100	115	144
MF_1170 - Percentage of all subcontract dollars awarded to Minority, Women, and Emerging Small Businesses subs for construction and professional services contracts	KPM	22%	35%	22%	34%	30%
MF_1192 - Number of CAFR review audit deficiency comments from external auditors	KPM	4	4	0	4	1
MF_1193 - Number of days CAFR is completed after fiscal year end	EFFECTIVE	174	173	0	172	169
MF_1194 - Cost per dollar collected by Revenue (all programs)	EFFICIENCY	\$0.03	\$0.02	\$0.00	\$0.02	\$0.02

Performance Measure Variance Descriptions

MF_0033: Is a Key Performance Measure. Public Finance & Treasury plays a key role in maintaining the City's Aaa unlimited tax general obligation bond rating, which is an important indicator of the City's fiscal health.

MF_0041: The Revenue Division tracks an estimated business tax gap to ensure that collection efforts remain as high as possible.

MF_1170: We have been seeing an upward trend with subcontracts being awarded to minority and women businesses over the past several years, last year's 30% continues this trend. There has been an increase in solicitation activity over the last year, with many large construction projects that have more opportunities for subcontracting focusing on city initiatives for minority and women businesses. We have found that this performance measure directly relates to the economy and city contracting activity.

MF_1077: The longer weighted average maturity and higher corporate bond exposure of the City's portfolio contributed to outperformance relative to the benchmark.

MF_1192: The one significant deficiency comment in the FY 2013-14 financial audit (Moss Adams audit report dated 3/13/15) pertained to PBOT accounting for construction in progress and the need for improved accuracy in their reporting of capital assets. PBOT has revised its project management processes and controls by implementing a quarterly monitoring process to address the auditor's recommendations.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_001 - OMF General Fund-Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	620,267	0	620,267
TOTAL EXPENDITURES	620,267	0	620,267
REVENUES			
General Fund Discretionary	620,267	0	620,267
TOTAL REVENUES	620,267	0	620,267

Bureau Description:

In the Fall BMP, the OMF General Fund will be requesting the following encumbrance carryovers:

Procurement Services – Procurement Services is requesting a total of \$71,209 in encumbrance carryovers. This amount includes \$35,299 for Periscope Holdings (PO# 22147529) which provides the hosting services, continued implementation of software and additional licenses; \$5,000 for Online Enterprises (PO# 22145245) to continue the technology upgrades and replacement of BizTrack to BuySpeed, and \$30,910 for Delaris LLC (PO# 22169269) to continue the compliance software systems mapping project.

Revenue Division – The Revenue Division is requesting a total of \$49,560 in encumbrance carryovers. This includes \$10,707 with Darrell Dorrell CPA PC (PO#22129076) for forensic accounting analysis of settlement or litigation with a telecommunications provider; \$4,277 with Best Best & Krieger (PO#22144252) for filing in FCC proceedings impacting local authority for wireless siting; \$11,485 with David C Olson (PO#22157340) for legal assistance to update city code on wireless in the right of way program and franchising assistance; \$5,000 with Kramer Telecom Law Firm PC (PO#22167750) for a wireless workshop to advise OCT, City Attorney office, BDS and BPS staff on FCC wireless proceedings, Ninth Circuit wireless case law, and make recommendations on updating the City's wireless program; and \$18,091 with JLA Public Involvement, Inc. (PO#22169342) for consulting assistance to develop the City/County Digital Inclusion Strategic Plan.

Human Resources – BHR General Fund is requesting a total of \$378,783 in encumbrance carryovers. This amount includes \$308,783 for the Citywide Non-Represented Classification & Compensation Study with Sjoberg Evanshenk Consulting (PO#22153277); \$70,000 for employment services for model employer implementation with the Galt Foundation (PO#22169723).

Business Operations – Business Operations is requesting a total of \$120,715 in encumbrance carryovers. This amount includes \$32,000 for a series of strategic leadership sessions with Rafael A. Colon (PO#22166103); \$38,040 for a contract with Irish Enterprises for the OMF Fee Study (PO#22166928); \$24,000 for a contract with Portland Community College for innovation education and training (PO#22167896); and \$26,675 for a contract with Portland State University for innovation education and training (PO#22168073).

Additional Business Operations Information:

Rafael A. Colon-8 of the 12 sessions have been conducted and the remaining 4 have been scheduled. Rafael is on track to conclude the leadership/communications sessions by the end of the calendar year.

OMF Fee Study-The research phase is concluding; analysis work continues. The study is on track to conclude by the end of the calendar year.

PSU & PCC-Discussions with higher education partners on providing training in change management and business process improvement to support innovation began in February 2015. The OMF Path to Leadership program will serve as a pilot project for these services. Both schools are on track to conclude their work by the end of the fiscal year.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_004 - BRFS- Grants Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	10,000	0	10,000
External Materials and Services	(12,000)	0	(12,000)
Internal Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$12,000 from EMS to increase Personnel Services by \$10,000 and IMS by \$2,000 to prevent potential overexpenditures at the major object codes.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_005 - BRFS- Procurement Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$20,000 from Operating Supplies in EMS to increase Education in EMS by \$20,000 to prevent potential overexpenditures of these accounts.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: GF Revenue Carryover

Request: MF_007 - BRFS- Proc - Workforce Dev Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,000	0	20,000
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
General Fund Discretionary	20,000	0	20,000
TOTAL REVENUES	20,000	0	20,000

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: GF Revenue Carryover

Request: MF_007 - BRFS- Proc - Workforce Dev Grant Carryover

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

Procurement is requesting \$20,000 carryover from FY 2014-15 to complete the Workforce Development Grant Process that was previously budgeted and in-progress during FY 2014-15. The City had received several proposals, however, was unable to complete the process within the fiscal year.

City of Portland, Procurement Services Division collects funds in liquidated damages through its compliance-related activities to provide grant opportunities to organizations that will provide recruitment and training for women, minority and student pre-apprentices to enter the construction trades. The City collects liquidated damages when contractors fail to meet Workforce Training and Hiring Program and Good Faith Effort Program requirements on City contracts.

In FY 2014-15 Procurement partnered with the Portland Parks & Recreation to provide four workforce training and hiring grants totaling approximately \$100,000; two of which Procurement will grant in the amount of \$20,000. These grants will be presented to Council for approval.

In FY 2014-15, the City conducted an RFP process to identify organizations available to provide workforce training and hiring assistance, received proposals from organizations interested in assisting the City in providing construction technical assistance, and outreach, workforce recruitment, workforce training and hiring efforts focused on serving women, minorities and East Portland Residents during the construction of the Beech and Gateway Parks.

Outreach and workforce recruitment will provide continued support for women and young men who might be either homeless or from low-income families in building construction careers through trade apprenticeship.

Grant #1
Portland YouthBuilders is an accredited high school by the Northwest Accreditation Commission, offering education, vocational training, community service and long term support to youth between the ages of 17 to 24. Their construction program is approved by the Oregon Bureau of Labor and Industries as a registered pre-apprenticeship program. In addition, Portland YouthBuilders provides the tools necessary for low income participants to pursue college and/or entry level job in the construction trades and apprenticeship programs.

Over a twelve month period, Grantee will provide construction training, high school completion instruction and graduate and placement support to approximately 60 youth. Over this period, 15 current and/or second year young people will obtain employment in the construction trades, including 6-7 who will enter apprenticeships. All participants will reflect the following demographics:

- A. From very low income (i.e., at or below 50% of median income).
- B. Women will represent 15%-25% of the enrollment.
- C. The student body will be made up of approximately 40% Caucasian, 25% Latino/a, 22% African American, 7% Asian and 6% Native American.
- D. Approximately 42% of the participants will reside in zip code 97266, 97233, 97220, 97216 or 97230.
- E. Portland YouthBuilders will target East Portland residents within the 97220, 97230, 97216, 97233, 97266, and 97236 zip code boundaries.

Grant #2
Oregon Tradeswomen, Inc. (OTI) is dedicated to promoting success for women in the trades through education, leadership and mentorship. OTI in partnership with Constructing Hope and Human Solutions who provide young men and women skills in which to begin a career in a trade's apprenticeship program to make a clean start as productive, self-sufficient members of the community. Human Solutions has been helping homeless and low-income families build pathways out of poverty for over 25 years by providing job readiness training and economic development opportunities.

Over a twelve month period, Grantee will provide outreach to diverse East Portland community members and to diverse apprentices from East Portland including trade orientations, pre-apprenticeship training and career placement assistance for East Portland residents. Additionally, assistance will be provided to Beech and Gateway contractors in employing diverse East Portland residents

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: GF Revenue Carryover

Request: MF_007 - BRFS- Proc - Workforce Dev Grant Carryover

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

Program actions will include the following:

- F. Outreach to the East Portland community, providing orientations around the construction trades. Grantee will provide orientations, partners will assist with identifying and setting up venues and events to reach East Portland residents.
- G. Provide at least two sessions of “Apprenticeship 101” training to East Portland case managers and agency staff.
- H. Enrollment into pre-apprenticeship training of at least 20 East Portland residents, primarily low-income diverse women and men of color.
- I. Graduation and placement of at least 17 East Portland residents, primarily low-income diverse women and men of color.
- J. Grantee will attend post-award meetings and ensure that project contractors and sub-contractors are aware of pre-apprenticeship graduates from East Portland.
- K. Grantee will refer available and interested East Portland graduates to contractors or to their apprenticeship programs upon request.
- L. The above activities will be scheduled to help the DMWESB firms understand the City projects with specific emphasis on the Community Benefit Agreements requirements for each project. OT will target DMWESB firms within the 97220, 97230, 97216, 97233, 97266, and 97236 zip code boundaries.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_036 - OMF General Fund-Space Rent Increase for \$15 Min

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	9,241	0	9,241
TOTAL EXPENDITURES	9,241	0	9,241
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	9,241	0	9,241
TOTAL REVENUES	9,241	0	9,241

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$9,241 in appropriation from the General Fund set aside into the OMF General Fund bureaus to cover the additional cost of these code changes. Each bureau will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_038 - BRFS - Revenue - ST Rental Enforcement Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	89,508	0	89,508
External Materials and Services	3,492	0	3,492
TOTAL EXPENDITURES	93,000	0	93,000
REVENUES			
General Fund Discretionary	93,000	0	93,000
TOTAL REVENUES	93,000	0	93,000
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

On January 21, 2015, City Council approved Ordinance 186985, which clarified and expanded Revenue Division authority to regulate and tax short term rental activities conducted through booking agent websites such as Airbnb.com and HomeAway.com. The ordinance findings included the Division's intent to request an additional 1.0 FTE for enforcement activities related to the thousands of hosts operating in Portland.

There are currently 3,000 to 3,500 listings across multiple booking agent websites in violation of City Code; the Division lacks the staff resources necessary to identify and follow up with this many hosts. Enforcement is complicated by the fact that booking agent websites obscure identity and address information for host listings. Booking agent websites have thus far refused to divulge this information to the Division. Since February, the Division has issued approximately 250 warning and violation notices to booking agent websites and their associated local hosts by reallocating resources from other tax collection units. Continued enforcement requires a dedicated, full-time employee (Revenue and Taxation Specialist).

The bulk of the activities associated with the position include identifying and notifying hosts of their obligations to collect and remit taxes, and to have BDS safety inspections. The position also provides ongoing customer service and education for hosts requesting assistance to come into compliance.

Increased tax receipts are expected to offset the costs of the new position. In addition to Airbnb.com which began collecting taxes on July 1, 2014, the Division is now receiving tax reports and remittances from StayAlfred.com, Tourico Holidays, Inc., TripAdvisor.com, FlipKey.com, Misterbnb.com and over one hundred individual hosts not associated with a booking site remitting taxes on their behalf.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_052 - BRFS - PF&T - Space Rent Increase for \$15 Min

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(656)	0	(656)
Internal Materials and Services	656	0	656
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process, Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus. However, since the Public Finance & Treasury division does not receive General Fund revenue, they will be covering the additional cost of these code changes using internal resources from their existing budget.

This request is an internal transfer in the amount of \$449 for Treasury and \$207 for Debt Management. Each entry will be a reduction in professional services expense, with the offset being an increase in the space rental charges that Facilities will bill.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_053 - BRFS - Revenue - Advance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	70,472	0	70,472
TOTAL EXPENDITURES	70,472	0	70,472
REVENUES			
General Fund Discretionary	70,472	0	70,472
TOTAL REVENUES	70,472	0	70,472

Bureau Description:

This is a request to carry over \$70,472 in appropriation authority due to outstanding advances made to Portland Community Media (PO#22148372). The Revenue Division issued these advances in a prior fiscal year and expects to receive documentation to clear the advances this fiscal year, which will result in the expense hitting their FY 2015-16 budget. The purpose of funding to Portland Community Media is to provide community programming, including live government meetings, accessibility, education and training in community media.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_089 - BRFS - Revenue - Innovation Fund Micro-grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,500	0	9,500
TOTAL EXPENDITURES	9,500	0	9,500
REVENUES			
General Fund Discretionary	9,500	0	9,500
TOTAL REVENUES	9,500	0	9,500

Bureau Description:

Ordinance #187271, passed by City Council on 7/29/15, approved a \$9,500 Innovation Fund micro-grant for the Revenue Division. The amount was granted to the Division to implement the electronic set up of new business income tax accounts.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_090 - BRFS - Revenue - Contract with City Attorney

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,000	0	100,000
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	100,000	0	100,000
REVENUES			
General Fund Discretionary	100,000	0	100,000
TOTAL REVENUES	100,000	0	100,000

Bureau Description:

Numerous taxpayers have filed and may yet file petitions for redetermination of their City of Portland and Multnomah County hotel/motel tax assessments. The appeal process requires the City Attorney to appoint an external code hearings officer. The Revenue Division is requesting a budget increase of \$100,000 in the Fall BMP for this purpose. If the petitions for redetermination are resolved prior to reaching the code hearings officer, the appropriation will be returned to the General Fund. Increased tax receipts are ultimately expected to exceed the cost of the hearings officer. Approximately one half of the transient lodgings taxes collected by the Revenue Division are remitted to Multnomah County under an IGA. The Revenue Division will request assistance from Multnomah County to defray these costs.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_104 - BRFS - Revenue - Fund 209000 - Increase Fund Bal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	36,673	0	36,673
TOTAL EXPENDITURES	36,673	0	36,673
REVENUES			
Budgeted Beginning Fund Balance	36,673	0	36,673
Taxes	0	0	0
TOTAL REVENUES	36,673	0	36,673

Bureau Description:

This request is to adjust beginning fund balance and increase contingency for the Revenue Division's Convention & Tourism Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_105 - BRFS - Revenue - Fund 209000 - New Tax Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	724,500	0	724,500
Internal Materials and Services	0	0	0
Contingency	12,500	0	12,500
TOTAL EXPENDITURES	737,000	0	737,000
REVENUES			
Taxes	737,000	0	737,000
Interagency Revenue	0	0	0
TOTAL REVENUES	737,000	0	737,000

Bureau Description:

This request is to recognize additional lodging tax revenue in the Revenue Division's Convention & Tourism Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_106 - BRFS - Revenue - Fund 209001 - New Tax Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,185,850	0	1,185,850
Internal Materials and Services	11,818	0	11,818
Contingency	0	0	0
TOTAL EXPENDITURES	1,197,668	0	1,197,668
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Taxes	1,185,850	0	1,185,850
Interagency Revenue	11,818	0	11,818
Miscellaneous	0	0	0
TOTAL REVENUES	1,197,668	0	1,197,668

Bureau Description:

This request is to recognize additional lodging tax revenue in the Revenue Division's Tourism Improvement District Fund, and allocate a portion of the new revenue to administrative costs.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_109 - BRFS - Revenue - Fund 223000 - Increase Fund Bal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	896,186	0	896,186
TOTAL EXPENDITURES	896,186	0	896,186
REVENUES			
Budgeted Beginning Fund Balance	896,186	0	896,186
Miscellaneous	0	0	0
TOTAL REVENUES	896,186	0	896,186

Bureau Description:

This request is to adjust beginning fund balance and increase contingency for the Revenue Division's Arts Education & Access Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_110 - BRFS - Revenue - Fund 223000 - Interest Income

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
Miscellaneous	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

This request is to recognize additional interest on investments revenue in the Revenue Division's Arts Education & Access Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_111 - BRFS - Revenue - Fund 223000 - Tech Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(6,612,045)	0	(6,612,045)
Contingency	6,612,045	0	6,612,045
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for a net zero technical adjustment within the Revenue Division's Arts Education & Access Fund to decrease miscellaneous services and increase contingency.

CBO Discussion and Recommendation

**Prior Year Business Area Reconciliation Report
Bureau of Revenue and Financial Services_Fund 100**

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Office of Management & Finance			
EXPENDITURES			
Personnel Services	\$11,073,098	\$10,638,199	96%
External Materials and Services	\$3,187,934	\$2,732,647	86%
Internal Materials and Services	\$3,550,269	\$3,226,544	91%
TOTAL EXPENDITURES	\$17,811,301	\$16,597,390	93%
REVENUES			
Licenses & Permits	\$178,500	\$160,350	90%
Charges for Services	\$49,000	\$52,391	107%
Intergovernmental Revenues	\$2,264,294	\$2,078,955	92%
Interagency Revenue	\$5,645,312	\$5,243,957	93%
Miscellaneous	\$1,083,601	\$997,531	92%
General Fund Discretionary	\$6,726,112	\$0	0%
General Fund Overhead	\$1,864,482	\$0	0%
TOTAL REVENUES	\$17,811,301	\$8,533,184	48%

Bureau Reconciliation Narrative

Expenditures:

External Materials and Services expenditures were 14% below budget. This was partially driven by lower than expected facilities operating lease expense related to delays in the Regulatory Division's physical move to PBOT and several ongoing professional services contracts that were not completed before year-end. Additionally, Debt Management, outside of their operating budget, budgets an amount to be paid on PDC's behalf for certain professional services contracts the city holds. Under an intergovernmental agreement, those costs are incurred then passed-through to PDC. Much of the anticipated expenditures did not materialize in FY 2014-15 and resulted in costs substantially lower than budgeted.

Revenues:

No narrative required

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
209 - Convention and Tourism Fund			
EXPENDITURES			
External Materials and Services	15,920,286	14,579,699	91.58
Internal Materials and Services	261,237	236,396	90.49
Fund Transfers - Expense	25,000	25,000	100.00
Contingency	61,810	0	0.00
TOTAL EXPENDITURES	16,268,333	14,841,094	91.23
REVENUES			
Budgeted Beginning Fund Balance	135,725	0	0.00
Taxes	16,121,000	14,797,669	91.79
Fund Transfers - Revenue	108	108	100.00
Miscellaneous	11,500	16,800	146.09
TOTAL REVENUES	16,268,333	14,814,577	91.06

Fund Reconciliation Narrative

Expenditures:

No narrative required.

Revenues:

Miscellaneous revenue was significantly higher than budget, driven by strong interest on investments following higher than expected fund balances during the year. This was due to very strong Transient Lodging tax receipts which created under budgeted expenditures and made it necessary to hold payments to the recipient until after Spring BMP changes increased budget.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
204 - Property Management License Fund			
EXPENDITURES			
External Materials and Services	5,287,871	5,065,254	95.79
Internal Materials and Services	67,000	65,231	97.36
Fund Transfers - Expense	25,000	25,000	100.00
TOTAL EXPENDITURES	5,379,871	5,155,485	95.83
REVENUES			
Budgeted Beginning Fund Balance	35,652	0	0.00
Licenses & Permits	5,341,789	5,128,182	96.00
Miscellaneous	2,430	2,507	103.15
TOTAL REVENUES	5,379,871	5,130,689	95.37

Fund Reconciliation Narrative

No narrative required.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
223 - Arts Education and Access Fund			
EXPENDITURES			
External Materials and Services	9,429,739	8,524,733	90.40
Internal Materials and Services	970,566	836,794	86.22
Fund Transfers - Expense	25,000	25,000	100.00
Contingency	6,950,000	0	0.00
TOTAL EXPENDITURES	17,375,305	9,386,527	54.02
REVENUES			
Budgeted Beginning Fund Balance	6,480,305	0	0.00
Taxes	10,860,000	10,490,138	96.59
Miscellaneous	35,000	35,420	101.20
TOTAL REVENUES	17,375,305	10,525,558	60.58

Fund Reconciliation Narrative

Expenditures:

Internal Materials and Services were under budget, because administrative expenses passed-through from the Revenue Division did not end up as high as projected. Due to concerns about increased Arts Tax collection efforts incurring more costs, the IM&S budget was increased to cover extra printing & distribution mailings and other services, but ended the year with a surplus of over \$130,000.

Revenues:

No narrative required.

Bureau of Technology Services

Bureau of Technology Services

Decision Packages:

MF_03	BTS-Technology Disaster Planning Analyst
<p>The Bureau of Technology Services (BTS) is requesting ongoing funding for one Principal Information System Analyst to assist in the mitigation of threats to the City's information and technology systems in the case of a natural or man-made disaster. Currently, BTS operates a variety of information systems that have limited to no ability to survive such disasters. These systems include the City's financial and certain public safety systems. A robust technology disaster recovery strategy and plan will support the Portland Bureau of Emergency Management's (PBEM) Citywide Continuity of Operations Planning (COOP), and has been identified as an OMF significant issue. In ongoing interviews and dialogues conducted as part of the Citywide Technology Assessment, BTS customers have expressed strong support for BTS to resolve the City's risk to its information systems and technology assets in the event of a disaster. BTS cannot meet this demand at current service level due to multiple years of budget reductions. This package supports the OMF Strategic Plan Goal 1: Quality Customer Service by providing Bureaus with a defined set of information assets that will be recovered in the case of a disaster. This package also aids BTS in fulfilling its own strategic plan initiative to provide a business continuity and disaster planning strategy. The total cost of the package includes ongoing external material and services associated with the position.</p>	
<p>Status for Fall Performance Report:</p> <p>Ongoing funding for this position was not approved in the FY 2015-16 Adopted Budget, however attempts to recruit for this position have been unsuccessful given the duration of its funding. BTS will continue to recruit for a limited term position.</p>	

MF_04	BTS-Police IT Information Systems Supervisor
<p>The Bureau of Technology Services (BTS) is requesting a realignment package to restore ongoing funding for one Information System Supervisor in the BTS Police IT Division. Due to the complexity and quantity of technology projects deemed critical to ensure public safety, BTS is requesting that one Principal Information Systems Analyst position be initially realigned from the BTS Project Management Office (PMO) in order to focus on the requirements of Police IT projects.</p>	
<p>Police, BTS, and PSSRP management agree that ongoing funding of this position is critical to the success of the RegJIN project as well as other important Police and BTS initiatives. These projects and systems include, High Definition Video evidence, digital photo evidence, 3D crime scene scanning, license plate recognition and mobile application support.</p>	
<p>Status for Fall Performance Report:</p> <p>Position was filled in FY 2014-15 to provide supervision to the Police technical infrastructure staff that supports the Portland Police Bureau and RegJIN activities.</p>	

MF_21	Enterprise Server Savings
<p>No text in BRASS</p>	
<p>Status for Spring Performance Report:</p> <p>Budgets were adjusted.</p>	

MF_24	Transfer Position from PBOT to BTS
No text in BRASS	
Status for Fall Performance Report:	
The position was transferred to BTS effective July 1, 2014.	

Non-technical Adjustments:

MF_006	BTS - SAN Storage Expansion
This request is to carry over the remaining budget balance of \$138,515 from FY 2013-14 for the ongoing SAN Storage Expansion project. Project expenses are driven by customer demand for storage needs, so expenses tend to vary greatly between fiscal years. These funds, plus those already included in the FY 2014-15 Adopted Budget, should be sufficient to cover current year anticipated expenses.	
Status for Fall Performance Report:	
The SAN Storage Expansion project is an ongoing multi-year project with \$79,406 requested in carryover from FY 2014-15.	

MF_007	BTS - Walters Hill Site
This request is to carry over \$475,491 which represents the project's budget balance from FY 2013-14. This project is to construct a new radio tower on Walters Hill in Gresham. Only minimal work has been accomplished to date as the project has encountered land use issues with the City of Gresham	
Status for Fall Performance Report:	
\$358,204 has been requested as carryover from FY 2014-15. Construction efforts are underway. It is still anticipated that this project will be completed in FY 2015-16.	

MF_008	BTS - Office 365 Implementation
This request is to carry over \$230,929 from FY 2013-14 which represents the budget balance for the Office 365 Implementation project. These funds, combined with funds already appropriated in the FY 2014-15 Adopted Budget, should be sufficient to complete the remaining work required on the implementation.	
Status for Fall Performance Report:	
Phase II of the project will be completed in FY 2015-16, however ongoing work is dependent on identifying ongoing funding to support functionality of SharePoint.	

MF_009	BTS - Cherwell Capability Expansion
This request is to carry over funding of \$84,818 for completion of the Help Desk Replacement project. The project began implementation of Cherwell helpdesk software in FY 2013-14 and completed that implementation in September 2014. The Help Desk project was incorporated into the Cherwell Capability Expansion project as they were both related to the same product. The Expansion project will take place in FY 2014-15 to take advantage of additional functions available with the Cherwell software.	
Status for Fall Performance Report:	
\$21,300 has been requested as carryover from FY 2014-15. It is still anticipated that the project will be completed in FY 2015-16.	

MF_013	BTS - Planning Function Startup
<p>This request is to carry over \$44,842 which represents a portion of the project's FY 2013-14 remaining budget balance. In addition, existing FY 2014-15 appropriation of \$19,772 is being reappropriated within the project to cover anticipated part-time expenses. The intent of this project is to allow BTS to establish an enterprise architecture process to better coordinate future technology changes.</p>	
<p>Status for Fall Performance Report:</p> <p>Funds appropriated in FY 2014-15 for the project were spent. Funds totaling \$99,632 were included in the FY 2015-16 Adopted Budget for the project and work is expected to be completed in FY 2015-16.</p>	

MF_016	BTS - Portlandoregon.gov Security Assessment
<p>This is a request for funding of \$100,000 to cover a new BTS project, the Portlandoregon.gov Security Assessment. This project will assess the security of certain online assets including the City's primary web site (portlandoregon.gov) as well as portions of its electronic payment, water billing and tax collection infrastructure.</p>	
<p>Status for Fall Performance Report:</p> <p>The project is currently underway with \$44,000 requested as carryover from FY 2014-15. It is expected that the project will be complete in FY 2015-16.</p>	

MF_018	BTS - Work Force Management Upgrade
<p>This request is to carry over \$200,000 from FY 2013-14 to fund the Work Force Management Upgrade project. This project was approved in the FY 2013-14 Spring BMP, but limitations on personnel time didn't allow for its completion. The project will provide BTS with additional automated call distribution capabilities.</p>	
<p>Status for Fall Performance Report:</p> <p>This project will be completed in FY 2015-16, as the upgrade is critical to PCI compliance.</p>	

MF_019	BTS - Help Desk Interns
<p>This request is to appropriate \$42,000 to cover the cost of interns to supplement the Help Desk. Due to the budget cuts of the last five years and the increase in project demands, the key performance measures used at the Help Desk have shown a steady decline in BTS customer service. To enable the Help Desk to return to a more effective level, BTS needs to add the requested interns to improve the call answer rate and allow Help Desk analysts to resolve more of the issues.</p>	
<p>Status for Fall Performance Report:</p> <p>The addition of the interns continue to help the Support Center meet performance on percentage of calls answered within 20 seconds and percentage of problems resolved by Help Desk w/o escalation to Field Staff.</p>	

MF_020	BTS - Citywide Public Records Request software
<p>This request is to appropriate \$40,000 towards the funding of the Citywide Public Records Request Solution project. This project includes the purchase of software that will facilitate City bureaus in complying with requests for public records.</p>	
<p>Status for Fall Performance Report:</p> <p>This project is complete and the software was implemented.</p>	

MF_021	BTS - WAN/Telecomm Network Monitoring
<p>This request is to appropriate an additional \$100,000 for the WAN/Telecomm Network Monitoring project. This project has evolved as a result of more and more applications either cloud-based or in the process of being migrated to the cloud. The additional funding will allow for the purchase of a product that will provide BTS with the ability to monitor, troubleshoot and resolve application performance issues.</p>	
<p>Status for Fall Performance Report:</p>	
<p>This project was completed in FY 2014-15.</p>	

MF_024	BTS - Police MDC Replacement
<p>This request is to appropriate \$563,117 in replacement funds to cover anticipated FY 2014-15 expenses related to the Police MDC replacement project.</p>	
<p>Status for Fall Performance Report:</p>	
<p>The balance of \$300,000 remaining in Police replacement funds for the MDC project was appropriated in the FY 2015-16 Adopted Budget. It will be used to purchase any additional equipment needed for the project.</p>	

MF_027	BTS - Communications Staff Augmentation
<p>This request is to appropriate \$300,000 for temporary help in BTS Network and Security. Currently the Network and Security combined team is unable to meet the demand for run and maintain and project work due to lack of resources. This includes work that is necessary for PCI compliance and other security specific work that protects the network from malware and internal data from threat of exposure. This request will allow BTS to bring in additional resources that will help to relieve the current backlog that exists in the environment and will also implement new technologies that will stabilize the environment that is weakened by end of life and unstable infrastructure.</p>	
<p>Status for Fall Performance Report:</p>	
<p>The work on PCI being done by these temporary resources is scheduled to end at the conclusion of FY 2015-16. However, BTS continues to explore options for ongoing resources for this work.</p>	

MF_040	BTS - Position Transfer from BES
<p>This request is to increase the BES interagency with BTS by \$110,561 to cover a GIS position which was transferred from BES to BTS.</p>	
<p>Status for Fall Performance Report:</p>	
<p>Position is currently being held vacant pending determination of realignment opportunities.</p>	

MF_054	Add position in BTS - GIS
<p>The Bureau of Technology Services (BTS) is requesting the creation of an Applications Analyst II (AA II) position. This position will be on the BTS Corporate Geographic Information Systems (CGIS) Team. Ongoing resources are available to fully fund this position. Savings from a position transfer from PBOT to BTS enabled an ongoing increase in Personnel Services appropriation for BTS. BTS has a temporary employee filling this role. This position is responsible for facilitating the transfer of GIS data from City Bureaus and outside partners to support GIS users at the City as well as citizens via Portlandmaps.com, and ongoing data maintenance and preparation in support of the RegJIN system.</p>	
<p>Expected Results Adding this position will allow for faster customer service, better data availability and more complete metadata to make data easier to find. In addition, the process used to collect and publish GIS data will be upgraded to meet emerging needs such as providing web services and online data access. This position will restore the program's ability to meet its fundamental responsibilities and continue to find innovative ways to meet its customer needs in the future.</p>	
<p>Status for Fall Performance Report: The incumbent is responsible for facilitating the transfer of GIS data from City Bureaus and outside partners to support GIS users at the City as well as citizens via Portlandmaps.com, and ongoing data maintenance and preparation in support of the RegJIN system in order to provide increased customer service, better data availability and more complete metadata to make data easier to find.</p>	

MF_055	BTS - Parks IA Increase
<p>The Parks Bureau has requested an increase of \$334,172 to their BTS interagency to cover anticipated expenses for security camera installations related to PCI (payment card industry) regulations compliance.</p>	
<p>Status for Fall Performance Report: This FY 2014-15 BMP package was not approved.</p>	

MF_072	BTS - Auditor's Office IA Increase
<p>The Auditor's Office has requested a \$150,000 increase to their interagency with BTS to cover anticipated Strategic Technology billable expenses related to their Lien Accounting system replacement.</p>	
<p>Status for Fall Performance Report: IA was increased. The Auditor's Office has requested an additional \$92,366 in FY 2015-16 for support of the lien accounting system. It is expected that this support will not be needed beyond October 2015.</p>	

MF_093	BTS - PSSRP IA Increase
<p>The PSSRP Radio Project has requested a \$526,600 increase to their interagency with BTS to cover additional Radio & Video Billable and Operations Billable expenses.</p>	
<p>Status for Fall Performance Report: IA was increased. The PSSRP Radio project is continuing and FY 2015-16 funding was included in the interagency between BTS and PSSRP to cover anticipated expenses.</p>	

MF_121	BTS - Fiber Optic Documentation Platform
This request is to appropriate \$124,500 for the Fiber Optic Documentation Platform project. This project will allow BTS to purchase a Fiber Optic Management system, audit sites, and document, run and maintain system infrastructure.	
Status for Fall Performance Report:	
The project is currently underway with \$64,744 requested as carryover from FY 2014-15. It is expected that the project will be completed in FY 2015-16.	

MF_152	BTS - Revenue Bureau IA Increase
This request is to increase by \$457,500 the BTS interagency with the Revenue Bureau to cover additional Operations Billable expenses for the IRS Data Exchange project, and Corporate Services and Desktop Support expenses related to Revenue Bureau PBOT Regulatory work.	
Status for Fall Performance Report:	
IA was increased. BTS performed work on the IRS Data Exchange project in FY 2014-15. No additional increases to the BTS interagency with the Revenue Bureau have been requested for the FY 2015-16 Fall BMP.	

MF_160	BTS - Walters Hill project
This request is to reduce appropriation for the Walters Hill project. The project experienced delays as it progressed through Gresham's land use planning and appeals process. Some planned expenditures for FY 2014-15 will not be incurred until FY 2015-16, so this budget reduction will be offset with a technical adjustment to the FY 2015-16 budget.	
Status for Fall Performance Report:	
Appropriation was reduced in the FY 2014-15 Spring BMP and was re-appropriated as a technical adjustment to the FY 2015-16 Approved Budget.	

MF_161	BTS - Toolset Expansion
This request is to reduce by \$75,000 the budget for the Toolset Expansion operating project. The project is underway and expenses have been incurred. This is a multi-year Support Center project and the FY 2014-15 budget reduction will be offset by an identical technical adjustment increase to the FY 2015-16 budget.	
Status for Fall Performance Report:	
Appropriation was reduced in the FY 2014-15 Spring BMP and was re-appropriated as a technical adjustment to the FY 2015-16 Approved Budget. This project is estimated to be completed in FY 2016-17.	

MF_178	BTS - BDS IA Increase
This request is to increase by \$600,000 the BTS interagency with the Bureau of Development Services to cover additional telecomm service, cellular phone, telecomm billable, desktop support, server support, data networks, operations billable, operations passthrough and strategic technology billable expenses.	
Status for Fall Performance Report:	
IA was increased. No additional interagency increases have been requested from BDS for the FY 2015-16 Fall BMP.	

MF_198	BTS - PSSRP IA Increase
This request is to increase by \$365,000 the BTS interagency with PSSRP to cover additional Engineering, Radio and Operations Billable expenses.	
Status for Fall Performance Report:	
IA was increased. No additional interagency increases have been requested from PSSRP related to Engineering, Radio and Operations Billable expenses in the FY 2015-16 Fall BMP.	

MF_210	BTS - Housing IA Increase
This request is to increase by \$14,000 the BTS interagency with the Housing Bureau to cover additional server support and operations passthrough expenses.	
Status for Fall Performance Report:	
IA was increased. No additional interagency increases have been requested from Housing for the FY 2015-16 Fall BMP.	

MF_227	BTS - SAN Storage Expansion
This request is to reduce by \$450,000 appropriation for the SAN Storage Expansion project. This is an ongoing project that is expected to incur another \$500,000 in expenses this fiscal year, but the entire budget won't be needed at this time. Additional work is planned for the next five years, so the reduction in appropriation will be added to the project as a technical adjustment to the FY 2015-16 budget.	
Status for Fall Performance Report:	
Appropriation was reduced in the FY 2014-15 Spring BMP and was re-appropriated as a technical adjustment to the FY 2015-16 Approved Budget.	

MF_232	BTS - Exchange 2013 Technology Refresh
This request is to reduce appropriations by \$405,300 for the Exchange 2013 Technology Refresh operating project. This project was scheduled for FY 2014-15, but personnel in Police and BTS Police IT have had to focus their time on the PSSRP RegJIN project and have been unavailable for other work. Appropriation for this project will be added to the FY 2015-16 budget as a technical adjustment.	
Status for Fall Performance Report:	
Appropriation was reduced in the FY 2014-15 Spring BMP and was re-appropriated as a technical adjustment to the FY 2015-16 Approved Budget.	

MF_239	BTS - Online Payment Services
This request is to reduce appropriation by \$232,500 for the Online Payment Services CIP. This project has begun and will incur some expenses this year, but the majority of expenses will not be incurred until FY 2015-16. These funds will be reappropriated as a technical adjustment to the FY 2015-16 budget.	
Status for Fall Performance Report:	
Appropriation was reduced in the FY 2014-15 Spring BMP and was re-appropriated as a technical adjustment to the FY 2015-16 Approved Budget.	

Technology Services

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_1013 - Percentage uptime for phone switch	EFFECTIVE	100.00%	99.99%	99.80%	99.99%	99.99%
MF_1016 - Percentage of time radio system operated without failure	EFFECTIVE	99.99%	99.99%	99.99%	99.99%	99.92%
MF_1019 - First Call Resolution: percentage of problems resolved by Help Desk without escalation to field staff	EFFECTIVE	60.70%	59.10%	65.00%	78.00%	74.00%
MF_1025 - Percentage Internet availability	EFFECTIVE	99.99%	99.99%	99.99%	99.99%	99.99%
MF_1115 - Percentage of customers rating project management service provided as excellent	EFFECTIVE	75%	74%	70%	75%	75%
MF_1118 - Number of days elapsed from ordering a new desktop PC to installation	EFFECTIVE	4	4	4	4	4
MF_1140 - Percentage availability of network excluding scheduled maintenance	EFFECTIVE	99.96%	99.96%	99.96%	99.96%	99.96%
MF_1141 - Percentage of calls answered within 20 seconds	EFFECTIVE	81.90%	59.30%	80.00%	80.00%	71.00%
MF_1145 - Percentage of payment gateway availability	EFFECTIVE	99.95%	99.99%	99.90%	99.90%	99.90%
MF_1147 - Field Reporting System availability (excluding scheduled maintenance)	EFFECTIVE	100.0%	100.0%	99.6%	99.7%	99.9%
MF_1152 - Percentage of computers (workstations and servers) able to accept security patching	EFFECTIVE	95%	97%	97%	97%	97%
MF_1153 - Percentage of mission critical production system availability for Cayenta	EFFECTIVE	99.98%	99.99%	99.97%	99.97%	99.99%
MF_1154 - Percentage of mission critical production system availability for SAP	EFFECTIVE	99.98%	99.97%	99.96%	99.96%	100.00%
MF_1155 - Percentage of email availability excluding scheduled maintenance	EFFECTIVE	99.99%	99.98%	99.90%	99.90%	99.98%
MF_1156 - Percentage of public safety system availability - Bureau of Emergency Communications	EFFECTIVE	99.99%	99.99%	99.90%	99.95%	100.00%
MF_1157 - Public Safety systems availability - Police (excluding scheduled maintenance)	EFFECTIVE	99.99%	99.99%	99.99%	99.90%	99.57%
MF_1195 - Help Desk satisfaction rating (scale 1 to 5)	KPM	0	0	0	0	5
MF_1199 - Percentage of PCI requirements satisfied for the City's electronic payment gateway	KPM	0%	0%	0%	81%	0%

Technology Services

Performance Measures

Performance Measure	Type	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2014-15
		Year-End Actuals	Year-End Actuals	Adopted Budget	Revised Budget	Year-End Actuals

Performance Measure Variance Descriptions

Business Solutions

MF_1145 - Payment Gateway Availability - Payment Gateway will be retired in October of 2015 and out of PCI scope.

Communications

MF_1016 – Percentage of time Radio System operated without failure - Radio outage in April 2015 resulted in the system being down for close to 7 hours.

Customer Relations

MF_1146 - The Customer Relations Division will resume issuing the survey in the winter of 2016, with new rating criteria still being developed/determined. Results will be available for FY 2015-16 actuals.

Information Security

MF_1199 - Percent of PCI requirements satisfied for City's electronic payment gateway - Payment Gateway will be retired in October of 2015 and out of PCI scope.

Production Services

MF_1157 - Public Safety system availability - Police (excluding scheduled maintenance) - This system's availability was negatively affected by mainframe stability issues until it was migrated to the new RegJIN system in April 2015.

Support Center

MF_1019 - First Call Resolution: Percentage of problems resolved by Help Desk w/o escalation to Field Staff - First call resolution has improved since FY 2013-14, however, it is not yet up to expected levels due to Office 365 implementation issues that kept the call resolution rate lower in the first few months of FY 2014-15. The addition of part-time interns to assist with call taking and the implementation of a knowledgebase should narrow the gap in actuals to targets.

MF_1141 - Percentage of calls answered within 20 seconds - The percentage of calls answered within 20 seconds has improved since FY 2013-14, however, it is not yet up to expected levels due to Office 365 implementation issues that kept the call resolution rate lower in the first few months of FY 2014-15. The addition of part-time interns to assist with call taking and the implementation of a knowledgebase should narrow the gap in actuals to targets.

MF_1195 - Help Desk satisfaction rating (scale 1 to 5) - Our Help Desk and overall Support Center customer satisfaction rating remains high. Our staff still provide outstanding customer service in spite of project challenges and the survey shows that our customers remain satisfied with the individual service they receive from the Support Center.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_009 - BTS - Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	3,939,134	0	3,939,134
TOTAL EXPENDITURES	3,939,134	0	3,939,134
REVENUES			
Budgeted Beginning Fund Balance	3,939,134	0	3,939,134
TOTAL REVENUES	3,939,134	0	3,939,134

Bureau Description:

This request is to appropriate additional resources resulting from BTS underspending appropriations in FY 2014-15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_010 - BTS - Salary Contingency Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,014,618	0	1,014,618
Contingency	(1,014,618)	0	(1,014,618)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reallocate BTS salary contingency. Salary contingency represents health and cost of living increases for FY 2015-16. Since these costs will be incurred as Personal Services expenses, salary contingency needs to be reallocated to Personal Services accounts to offset the expense.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_011 - BTS - Wireless Network Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(30,000)	0	(30,000)
Contingency	30,000	0	30,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce budgeted appropriation for the Wireless Network Capacity Expansion project. This project was completed in FY 2014-15 and the additional funds appropriated in FY 2015-16 are not needed.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_012 - BTS - SAN Storage Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	79,406	0	79,406
Contingency	(79,406)	0	(79,406)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of project funds remaining from FY 2014-15 for the SAN Storage Expansion project. This is an ongoing project and the funds are needed to cover anticipated expenses in the current year.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_013 - BTS - IRNE Construction Fiber

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	53,120	0	53,120
Contingency	(53,120)	0	(53,120)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the IRNE Construction Fiber project. This is an ongoing project to further expand IRNE fiber.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_014 - BTS - IRNE Network Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	280,140	0	280,140
Contingency	(280,140)	0	(280,140)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the IRNE Network Technology Refresh project. This is an ongoing project with planned expenditures over the next five year period.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_015 - BTS - Walters Hill

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	358,204	0	358,204
Contingency	(358,204)	0	(358,204)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the Walters Hill project. This is expected to be the final year of this project to establish a radio site in Gresham on Walters Hill.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_016 - BTS - Office 365 Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	142,223	0	142,223
Contingency	(142,223)	0	(142,223)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the Office 365 Implementation project. Expectations are that full city-wide implementation of Office 365 will be completed this fiscal year.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_017 - BTS - Cherwell Capability Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	21,300	0	21,300
Contingency	(21,300)	0	(21,300)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Cherwell Capability Expansion project. This multi-year BTS Support Center project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_018 - BTS - Online Payment Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	80,000	0	80,000
Contingency	(80,000)	0	(80,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Online Payment Services project. This is a multi-year BTS Business Solutions project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_019 - BTS - Fiber Optic Documentation Platform

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	64,744	0	64,744
Contingency	(64,744)	0	(64,744)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Fiber Optic Documentation Platform project. This project began last year and is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_020 - BTS - Server Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	62,537	0	62,537
Contingency	(62,537)	0	(62,537)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Server Technology Refresh project. This is a multi-year BTS Production Services project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_021 - BTS - Business Continuity

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	45,000	0	45,000
Contingency	(45,000)	0	(45,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate a portion of the FY 2014-15 project fund balance for the Business Continuity/Disaster Recovery Planning project. This is a multi-year BTS Information Security project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_022 - BTS - Radio Site Networking

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	13,970	0	13,970
Contingency	(13,970)	0	(13,970)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Radio Site Networking project. This BTS Communications project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_023 - BTS - E-Government Infrastructure

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	14,302	0	14,302
Contingency	(14,302)	0	(14,302)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the E-Government Infrastructure Technology Refresh project. This is a multi-year BTS Production Services project with projected expenses for each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_024 - BTS - Radio Master Site UPS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	109,200	0	109,200
Contingency	(109,200)	0	(109,200)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Radio Master Site UPS (Uninterruptible Power Supply) project. This BTS Communications project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_025 - BTS - Security Incident

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	83,000	0	83,000
Contingency	(83,000)	0	(83,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Security Incident and Event Management Platform Expansion project. This is a multi-year BTS Information Security project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_026 - BTS - Wireless Intrusion Prevention

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	61,000	0	61,000
Contingency	(61,000)	0	(61,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Wireless Intrusion Prevention project. This is a multi-year BTS Information Security project with projected expenses for each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_027 - BTS - GIS Platform Strategic Enhancements

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	53,980	0	53,980
Contingency	(53,980)	0	(53,980)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the GIS Platform Strategic Enhancements project. This multi-year BTS Business Solutions project is projected to have expenses in each of the next five years.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_028 - BTS - Work Force Management

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	187,841	0	187,841
Contingency	(187,841)	0	(187,841)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Work Force Management Upgrade project. This BTS Communications project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_029 - BTS - PortlandOregon.gov Security

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	44,000	0	44,000
Contingency	(44,000)	0	(44,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate a portion of the FY 2014-15 project fund balance for the PortlandOregon.gov Security Assessment project. A contract with the vendor for the required work was signed late last year with the expected costs to be less than half of what was initially budgeted. Project work should be completed in FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_030 - BTS - Forest Heights IR Site Purchase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	75,600	0	75,600
Contingency	(75,600)	0	(75,600)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This decision package request is to increase appropriation to cover an anticipated increase in costs for the purchase of the Forest Heights (Intelligent Repeater) IR site. The Forest Heights IR site was approved and included in the FY 2015-16 Adopted Budget with appropriation totaling \$449,400. The site is currently used by the Bureau of Technology Services to provide 800 MHz radio coverage on the west side to both public safety and public service users. In FY 2014-15 BTS became aware that the property owner would be retiring and wanting to sell. The owner was open to selling to the City. At the time this project was added to the budget, the budget estimate appeared to be sufficient to cover all costs associated with the property's purchase. Since then, property values have increased and additional costs related to the purchase have been identified. Both the City and the property owner believe that the appropriate price for the property should be fair market value. Ownership of this property would allow BTS to continue providing non-interrupted 800 MHz radio coverage to both public safety and public service radio users on the west side of Portland. Portland's topography, and that of the surrounding area, requires multiple radio towers and IR (IntelliRepeater) sites in order for Police, Fire and other responders to communicate during emergencies as well as under routine radio usage. Without this site there would be gaps in the coverage on the west side making it impossible for users to communicate. Should this property be sold to a buyer other than the City, there is no guarantee BTS could come to terms with the new buyer and be allowed to continue to use the site. Ownership of the site would assure continued coverage. This purchase, and the additional funds requested to complete the purchase, will allow for BTS to further the OMF Strategic Plan goal of delivering business solutions that take into account customer needs and interests. This purchase not only takes into account the needs of direct customers to BTS, but also the public safety needs of City of Portland citizens on the west side.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_031 - BTS - Avaya Fault Performance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(22,500)	0	(22,500)
Contingency	22,500	0	22,500
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for the Avaya Fault Performance Manager project. This was a minor BTS Communications project that was determined not to be needed at this time.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_032 - BTS - IRNE TPB Inverter Power

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(57,000)	0	(57,000)
Capital Outlay	(53,000)	0	(53,000)
Contingency	110,000	0	110,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for the IRNE TPB (the Portland Building) Inverter Power project. This BTS Communications project was determined not to be needed at this time.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_033 - BTS - PCI/PII Compliance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	100,000	0	100,000
External Materials and Services	1,139,000	0	1,139,000
Contingency	(1,239,000)	0	(1,239,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover anticipated expenses for the PCI/PII Compliance project. BTS began incurring expenses related to PCI/PII compliance in FY 2014-15, but the escalating costs and complexity related to this effort has made it necessary to budget appropriation for those PCI/PII costs specifically identifiable to BTS.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_034 - BTS - Update Altiris SQL Database

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(10,000)	0	(10,000)
Contingency	10,000	0	10,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for the Update Altiris SQL Database to 2012 project. This project was completed in FY 2014-15, so the additional funding is not needed.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_035 - BTS - Facilities IA Fair Wage Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	15,377	0	15,377
Contingency	(15,377)	0	(15,377)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." This budget request moves \$15,377 in appropriation from BTS contingency to their interagency with Facilities Services to cover the additional cost of these code changes.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_037 - BTS - Auditor's Office IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	117,513	0	117,513
Contingency	87,689	0	87,689
TOTAL EXPENDITURES	205,202	0	205,202
REVENUES			
Interagency Revenue	205,202	0	205,202
TOTAL REVENUES	205,202	0	205,202

Bureau Description:

This request is to increase the Auditor's Office interagency with BTS. BTS continues to support the Auditor's Office Lien Accounting system on the mainframe. Expectations are that they will migrate to a Windows-based application at the end of October. This IA increase will cover support services for July - October. In addition, the Auditor's Office has requested an increase for Strategic Technology billable services and an increase for Server Support to cover ongoing virtual server expenses.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_054 - BTS - Data Center Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,000	0	200,000
Contingency	(200,000)	0	(200,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Currently the primary data center for the City of Portland resides in the Portland Building. This data center is the heartbeat of City business providing services used by all employees and the public including voice and data networks, essential technology assets, critical business systems such as SAP, public safety and bureau asset management systems, and publicly facing websites, all of which allow the City to conduct day to day business. It is well known that the Portland Building is inadequate and experiences further water intrusion due to the ongoing deterioration of the building exterior. Additionally, seismic deficiencies exist in the Portland Building. These risks are compounded by the location of the Portland Building in the downtown core, a high risk area for earthquake activity. This decision packages is requesting resources to contract with a professional engineering firm specializing in data center services to conduct a full assessment and analysis of City data centers resources. This analysis would include both the primary data center and the backup data center at the Portland Communications Center (PCC). The work will include a full analysis and inventory of each site and the development of requirements for the outsourcing of operations of each location. It is anticipated that the requirements for the Portland Building data center will be used to develop an RFP to evaluate options for migrating the Portland Building data center to a third party hosted facility and/or establish an offsite hosted Disaster Recovery capability. These requirements gathered for the PCC (backup) data center will be used to identify and prioritize the needed upgrades and enhancements critical to ensuring that this facility is engineered and functioning at a standard to effectively fulfill its role as a backup data center.

The results of the assessment and next steps are also tied to the direction of the Portland Building Reconstruction Project. If the City proceeds with the project, the Portland Building Data Center will need to be moved to an alternate location.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_055 - BTS - Grants Management IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	2,000	0	2,000
REVENUES			
Interagency Revenue	2,000	0	2,000
TOTAL REVENUES	2,000	0	2,000

Bureau Description:

This request is to increase the BTS interagency with Grants Management to cover anticipated additional billable telecomm expenses.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_056 - BTS - Disaster Planning Analyst

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	136,801	0	136,801
Contingency	(136,801)	0	(136,801)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over one-time funding approved in FY 2014-15 for a disaster planning analyst. Recruitment for the position proved difficult due to its limited duration. Ongoing funding for FY 2015-16 was requested but not approved. The position is still needed, so the funding is being carried over.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_059 - BTS - Secure Web Gateway Tech. Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

BTS had two projects, one in Information Security and one in Police IT, for the Secure Web Gateway Technology Refresh. This request is to combine the two into a single CIP residing in Information Technology. Appropriation for the project totals \$341,664.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_087 - BTS - Replacement Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to adjust the balance in the Replacement Contingency account to reflect the estimated FY 2015-16 year-end balance plus Technology Reserves held for the FY 2016-17 IRNE Voice System Technology Refresh CIP. This adjustment moves \$1,002,721 out of General Operating Contingency and into Replacement Contingency.

CBO Discussion and Recommendation

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
706 - Technology Services Fund			
EXPENDITURES			
Personnel Services	27,188,641	26,520,831	97.54
External Materials and Services	16,862,748	14,839,709	88.00
Internal Materials and Services	3,602,301	3,372,536	93.62
Capital Outlay	1,426,488	102,240	7.17
Bond Expenses	467,649	449,745	96.17
Fund Transfers - Expense	5,434,621	5,434,621	100.00
Contingency	18,623,260	0	0.00
TOTAL EXPENDITURES	73,605,708	50,719,681	68.91
REVENUES			
Budgeted Beginning Fund Balance	23,696,318	0	0.00
Charges for Services	226,341	177,809	78.56
Intergovernmental Revenues	4,537,660	5,220,453	115.05
Interagency Revenue	44,257,010	43,692,901	98.73
Fund Transfers - Revenue	71,724	71,724	100.00
Bond and Note	378,209	378,211	100.00
Miscellaneous	438,446	481,491	109.82
TOTAL REVENUES	73,605,708	50,022,589	67.96

Fund Reconciliation Narrative

Expenditures

The External Materials and Services variance occurred in four general ledger accounts, Professional Services, Repair & Maintenance Services, Repair & Maintenance Supplies, and Minor Equipment & Tools. Slightly more than half of the variance resulted from BTS projects not being completed. The balance of the variance occurred in two areas of the operating budget. Customer demand for billable radio and telecomm equipment & supplies purchases was less than what had been estimated on interagencies. Also, repair and maintenance expenses in 800 MHz, Information Security and Enterprise Server were less than anticipated.

The Capital Outlay variance was related to BTS projects. About \$600,000 of the variance was due to budgeting appropriation in capital and the actual expenses being recorded to external materials & services. The project budgets were spent, but the expenses were in a different major object code. The balance of the underspending was due to unfinished projects. Projects weren't completed either due to other issues taking a higher priority, insufficient staff time available to complete all tasks, or contract/vendor delays.

Revenues

The Charges for Services revenue is from lease payments paid to BTS for use of radio tower sites. Customers were inadvertently invoiced in June 2014 (FY 2013-14) for lease charges applicable to FY 2014-15. This was then recorded as FY 2013-14 revenue, leaving revenue for FY 2014-15 understated.

Intergovernmental Revenues represent charges to other agencies for radio and telecomm services. Not included in budgeted resources was a little less than \$500,000 in revenue from TriMet. TriMet informed BTS more than two years ago that they would remove most of their radios from the City's radio system by the first quarter of calendar year 2013. Those radios are still on the system and this variance represents revenue from TriMet for use of the City's radio system.

**Office of the
Chief Administrative Officer**

Office of the Chief Administrative Officer – Business Operations

Non-technical Adjustments:

MF_001	Bus Ops-Innovation Program Management
<p>In FY 2013-14, Council designated \$1 million for an Innovation Fund. In its first year, the Innovation Fund focus was on providing funding for ideas submitted by city bureaus through an RFP process managed through the City Budget Office with assistance from PSU’s Center for Public Service:</p> <ul style="list-style-type: none">• 23 proposals received from 10 bureaus• Proposals reviewed and ranked by an outside Task Force that made funding recommendations to City Council• 6 proposals received funding• Tracking of results is ongoing <p>In FY 2014-15, Council also designated \$1 million in the Innovation Fund. Moving forward, the Innovation Fund and related initiatives will be administered through the Office of Management and Finance to better align the efforts with the City’s goal of building innovation capacity at the staff and organizational level.</p> <p>Building on the momentum from last year’s process, the City researched the innovation models used in other cities and had a variety of internal discussions to clarify options. Recognizing that innovative ideas are the product of a culture that thinks creatively and is willing to take risks, OMF is proposing some revisions to the Innovation Fund process.</p> <p>In its second year, the Innovation Fund is proposed to be used to provide funding for:</p> <ul style="list-style-type: none">• Large innovation grants awarded to bureaus for idea development and implementation through a redesigned “Call for Ideas” process.• Smaller “micro-grants” awarded to bureaus through a streamlined process.• Dedicated funding for capacity-building including leadership development and business process improvement, including leveraging the internal expertise in change management, including 56 trained Master Change Facilitators.• An Innovation Program Manager to staff the grants process, provide technical assistance to bureaus and track results. <p>This request creates a limited term Innovation Program Manager (Principal Management Analyst) position to be housed in OMF funded through the Innovation Fund in Special Appropriations. The Innovation Program Manager is tasked with:</p> <ul style="list-style-type: none">• Managing the application, selection, and award of Innovation Fund grants and micro-grants and tracking and reporting results with grant recipients.• Providing technical guidance to bureaus to help them develop proposals.• Identifying tools and processes to support overall organizational excellence in service delivery. <p>Specifically, the Innovation Program Manager will be responsible for working with in-house training and change management subject matter experts to build an innovation/strategic creativity focus into leadership training and training in business process improvement.</p> <ul style="list-style-type: none">• Developing and implementing a communication strategy for specific initiatives to generate momentum within the city.• Promoting the City’s Innovation Program to all bureaus and identify and build champions across City government. The position will publicize innovation efforts, communicating both successes and opportunities for improvement. <p>Expected Results</p> <p>The Innovation Program Manager will be the primary staff person responsible for coordinating the initiatives supported from the City’s Innovation Fund, including:</p> <ul style="list-style-type: none">• Design streamlined Innovation Fund grant and micro-grant application processes and selection criteria.• Work closely with bureaus seeking grants and micro-grants on proposal development to improve quality	

of applications and reduce time spent by bureaus on application process.

- Convene and coordinate a review of grant and micro-grant applications and prepare funding recommendations to City Council.
- Contribute to the design and implementation of a leadership development program that addresses the City's goals of empowering all employees in problem solving and fostering a supportive culture of strategic risk-taking.
- Collaborate with bureaus on business process improvements including identification of opportunities to leverage internal expertise including employees trained in Synchronize the Organization - Master Change Facilitation.
- Track, analyze and report on results of all innovation efforts including both strategies and outcomes.

In addition to managing the efforts supported from the Innovation Fund, the Innovation Program Manager will track innovation efforts in other cities, and report on promising models and innovations to city staff and elected officials. The Innovation Program Manager is also tasked with identifying external resources (grants, fellowship programs, expertise, etc.) that could benefit the City, and coordinating the development of applications, if applicable.

OMF will support the position with work space and associated internal and external materials and services. Work is expected to continue past the end of the fiscal year to track results and prepare reports. OMF may request programmatic carryover in the Spring BMP.

Status for Fall Performance Report:

The Innovation Fund began being managed by OMF in October 2014. OMF conducted three call for ideas in FY 2014-15. From the October call for ideas, Council approved 8 major projects and 4 micro-grants totaling \$669,500; from the February call for ideas, Council approved 17 micro-grants totaling \$195,700; and from the May call for ideas, Council approved 12 micro-grants totaling \$183,384. Funds from the 2014-15 Innovation Fund were used to fund a position from the end of October through mid-March. Council approved Innovation Funding for FY 2015-16, and OMF Business Operations continues to support the activities in the program, including conducting a July Innovation Proposal Fair to assist in linking proposers with other City resources. Two call for ideas are planned for FY 2015-16. More information on Innovation can be found on the City's website.

MF_216

PS GO Bond - Appropriate excess fund balance

The purpose of this budget adjustment request is to appropriate excess beginning fund balance in the Public Safety GO Bond Fund. This appropriation will be placed in capital and contingency accounts as per the fund's most recent fund projection.

Status for Fall Performance Report:

The additional fund balance was recognized and resources aligned with budget at year end.

Office of the Chief Administrative Officer – Policy Team

Decision Packages:

MF_33	CAO's Office - Policy Analyst Funding
<p>This is a request to add a Policy Analyst position on the Policy Team in the Office of the Chief Administrative Officer (CAO) to the General Fund Overhead Model in FY 2014-15. This position has existed on the Policy Team for many years and has previously been funded by a transfer from the Pension Debt Redemption Fund. OMF no longer feels that this transfer is an appropriate way to fund the position and has eliminated this transfer in the FY 2014-15 budget. In consultation with the City Budget Office, OMF recommends that adding the position to the overhead model makes sense as the CAO's Office is already in the model and the position provides citywide services. Examples of the work performed by this position include:</p> <ul style="list-style-type: none">• Pension analysis in support of the City as an employer• Legislative liaison work to monitor the financial impact to the City on proposed legislation• Comprehensive Financial Management Policies development and review, and similar work for related administrative rules• Projects of a Citywide nature, including Council oversight committees, Comprehensive Plan, equity survey, etc. <p>When the total cost of \$164,875 is run through the overhead model, \$88,752 would be funded by overhead-paying bureaus and \$76,123 is required from General Fund Discretionary.</p>	
<p>Status for Fall Performance Report:</p>	
<p>Funding was changed as described. Policy Analyst continues to provide services supporting OMF and Citywide initiatives and projects.</p>	

Office of the Chief Administrative Officer – Spectator Facilities

Non-technical Adjustment:

MF_002	Spectator-Sr Management Analyst Position
<p>This decision package proposes to expand the Spectator Facilities Program from one full time position to two – a Spectator Facilities & Development Manager and a new "Spectator Facilities & Development Coordinator". The Spectator Facilities Fund has recently been augmented with new ongoing revenues that support program activities under the Visitor Facilities IGA (VFIGA). The new allocation is \$500,000 annually, adjusted by CPI.</p> <p>The Spectator Facilities Program is responsible for oversight and management of the operations and maintenance, capital improvements, and contract administration for the City related to the City's Spectator Facilities, including the Veterans Memorial Coliseum, Rose Quarter parking garages and properties, and Providence Park, as well as oversight and management of the Spectator Facilities Fund. In addition, the program actively participates in a variety of related activities. This decision package will improve the ability of the program to meet ongoing and one-time program needs and meet City and community expectations. Major program activities include operations and maintenance; capital improvement; financial planning and contract administration; and liaison activities among City bureaus, other governmental agencies and private entities. In the past two years, the program has overseen over \$5 million of repair, maintenance, and capital improvements at the VMC; ~\$300,000 of repair, maintenance and improvements at Providence Park, including implementation of Homeland Security recommendations; negotiation and implementation of the 2nd Amendment to the VMC Operating Agreement; negotiation and implementation of an amendment to the Stadium Operating Agreement; planning and contracting activities (continuing) for the VMC Options Study, and more. Over the next several years, in addition to the VMC Options Study and implementation of Council decisions on the future of that facility, the program will have to manage major projects to address ADA barrier removal projects at the Rose Quarter Parking Garages and Providence Park (over 500 barriers have been identified in the ADA Transition Plan for those facilities); a structural condition assessment for Providence Park; additional repair, maintenance, and replacement obligations for the Rose Quarter Plaza per the terms of the original 1993 redevelopment agreement; coordination of major sporting event permitting and activities; active oversight and review of the multiple, complex agreements associated with these facilities; and planning for the future.</p> <p>The cost of the new position with benefits totals ~\$122,000 which will be covered by realignment of existing SFF resources, including a portion of the new \$500,000 + CPI annual allocation received from the Visitor Facilities Trust Account per the VFIGA.</p> <p>Expected Results</p> <p>The Spectator Facilities Program is currently staffed by one full-time position – the Spectator Facilities & Development Manager – with limited support from a part-time Community Service Aide.</p> <p>The addition of a "Spectator Facilities & Development Coordinator" will provide for sufficient staffing to manage the full range of responsibilities of the program and meet Council and partner expectations for increased involvement, oversight and management of the facilities, agreements and liaison activities. The new position will also allow the program to have sufficient capacity to coordinate City participation (on behalf of the Council and other bureaus) in major, world-class visitor events planned in the next five years, including the World Indoor Track and Field Championships and a potential NBA All Star Week which involve the City facilities and partner organizations. In addition, having two positions will allow for succession planning for the program. Multiple aging facilities, multiple complex agreements, the specialized nature of these facilities, relationship management with multiple operators, tenants and stakeholder groups, and the unique industry knowledge required all contribute to the need for a more sustained long-term succession planning effort to ensure a successful transition to the next Spectator Facilities & Development Manager.</p>	

Status for Fall Performance Report:

A successful recruitment for the new Spectator Facilities and Development Coordinator was completed in late 2014. The Spectator Facilities and Development Coordinator very quickly achieved a high level of functionality in this new position. This position is responsible for several key projects including:

- Finalizing the construction contract process for the Rose Quarter Waterproofing Project.
- Oversight of the ADA Transition Plan elements within the Spectator Venues Program.
- Oversight of the Facility Condition Assessment work at the City's spectator and performing arts venues.

In addition, the coordinator has taken on additional projects including Rose Quarter sidewalk repairs and assisted the Spectator Facilities and Development Manager on a variety of projects and program elements.

Office of the Chief Administrative Officer

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_1196 - Percent of Accounts Payable within 30 days	EFFICIENCY	0%	0%	0%	90%	88%
MF_1197 - Percentage of complete OMF Strategic Plan strategies assigned to Business Operations	EFFECTIVE	100%	100%	0%	100%	100%
MF_1198 - OMF General Fund ending fund balance within policy	EFFECTIVE	100%	100%	0%	100%	100%

Performance Measure Variance Descriptions

These measures were revised for the FY 2015-16 budget, so no adopted budget values for FY 2014-15 are available.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_001 - OMF General Fund-Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	620,267	0	620,267
TOTAL EXPENDITURES	620,267	0	620,267
REVENUES			
General Fund Discretionary	620,267	0	620,267
TOTAL REVENUES	620,267	0	620,267

Bureau Description:

In the Fall BMP, the OMF General Fund will be requesting the following encumbrance carryovers:

Procurement Services – Procurement Services is requesting a total of \$71,209 in encumbrance carryovers. This amount includes \$35,299 for Periscope Holdings (PO# 22147529) which provides the hosting services, continued implementation of software and additional licenses; \$5,000 for Online Enterprises (PO# 22145245) to continue the technology upgrades and replacement of BizTrack to BuySpeed, and \$30,910 for Delaris LLC (PO# 22169269) to continue the compliance software systems mapping project.

Revenue Division – The Revenue Division is requesting a total of \$49,560 in encumbrance carryovers. This includes \$10,707 with Darrell Dorrell CPA PC (PO#22129076) for forensic accounting analysis of settlement or litigation with a telecommunications provider; \$4,277 with Best Best & Krieger (PO#22144252) for filing in FCC proceedings impacting local authority for wireless siting; \$11,485 with David C Olson (PO#22157340) for legal assistance to update city code on wireless in the right of way program and franchising assistance; \$5,000 with Kramer Telecom Law Firm PC (PO#22167750) for a wireless workshop to advise OCT, City Attorney office, BDS and BPS staff on FCC wireless proceedings, Ninth Circuit wireless case law, and make recommendations on updating the City's wireless program; and \$18,091 with JLA Public Involvement, Inc. (PO#22169342) for consulting assistance to develop the City/County Digital Inclusion Strategic Plan.

Human Resources – BHR General Fund is requesting a total of \$378,783 in encumbrance carryovers. This amount includes \$308,783 for the Citywide Non-Represented Classification & Compensation Study with Sjoberg Evanshenk Consulting (PO#22153277); \$70,000 for employment services for model employer implementation with the Galt Foundation (PO#22169723).

Business Operations – Business Operations is requesting a total of \$120,715 in encumbrance carryovers. This amount includes \$32,000 for a series of strategic leadership sessions with Rafael A. Colon (PO#22166103); \$38,040 for a contract with Irish Enterprises for the OMF Fee Study (PO#22166928); \$24,000 for a contract with Portland Community College for innovation education and training (PO#22167896); and \$26,675 for a contract with Portland State University for innovation education and training (PO#22168073).

Additional Business Operations Information:

Rafael A. Colon-8 of the 12 sessions have been conducted and the remaining 4 have been scheduled. On track to conclude the leadership/communications sessions by the end of the calendar year.

OMF Fee Study-The research phase is concluding; analysis work continues. The study is on track to conclude by the end of the calendar year.

PSU & PCC-Discussions with higher education partners on providing training in change management and business process improvement to support innovation began in February 2015. The OMF Path to Leadership program will serve as a pilot project for these services. On track to conclude their work by the end of the fiscal year.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_008 - Spectator Venue - Adjust Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,468,593	0	2,468,593
TOTAL EXPENDITURES	2,468,593	0	2,468,593
REVENUES			
Budgeted Beginning Fund Balance	2,468,593	0	2,468,593
TOTAL REVENUES	2,468,593	0	2,468,593

Bureau Description:

This request increases the beginning fund balance to match the CAFR ending fund balance for FY 2014-15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_036 - OMF General Fund-Space Rent Increase for \$15 Min

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	9,241	0	9,241
TOTAL EXPENDITURES	9,241	0	9,241
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	9,241	0	9,241
TOTAL REVENUES	9,241	0	9,241

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$9,241 in appropriation from the General Fund set aside into the OMF General Fund bureaus to cover the additional cost of these code changes. Each bureau will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_039 - Bus Ops-EBS IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,833	0	20,833
TOTAL EXPENDITURES	20,833	0	20,833
REVENUES			
Interagency Revenue	20,833	0	20,833
TOTAL REVENUES	20,833	0	20,833

Bureau Description:

This request is to increase the interagency between EBS (service receiver) and Business Operations (service provider). Business Operations will be providing additional administrative support in a capacity above services already provided. The additional services include materials management and contract processing support, telephone, ergonomics, and facilities coordinator support, and ordering office supplies.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: SA_001 - Cash transfer between IAAF Spec Approp and PBOT

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(71,084)	0	(71,084)
Fund Transfers - Expense	71,084	0	71,084
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request creates a cash transfer between the General Fund one-time Special Appropriation and PBOT in the amount of \$71,084 for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. An additional \$14,216 in contingency for PBOT's costs will be held within the Special Appropriation and distributed to PBOT during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: SA_002 - Transfer of 1x GF Disc between IAAF and Police

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(461,000)	0	(461,000)
TOTAL EXPENDITURES	(461,000)	0	(461,000)
REVENUES			
General Fund Discretionary	(461,000)	0	(461,000)
TOTAL REVENUES	(461,000)	0	(461,000)

Bureau Description:

This request moves \$461,000 in one-time General Fund Discretionary dollars to the Police Bureau from the General Fund one-time Special Appropriation for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The Special Appropriation will decrease one-time General Fund Discretionary by \$461,000 and the Police Bureau will increase one-time General Fund Discretionary by \$461,000 to complete this budget request. An additional \$100,000 in contingency for Police's costs will be held within the Special Appropriation and distributed to Police during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: SA_003 - IAAF Track Special Approp-Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$1,284,159 from miscellaneous into miscellaneous services to better match budget with expected spending for expenses related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The expenses associated with the Track Town LLC. contract will hit miscellaneous services within the General Fund one-time Special Appropriation.

CBO Discussion and Recommendation

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

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Office of Management & Finance			
EXPENDITURES			
Personnel Services	\$3,696,087	\$3,614,458	98%
External Materials and Services	\$454,310	\$161,958	36%
Internal Materials and Services	\$502,089	\$457,031	91%
TOTAL EXPENDITURES	\$4,652,486	\$4,233,447	91%
REVENUES			
Interagency Revenue	\$2,505,104	\$2,298,442	92%
Miscellaneous	\$14,675	\$13,825	94%
General Fund Discretionary	\$965,657	\$0	0%
General Fund Overhead	\$1,167,050	\$0	0%
TOTAL REVENUES	\$4,652,486	\$2,312,267	50%

Bureau Reconciliation Narrative

Expenditures:

No narrative required

Revenues:

No narrative required

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
607 - Spectator Facilities Operating Fund			
EXPENDITURES			
Personnel Services	310,268	229,838	74.08
External Materials and Services	4,033,350	2,091,776	51.86
Internal Materials and Services	322,750	237,998	73.74
Capital Outlay	1,000,000	178,709	17.87
Bond Expenses	6,582,747	12,031,172	182.77
Fund Transfers - Expense	219,924	219,924	100.00
Contingency	3,262,742	0	0.00
TOTAL EXPENDITURES	15,731,781	14,989,417	95.28
REVENUES			
Budgeted Beginning Fund Balance	6,399,542	0	0.00
Charges for Services	7,217,448	8,651,919	119.88
Intergovernmental Revenues	2,037,121	2,037,121	100.00
Fund Transfers - Revenue	7,670	7,670	100.00
Bond and Note	20,000	5,469,700	27,348.50
Miscellaneous	50,000	92,057	184.11
TOTAL REVENUES	15,731,781	16,258,468	103.35

Fund Reconciliation Narrative

Expenditures:

Bond Expenses- An Arena refunding bond was issued in FY2014-15 to refund approximately \$5.4 million of 2005 Arena bonds. ORS 294.338(4)(c) allows for the refunding of bonds without corresponding budget adjustments since one debt issuance is replacing another debt issuance.

Revenues:

Bond and Note- An Arena refunding bond was issued in FY2014-15 to refund approximately \$5.4 million of 2005 Arena bonds. ORS 294.338(4)(c) allows for the refunding of bonds without corresponding budget adjustments since one debt issuance is replacing another debt issuance.

Citywide Projects

Citywide Projects – PSSRP

Decision Packages:

MF_23	RegJIN Systems Technician - Transfer from Police
No text in BRASS	
<p>Status for Fall Performance Report:</p> <p>This position was originally requested by the Police Bureau (decision package PL_14). This decision package was entered by the CBO as a result of the Council approving the Police package. The position was created in BTS and has been filled. Incumbent is responsible for support of the underlying infrastructure of the RegJIN Application.</p>	

Non-technical Adjustments:

MF_028	PSSRP - RegJIN & FIS Project Resource Carryover
<p>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) project underspent its FY 2013-14 budget \$1,148,325. The PSSRP Fire Information Systems (FIS) project underspent its FY 2013-14 budget \$35,642.</p>	
<p>Status for Fall Performance Report:</p> <p>RegJIN successfully went live April 14, 2015. RegJIN continues to spend the designated project budget until the project close in December 2015. A request to carryover unspent funds in FY 2014-15 is included in the FY 2015-16 Fall BMP submission.</p>	

MF_033	PSSRP – RegJIN Project Contingency Draw
<p>Partner agencies for the RegJIN project has identified the need for additional Mobile Report Entry (MRE) licenses. RegJIN project contingency will be drawn down to cover the anticipated costs. This request transfers funds from the Technology Services Fund to the General Fund in the amount of \$344,000.</p>	
<p>Status for Fall Performance Report:</p> <p>Amendment 5 on Versaterm contract 30003029 was created for these costs. The actual cost was \$311,625.</p>	

MF_097	PSSRP-Clackamas CO MRE licenses passthrough
<p>This request is to appropriate budget for the pass through costs of Mobile Report Entry (MRE) licenses for Clackamas County for the RegJIN project.</p>	
<p>Status for Fall Performance Report:</p> <p>Amendment 4 on Versaterm contract 30003029 was created for the Clackamas County passthrough costs. The actual cost for licenses and data conversion for Clackamas County was \$218,862.50. Clackamas County was billed \$218,862.50 on June 9, 2015.</p>	

Budget Note:

Citywide Projects/Public Safety Systems Revitalization Program	
<p>The Office of Management & Finance is directed to review City requirements for the replacement, upgrade or secondary phases of existing public safety technology systems and to review the capabilities of the current PSSRP program to determine next steps for the program. OMF is also directed to review requirements for additional Citywide projects such as the Portland Building renovation or replacement of revenue collection systems, and determine if the current PSSRP program could provide expertise to those projects. The review and recommendations should be provided with the FY 2015-16 Fall BMP bureau submission.</p>	
<p>Status for Fall Performance Report:</p> <p>Pursuant to this budget note PSSRP staff issued an RFP to hire a consultant to provide a public safety technology assessment on August 7, 2015. The focus of the RFP is to ensure the City is in a position to have a cohesive public safety technology infrastructure, improve its planning process for future upgrades or replacements and analyze any technological gaps that may exist.</p> <p>Proposals were due on September 3, 2015 and four responses were received. The evaluation committee is currently reviewing the responses and is expected to make a recommendation within the next 4-6 weeks depending on whether interviews are conducted with the finalists. Once the selection and notification process has been completed, PSSRP will file an Ordinance to obtain City Council approval to authorize the contract and begin the work outlined in the RFP. A final report from the consultant to the City with recommendations is expected to be received in early 2016.</p>	<p>Status</p> <p>Underway</p>

Citywide Projects – Enterprise Business Solution

Non-technical Adjustments:

MF_046	EBS - PSCD Project
This request is to appropriate \$400,000 to cover anticipated expenses for the Public Sector Collection Disbursements (PSCD) project.	
Status for Fall Performance Report: The PSCD project went live on August 22, 2015. The EBS team is continuing to stabilize and provide post go-live support to users of the new module.	

Citywide Projects Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
MF_1083 - Customer Service satisfaction rating number (scale 1 to 5)	EFFECTIVE	4.85	4.83	4.85	4.90	4.77
MF_1177 - Average number of days a SAP Helpdesk customer ticket is open	EFFICIENCY	11	49	10	12	9

Performance Measure Variance Descriptions

MF_1083: The FY 2014-15 actual numbers for EBS customer service satisfaction rating is lower than the FY 2014-15 target due to organizational changes in the EBS Training Change Management Unit. Some of the SAP training services are now owned by BHR Training & Workforce Development. The organizational changes are now complete, the service level agreement was finalized and a new EBS Training & Development Officer has been recruited. For FY 2015-16 budget, the base target of 4.90 is still valid.

MF_1177: The average number of days an SAP Help Desk customer ticket was open has decreased to 9.21; an improvement in our service delivery. Overall, the volume of outstanding tickets is low, the number of new tickets created are low and EBS staff are resolving tickets faster.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_040 - EBS – PSCD Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	303,485	0	303,485
Contingency	(303,485)	0	(303,485)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance FY 2014-15 project funds in the amount of \$303,485. This project is to implement the Public Sector Collections and Disbursements module that went live August 22nd, 2015.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_041 - EBS – HCM Processes and Forms Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	0	50,000
Contingency	(50,000)	0	(50,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$50,000 in additional funding towards the the HCM Processes and Forms project to better align with anticipated vendor costs. The City is currently in contract negotiations with the vendor. Go live is expected in April 2016.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_042 - EBS – Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	1,423,891	0	1,423,891
TOTAL EXPENDITURES	1,423,891	0	1,423,891
REVENUES			
Budgeted Beginning Fund Balance	1,423,891	0	1,423,891
TOTAL REVENUES	1,423,891	0	1,423,891

Bureau Description:

This request is to recognize \$1,423,891 in additional beginning fund balance for Fund 708000. These funds include the PSCD project balance reappropriated as project carryover in a separate package, contingency funds needed to bring general operating contingency up to the policy minimum, and funds needed for future fiscal years where projects are currently unfunded.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_043 - EBS – Enterprise Asset Management Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(450,000)	0	(450,000)
Contingency	450,000	0	450,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation by \$450,000 for the Enterprise Asset Management project for EBS to align with the anticipated project implementation timeframe. These funds will be held in contingency for future year use.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_044 - EBS – Reduce IA with HR for Training Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(103,014)	0	(103,014)
Contingency	103,014	0	103,014
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation by \$103,014 for the interagency agreement with EBS and the Bureau of Human Resources for Training services. The reduction aligns the budgeted amount with the amount in the signed service level agreement for FY 2015-16.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_045 - EBS – SAP Additional Licenses

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	450,000	0	450,000
Internal Materials and Services	0	0	0
Contingency	(450,000)	0	(450,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

SAP does an annual audit of licenses owned by the City and compares that number to the number of users and the usage capacity to reconcile how many licenses the City should own. EBS has reviewed the audit for accuracy and has determined that the increase suggested by SAP is appropriate. The purchase to increase the number of licenses owned by the City has been reviewed with the EBS Program Advisory Committee. This decision package draws on fund reserves to cover the increased license costs.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_046 - EBS - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(20,833)	0	(20,833)
Internal Materials and Services	20,833	0	20,833
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the interagency between EBS and Business Operations in accordance with the service level agreement for additional administrative support from Business Operations. It also ensures general operating contingency is at the 5% minimum amount as described by policy.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_047 - PSSRP - Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(244,911)	0	(244,911)
External Materials and Services	244,479	0	244,479
Internal Materials and Services	432	0	432
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This PSSRP request seeks to make technical budget adjustments in the General Fund for the PSSRP Project Office to move funds from personnel services to external materials and services to fund the Public Safety Technology Assessment, and the Public Safety GO Bond Fund to cover the Facilities Fair Wages Rental Rate increase for the space used by the Radio Project at the PCC building.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_048 - PSSRP - RegJIN Project Resource Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	882,680	0	882,680
TOTAL EXPENDITURES	882,680	0	882,680
REVENUES			
General Fund Discretionary	882,680	0	882,680
TOTAL REVENUES	882,680	0	882,680

Bureau Description:

This request recaptures the unused General Fund resources designated for the RegJIN (PPDS Replacement) project to ensure that the project's overall General Fund budget and resources remain intact throughout the life of the project. The carryover funds from FY 2014-15 are comprised of \$604,717 in unspent budgeted funds and \$277,963 in additional pass-through revenues from Clackamas County, Clark County, and the City of Beaverton.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_049 - PSSRP - Beg. Fund Bal. Recognition TS Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	773,423	0	773,423
TOTAL EXPENDITURES	773,423	0	773,423
REVENUES			
Budgeted Beginning Fund Balance	773,423	0	773,423
TOTAL REVENUES	773,423	0	773,423

Bureau Description:

This request recognizes \$773,423 unused FY 2014-15 resources as additional beginning fund balance in the Technology Services fund to continue to act as RegJIN Project contingency.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_050 - PSSRP - Radio Project Reallocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,470,000	0	1,470,000
Contingency	(1,470,000)	0	(1,470,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request appropriates Radio Project funds previously anticipated for out-year use, which were held in contingency, into the current fiscal year as external materials and services. The funds being appropriated cover the remaining funding needed for the procurement of Broadband Push-to-Talk, Communications On Wheels (COW), GPS on-scene command (use of GPS from Radio), and FirstNet-Radio Coordination Planning.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_051 - PS GO Bond - Technical adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,208,629	0	3,208,629
Contingency	4,175,000	0	4,175,000
TOTAL EXPENDITURES	7,383,629	0	7,383,629
REVENUES			
Budgeted Beginning Fund Balance	7,383,629	0	7,383,629
Miscellaneous	0	0	0
TOTAL REVENUES	7,383,629	0	7,383,629

Bureau Description:

This request recognizes additional beginning fund balance in the public safety radio system replacement project in the Public Safety GO Bond Fund and appropriates it in Professional Services and Contingency accounts.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_057 - PSSRP - Facilities Fair Wage Rent Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	709	0	709
TOTAL EXPENDITURES	709	0	709
REVENUES			
General Fund Discretionary	709	0	709
TOTAL REVENUES	709	0	709

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$709 in appropriation from the General Fund set aside into the Commissioner of Public Works budget to cover the additional cost of these code changes. The Commissioner's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target beginning in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_077 - EBS - Facilities Fair Wage Rent Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,894	0	1,894
Contingency	(1,894)	0	(1,894)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." This budget request moves \$1,894 in appropriation from EBS contingency to their interagency with Facilities Services to cover the additional cost of these code changes.

CBO Discussion and Recommendation

**Prior Year Business Area Reconciliation Report
PSSRP-General Fund: 100**

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Office of Management & Finance			
EXPENDITURES			
Personnel Services	\$813,415	\$739,108	91%
External Materials and Services	\$4,259,260	\$3,773,157	89%
Internal Materials and Services	\$866,712	\$762,526	88%
TOTAL EXPENDITURES	\$5,939,387	\$5,274,791	89%
REVENUES			
Intergovernmental Revenues	\$156,000	\$433,963	278%
Fund Transfers - Revenue	\$3,428,353	\$3,428,353	100%
General Fund Discretionary	\$2,355,034	\$0	0%
TOTAL REVENUES	\$5,939,387	\$3,862,316	65%

Bureau Reconciliation Narrative

Expenditures:

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 \$664,596.

- POA underspent its budget by \$59,878, which will go back to the General Fund.
- Overall the RegJIN project underspent it's budget by \$604,717, or 11%. The RegJIN project underspent is due to less than anticipated resources needed in the lead up to go-live, and a decision to delay some of the interface development work until after go-live.
- The FIS project spent the amount budgeted.

Revenues:

Intergovernmental Revenues - The additional \$277,963 revenue collected were passthrough for Versaterm services for Clark County, Clackamas County, and the City of Beaverton on the RegJIN project.

**Prior Year Business Area Reconciliation Report
PSSRP-Grants Fund 217**

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Office of Management & Finance			
EXPENDITURES			
External Materials and Services	\$25,000	\$25,000	100%
TOTAL EXPENDITURES	\$25,000	\$25,000	100%
REVENUES			
Intergovernmental Revenues	\$25,000	\$25,000	100%
TOTAL REVENUES	\$25,000	\$25,000	100%

Bureau Reconciliation Narrative

Expenditures:

No narrative required

Revenues:

No narrative required

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

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
708 - EBS Services Fund			
EXPENDITURES			
Personnel Services	2,419,462	2,378,263	98.30
External Materials and Services	1,560,210	637,770	40.88
Internal Materials and Services	4,116,412	3,996,554	97.09
Bond Expenses	4,394,125	4,394,125	100.00
Fund Transfers - Expense	38,525	38,525	100.00
Contingency	2,434,968	0	0.00
TOTAL EXPENDITURES	14,963,702	11,445,237	76.49
REVENUES			
Budgeted Beginning Fund Balance	2,317,939	0	0.00
Interagency Revenue	12,625,303	12,614,871	99.92
Fund Transfers - Revenue	460	460	100.00
Miscellaneous	20,000	25,520	127.60
TOTAL REVENUES	14,963,702	12,640,851	84.48

Fund Reconciliation Narrative

Expenditures:

The External Materials & Services (EMS) variance showed spending at 41% of appropriation due in large part to outcomes of planned FY 2014-15 projects. Funds to implement a travel module were held in EMS but were not expended because the project requires better alignment of City policies and decisions around scope prior to any implementation procedures. Also, in EMS was funding for the possibility of a more robust Vendor Payment Checkbook solution. The solution chosen and implemented as of June 18th, 2015 was a less expensive option than others being discussed. Lastly, the PSCD project went live August 22nd, 2015, and the \$303,485 of remaining project funds are being requested through a decision package for carryover.

For Total Expenditures of the fund, any additional variance aside from what was previously discussed was due to contingency balances.

Revenues:

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