BO - City Budget Office

DP Type **Encumbrance Carryover (Fund 100 ONLY)**

Request Name: 14390 -Encumbrance Carryover Community Survey contract

Package Description

The City Budget Office (CBO) has a contract, and purchase order, with Portland State University (PSU) where PSU is the research partner for the bi-annual Community Survey of City services. This request is to carryover $100,000 on DPO 22308836 that was not received or invoiced in FY 2021-22.

Service Impacts

The CBO's base budget included funds for the bi-annual survey, and resources in the base budget for FY 2022-23 are dedicated to supporting contract services for focus group and additional qualitative information. If this encumbrance were not included, the CBO would internally resource this request by delaying the hiring and onboarding of positions currently vacant as this expense will be realized in FY 2022-23.

Equity Impacts

The Community Survey was last completed in FY 2018-19, and had a specific focus to reach underserved populations, including community members who do not speak English as a primary language. End user data is gathered for elected leadership and bureau leadership to inform the decision making process for City services and programmatic investment potential. The survey is now funded with ongoing General Fund resources, and this current survey marks the first time since FY 2018-19 that the survey will be performed. The survey is being designed to collect feedback from historically underrepresented communities in order to ensure their voices are heard in survey findings. Culturally specific organizations are being engaged in both the development and deployment of the survey, with the goal of collecting representative and generalizable responses by different demographic groups such that data can be disaggregated by different groups.

		2022-23 FALL Requested Adj
Expense	External Materials and Services	$100,000
Expense	**Sum:**	**$100,000**

		2022-23 FALL Requested Adj
Revenue	General Fund Discretionary	$100,000
Revenue	**Sum:**	**$100,000**

BO - City Budget Office

DP Type **Encumbrance Carryover (Fund 100 ONLY)**

Request Name: 14451 -Carryover IT replacement reserve

Package Description

CBO recognizes additional $100,000 of unspent General Fund resources and requests to carry these over to contribute the the future technology replacement reserve managed by BTS. This practice was stalled for two years during the pandemic and this carryover brings the CBO to where the bureau should be for making annual contributions.

Service Impacts

This request allows the City to plan for future technology replacement by setting aside an annual amount to collect the anticipated replacement cost when the asset reaches the end of its useful life (anticipated in 2028-2030). The CBO does not have a dedicated ongoing resource to support future asset replacement, and as such is requesting to carryover one-time underspending to support this request.

Equity Impacts

This request supports indirect City services, but does represent a planful approach to asset maintenance and future replacement. CBO manages and administers the Citywide budget software system, which is used by hundreds of City employees to develop annual and supplemental budgets.

		2022-23 FALL Requested Adj
Expense	Internal Materials and Services	$100,000
Expense	**Sum:**	**$100,000**

		2022-23 FALL Requested Adj
Revenue	General Fund Discretionary	$100,000
Revenue	**Sum:**	**$100,000**