

## Urgent/Unforeseen GF Contingency Request

### Bureau of Planning & Sustainability | DP No. 14,463 - Vanport Conference Rooms

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$85,000	(\$85,000)	\$0

#### CBO Recommendation: Do Not Fund

This request is for \$85,000 of General Fund one-time resources to upgrade 12 conference rooms on the 7th floor of the Vanport Building, a City-owned building where Bureau of Planning and Sustainability (BPS) rents. The bureau is not able to use the conference rooms to their full potential due to faulty equipment, making hybrid meetings more difficult. They have received a quote for \$85,077 to upgrade their conference rooms and plan to partner with Office of Management and Finance – Bureau of Technology Services (OMF/BTS) to fund part of the quote if the request is approved. After anticipated negotiations, the bureau aims to designate \$25,000 for new technology equipment to support 25+ new staff coming to BPS through a variety of Prior Year Decision Packages.

Historically, bureaus across the City have not always included sufficient initial and ongoing internal materials and services costs when requesting or receiving funds for new positions. BPS has set aside \$25,000 in their regular EMS for hardware technology expenses to cover needs associated with the new positions they received funding for, but has also indicated that, absent additional funds, there are no plans to cover hardware for new staff. New staff should not use personal equipment to do extensive City work, as that creates cyber-security challenges for the City and public-record challenges for the employee. CBO recommends that the bureau first use any vacancy savings from new one-time limited-term positions to fund the necessary technology equipment to support the work once the positions are hired and on-boarded.

In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that the bureaus prioritize resources within their existing budget for urgent and unforeseen costs. BPS has vacancy savings for regular positions, but those ongoing position salary savings are committed to other actions. The bureau currently does not use the conference rooms and is discussing with BTS the best way to fund this work outside of the Fall BMP process. If the technology needs persist and cripples BPS's ability to work moving forward, CBO recommends the bureau manage within their budget by reprioritizing current vacancy saving plans and elevating technology upgrades and supplies on their priority list.

## Urgent/Unforeseen GF Contingency Request

### Bureau of Planning & Sustainability | DP No. 14,464 - AVT Coordination

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$145,000	(\$145,000)	\$0

#### CBO Recommendation: Do Not Fund

This request is for \$145,000 of General Fund one-time resources to support consultant (\$120,000) and BPS staff work (\$25,000) related to the Albina Vision Trust (AVT). The AVT aims to transform the Albina historic core in the NE quadrant of the Central City into an affordable, vibrant, and inclusive community. Their work aligns with the Central City 2035 plan given common interest to support waterfront activation and housing development in this area. The AVT plan consists of three components – land use, wealth building, and governance. There are four phases of development scoped for the next thirty years:

- 2020-2024: Planning – partnership building and agreements
- 2024-2030: Catalyst – Blanchard site north of Broadway/Entertainment district intact
- 2031-2040: Transformation – Higher density development along Broadway & event spaces
- 2041-2050: Full Vision – Development south of Broadway

Council allocated \$800,000 to AVT in the FY 2022-23 Adopted Budget process for master plan development and land banking for future development. Council also directed AVT and the City to develop an initial work plan including identifying staffing and funding strategies and to begin focusing on the Blanchard Site master planning process. This request is one of the initial work plan products.

The consultant study would document the complexity of the area from a City agency perspective and analyze future challenges and opportunities for waterfront development. Part of the analysis would include understanding and navigating the impact of large future infrastructure decision such as the following: Steel bridge replacement plans, TriMet's plans for a transit tunnel in the area, possibly realigning freight railroad, the future of the grain silo, river-related constraints, and public land and proposed projects. A consultant is preferred to a limited-duration FTE because of the complex and sensitive nature of the project in the area as well as the perception of report neutrality.

The bureau is also requesting \$25,000 for personnel time. They currently have 1.0 FTE of funding from the Rose Quarter ODOT IGA, but the funds cannot be used to support other projects. The \$25,000 ensures that staff position can support AVT as needed. Other staff will continue to work with AVT using ongoing existing resources.

If AVT's vision advances beyond the planning phase, BPS estimates they will need to provide staff performing technical support for at least three to five years. This work is not currently in the bureau's three-year work plan but will look at the work they do this year to determine the scope and scale of future commitments to the project. While this request is for one-time consultant work, BPS will likely need to commit future resources toward this work. CBO recommends that BPS either internally prioritize this work within existing resources when revisiting the three-year work plan or outline clear expectations to Council for future ongoing or one-time General Fund requests.

In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be needed in FY 2023-24 to fund the extension of these programs and positions, as well as other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. For new one-time requests representing a new body of work, bureaus should submit a decision package in FY 2023-24 budget development so the request can be considered alongside other City priorities. In the meantime, BPS says they will continue to support coordination activities and pre-development work at the Blanchard site. Apart from AVT, BPS remains committed to support this geographical area.

Additionally, CBO believes that this request would work best in tandem with the Street Network request from PBOT for \$360,000 that will also be submitted during the FY 2023-24 budget development process. Requesting resources in the FY 2023-24 budget process still fits within the Planning phase of AVT's plan to build partnerships and establish agreements. Therefore, CBO does not recommend that the current request for resources be funded by the General Fund during the Fall Supplemental.

## Urgent/Unforeseen GF Contingency Request

Office for Community Technology | DP No. 14,500 - Public Information Officer

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$141,961	(\$141,961)	\$0

### CBO Recommendation: Do Not Fund

The Office for Community Technology (OCT) requested \$283,922 of one-time General Fund contingency resource over two years to support a limited-term Public Information Officer position. The position will report directly to the Director and will further enhance bureau strategic operations and mission delivery, which is governed by complex federal, state, and local legislation.

The Office for Community Technology is responsible for collecting about 14% of City's forecasted discretionary revenue for FY 2022-23 through its Utility Franchise program. However, the bureau posits that it lacks the capacity to perform a critical function: engagement and negotiation with its community-based, Internet Service Provider (ISP), and telecommunication stakeholders. Currently, the Office does not have trained spokesperson or personnel responsible for strategic communications for high level projects like the Right of Way (ROW) code implementation, Digital Inclusion Fund, and Broadband planning.

The Office recently experienced an influx of public records requests related to ROW code implementation and has struggled to keep up with legal requirements due to lack of dedicated personnel. In addition, the Office notes that it lacks an online presence and has struggled with its 13.0 FTE staff, of which 2.0 FTE are vacant, to migrate to the City's new website platform and maintain content. Thus, by hiring a PIO charged with strategic communications planning for its operations, it posits that it will be able to better communicate its priorities and programs, services, and mission to the public, specifically priority populations, City Council, and the community at large. An example of such high-level priorities includes getting eligible participants (households with an income at or below 200% of the Federal Poverty Guideline) information and assistance in signing up for the Affordable Connectivity Program.

CBO understands the pertinence of the Office's public communication and information requests function. CBO also acknowledges that the bureau is currently struggling with workload related to its strategic communication, engagement, and negotiation function but notes that the bureau underspent its Prior Year budget by \$694,218 and could be planful with its FY 2022-23 budget to hire limited term personnel to manage its time-sensitive and high-level priorities, although CBO notes that the Office has stated its intention to reclassify an Analyst III position to a Manager I, and plans to absorb the cost, which will likely be about \$20,280 per year.

Following financial policy, CBO typically only recommends allocation of General Fund contingency for needs that are one-time costs, are urgent, unforeseen, unable to be absorbed in a bureau's budget. This request is for two years of funding for what is likely an ongoing need: engaging and negotiating with community, ISP, and telecommunications stakeholders is a critical part of the Office's function. For new ongoing programmatic requests, bureaus should submit a decision package in FY 2023-24 budget development so the request can be considered alongside other City priorities. Where feasible, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen one-time costs. Following these suggestions, CBO does not recommend one-time General Fund contingency funding for this request.

## Urgent/Unforeseen GF Contingency Request

### Office for Community Technology | DP No. 14,502 - Community Broadband Mapping Project

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$150,000	\$0	<b>\$150,000</b>

#### CBO Recommendation: Fund

The Office for Community Technology (OCT) requested \$150,000 of General Fund resources for a Community Broadband Mapping project, a prerequisite for eligibility to apply for \$42.5 billion designated by the Federal government to expand high-speed internet via the Broadband Equity, Access, and Deployment Program (BEAD).

The Office for Community Technology is continuing to advance the objectives of its Digital Equity & Inclusion program, which promotes access to technology for low-income and other populations. Past budget requests and FY 2022-23 request indicate that the Office will continue to bring forward Digital Equity and Inclusion decision packages as it engages and ascertains the barriers and needs in the community. The Community Broadband Mapping Project is the latest of the Office's effort to combine a unique set of data to inform and facilitate strategic planning for municipal broadband provisioning and digital equity programming.

The Mapping Project proposes to provide empirical data to demonstrate that Portland, like rural areas, needs public broadband infrastructure funding for economic prosperity and to inform the bureau's digital equity programming among others. The resources requested will be used to engage a local consulting firm to assist in the development of a Broadband Map that identifies "unserved" and "underserved" neighborhoods and purchase any necessary digital tools for analysis and communication. Although the request may complement some City objectives and could be vital for planning and implementing future projects, there is no guarantee that funding this request will translate into Federal funding for Portland. However, the opportunity cost is access to resources to build a robust and equitable broadband infrastructure that is central to community safety, economic prosperity, and resiliency. The bureau notes that approximately \$800 million could be allocated to the State of Oregon to disburse via a granting process.

It is also pertinent to consider the scope, timeline, and additional costs associated with the request. As submitted, the Community Broadband Mapping project is designed to be implemented in two phases. Phase 1 will cost \$150,000 while the cost of Phase 2 is uncertain at the time of this review. The Office notes that the deadline for Internet Service Providers has passed but it is on track to hire consultants and submit application with results generated from the mapping process. In addition, the Office notes that limited budget is a constraint to absorbing the cost of the project despite recording about \$60,000 vacancy savings in current fiscal year and significant underspending (\$694,218) in FY 2021-22. However, the Office also stated its intention to reclassify an Analyst IV position to a Manager I and that may claim significant portions of its vacancy savings.

In terms of performance, CBO assumes this request will further complement the Office's Digital Equity Action Plan (DEAP). At the time of this review, the bureau has not reported any data tracking the progress of DEAP Strategic Actions in FY 2021-22. However, the Office has started laying out some key performance indicators for the initial phase of the Mapping project and notes that data from the project could serve as a baseline measure of broadband accessibility in Portland and inform indicators for future broadband and digital equity programs. This is important as the City continues to improve its performance management framework to track investments in all priority areas and highlights the need for alignment and consolidation of equity-related data and projects across the City.

This request meets the Fall BMP criteria of being one-time and the timing of the application process for Federal funds provides urgency to this request. While it is possible that the request could be absorbed within the bureau's current year appropriation with careful planning, directing the bureau to absorb this cost could prompt them to require additional resources in the Spring at the risk of overspending their budget. Due to the request being one-time and urgent, and due to the equity considerations and potential financial return on investment, CBO recommends this request.

## Urgent/Unforeseen GF Contingency Request

### Office of Community and Civic Life | DP No. 14,429 - East Portland Community Office Relocation

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$80,000	\$0	<b>\$80,000</b>

#### CBO Recommendation: Fund

The Office of Community and Civic Life requested \$80,000 in General Fund contingency resources to continue support for its move into the Nick Fish Building and fund previously unidentified improvements. In 2020, Civic Life's East Portland Community Office (EPCO) was forced to vacate a Water Bureau building and identified the Nick Fish Building as an acceptable alternative in FY 2021-22. Civic Life notes that the \$137,450 earmarked for the initial Project Charter Budget to fund the move to the Nick Fish Building did not include permitting and other components; thus, the Office is now requesting additional resources to follow up on the delivery of its East Portland Community Tenant Improvement, as outlined with the Office of Management and Finance (OMF) Facilities Services in July 2022.

Civic Life notes that the lack of a facility manager prior to the initial allocation resulted in the inaccurate costing of the move. Since then, it has realized the need for additional resources to account for permitting fees (permit drawing triggers modifications to the HVAC system, plumbing networks, lighting, and electrical systems), and other associated costs. The Office also notes the equity impacts of continuing its operations from the EPCO renovated space as it will ensure that the City supports public involvement in its Eastern Neighborhoods while accommodating Civic Life Small Grants Program Coordinators and Grassroot efforts Facilitators for the East Portland area.

CBO argues that the bureau would have likely encumbered funds from prior year underspending to pay for this cost had it been known before the end of the fiscal year, and it is a cost that is being incurred. This request does meet the financial policy guidance for BMP contingency requests of being urgent, unforeseen and for a one-time cost. CBO notes that the bureau underspent its prior year budget by \$601,557 and could potentially absorb this cost through planful current year budget monitoring. However, the bureau is also requesting – and CBO is recommending – a carryover of \$30,000 to fund maintenance needs at the Kenton Firehouse which houses the North Portland District Coalition Office; thus, to be consistent, the Budget Office recommends allocating one-time resources for this one-time cost as well. Council may choose to direct Civic Life to be planful with their current year appropriation and absorb these costs should these resources need to be prioritized for other needs in the Fall BMP.

## Urgent/Unforeseen GF Contingency Request

Office of Community and Civic Life | DP No. 14,444 - Portland Insight Survey

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$50,000	(\$50,000)	\$0

### CBO Recommendation: Do Not Fund

Civic Life requested \$50,000 in non-encumbered carryover resources to support the design and piloting survey sampling and outreach for year one quantitative and year two qualitative administration of the Portland Insights Survey conducted by the City Budget Office. Civic Life states that the resources will be used to ensure the Survey's pilot years 1 and 2 adequately covers media, survey incentives, and other costs associated with including hard to reach Portlanders.

In FY 2021-22, CBO received \$125,000 in external materials and services resources to fund a contract for quantitative and qualitative data collection and \$150,000 to support 1.0 FTE Analyst II for the Portland Insights Survey project. CBO kicked off the project with internal and external stakeholders in February 2022, and currently is on track to release the Survey in October 2022. CBO, alongside other bureaus, and community partners is continuing to lead and implement the Survey while engaging community-based organizations and Portlanders with strategic outreach efforts. CBO and Civic Life have partnered to ensure both survey design and sampling methods best reach all Portlanders. This request arose from an identified need for one-time project funds to ensure comprehensive outreach and engagement strategies are deployed in this initial year of the survey. However, the City Budget Office has since projected internal vacancy savings that will allow the Budget Office to cover the needed project costs and no longer needs additional funding to complete the work described in this request.

## Urgent/Unforeseen GF Contingency Request

### Office of Community and Civic Life | DP No. 14,512 - Extend Funding for LT Communications Coordinator

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$200,000	(\$200,000)	\$0

#### CBO Recommendation: Do Not Fund

Civic Life requested \$200,000 in General Fund resources to support the extension of a temporary Communications Coordinator position to continue clear messaging for the City-wide review and update of the Portland Engagement Framework.

In FY 2021-22, City Council has authorized \$648,459 for Civic Life to lead a multi-phase, multi-year strategic engagement planning and bureau visioning process: Portland Engagement Project. The Office noted that \$85,000 of the allocated resource will be used to pay for continued communications support for the strategic planning process and temporarily hired an additional Communications Coordinator to support the process. However, the Office highlighted that all its expenditures amount to \$800,000, more than what it requested, but anticipated using salary savings in the coming fiscal year and realigning programmatic expenses to cover funding gaps.

The Portland Engagement Project (PEP) is now in the second part of its Listening Phase and the Office is requesting \$200,000 to extend the limited term Communications Coordinator position. CBO understands that these communications needs are vital to the success of the PEP and other Citywide projects but argues that Civic Life has 1.0 FTE Public Information Officer handling its communications function, which may be stretched by one-time communications support requests from multiple bureaus alongside the PEP. It also has about 12.0 FTE Coordinator positions engaging at varying levels with different communities across the City. In addition, Civic Life underspent its Prior Year budget by \$601,557 and could be planful with its FY 2022-23 budget to hire limited term communications personnel to manage communications needs through the critical path of the PEP without diverting funding from critical grant programs that support engagement and relationship building with community-based organizations or bureau communications efforts.

CBO does not recommend this request, owing to the criteria that General Fund resources should only be allocated during the Fall Supplemental for uses that are urgent, unforeseen, and one-time in nature. In addition, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs. Bureaus may request contingency resources in the Spring BMP if needed to cover unanticipated and urgent current year costs. For new ongoing programmatic requests, bureaus should submit a decision package in FY 2023-24 budget development so the request can be considered alongside other City priorities.

## Urgent/Unforeseen GF Contingency Request

Office of Equity & Human Rights | DP No. 14,375 - Vision Alignment and Priority-Setting Process

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$20,000	(\$20,000)	\$0

### CBO Recommendation: Do Not Fund

The Office of Equity and Human Rights (Office of Equity) is requesting \$20,000 in one-time funding to cover the cost of facilitation and materials of a Vision Alignment and Priority-Setting Process as the office works with a new leadership team, new commissioner-in-charge, and new employees as vacancies are filled.

Due to vacancies as of mid-September 2022, the Office of Equity has accumulated at least \$150,000 of Year-to-Date savings. This will likely provide sufficient internal resources to fund both one-time General Fund Contingency requests from the office during the Fall Supplemental Budgeting process.

The Office of Equity appears to have internal capacity to absorb the \$20,000 expense with vacancy savings. CBO recommends that the Office of Equity plan to use its internal resources, and if there are unanticipated expenses, or the savings do not materialize as forecasted the bureau retains the right to request contingency resources in the Spring Supplemental Budget Process.



## Urgent/Unforeseen GF Contingency Request

### Office of Equity & Human Rights | DP No. 14,376 - Budget Adjustment for Program Transition

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$60,309	(\$60,309)	\$0

#### CBO Recommendation: Do Not Fund

The Office of Equity and Human Rights (Office of Equity) is requesting \$60,309 in one-time funding to offset lost interagency revenue of \$71,310. The Office of Equity has already identified \$10,000 in reduced ongoing resources to offset this lost revenue. The \$71,310 represents just over 2% of the bureau's FY 2022-23 personnel expense budget.

This lost revenue is due to the end of an interagency agreement with the Office of Management and Finance (OMF) as the Portland Commission on Community-engaged Policing (PCCEP) transitions from being led by the Office of Equity to the Community Safety Division. The Office of Equity was notified of the end of the interagency agreement in late August 2022.

Due to vacancies as of September 2022, the Office of Equity has at least \$150,000 of savings in their personnel budget. This will likely provide sufficient internal resources to fund both one-time General Fund Contingency requests from the office during the Fall Supplemental Budgeting process.

CBO recognizes the office's need to address this funding gap. The office has relied on this ongoing resource to support their personnel budget and the Senior Policy Analyst that provided services to PCCEP. In the current fiscal year, the office appears to have internal capacity to absorb this expense with vacancy savings, allowing time to assess and address the ongoing need in subsequent budget processes. CBO recommends that the Office of Equity plan to use its internal resources, and if there are unanticipated expenses, or the savings do not materialize as forecasted the bureau retains the right to request contingency resources in the Spring Supplemental Budget Process.

## Urgent/Unforeseen GF Contingency Request

### Office of Government Relations | DP No. 14,355 - Tribal Relations Program New Position Request

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$143,000	(\$143,000)	\$0

#### CBO Recommendation: Do Not Fund

The Office of Government Relations is requesting \$143,000 for a new, Limited-term Administrative Specialist II position, funded for one year. The projected salary and benefit costs of this position total \$119,207, with the remaining \$23,793 comprised of materials and services costs. The bureau has stated its intention to request ongoing funding for this position as part of FY 2023-24 Budget Development as it has identified the work of this position to be of an ongoing need. Should the bureau not receive ongoing funding in the FY 2023-24 Adopted, it would need to fund the position with internal budget realignments.

The Fall Budget Monitoring Process (BMP) is reserved for current-year budget changes that are one-time in nature, urgent, unforeseen, and unable to be absorbed with existing bureau resources. Due to the Fall Supplemental Budget being adopted at the end of October—and current recruitment lead times averaging 103 days—CBO has identified that the bureau requires six months of funding in the current year for this position to cover potential expense associated with this request. Halving the bureau's submitted fully-loaded costs of \$143,000 gives us \$71,500 in current-year need to recruit and fund the position from January 1 to July 1, 2023.

To-date the bureau has generated approximately \$120,000 in vacancy savings from a vacant Director (the current deputy director is acting as interim director) and Government Specialists I and II positions since the start of FY 2022-23 that may be reallocated to fund this limited-term position this year. However, there could be additional current year budget impacts driven by employment market compensation demands and the outcomes of pay equity analyses for the Government Relations Specialist II job classification and the pending compensation determination of a new Director I. With that in mind, if the intention is to have the position for longer than this fiscal year, the bureau should be prepared to absorb the cost of maintaining the position within their existing allocation if ongoing funding is not allocated by Council to fund this position as part of FY 2023-24 budget development.

Lastly, should the bureau execute a successful recruitment and realize personnel services cost pressures at current fiscal year-end despite already-accumulated vacancy savings, CBO notes that the bureau retains the right to request compensation set-aside resources in the Spring Supplemental Budget to mitigate potential budget over-spending.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,352 - BRFS - SAP Implementation Support

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$462,780	\$0	<b>\$462,780</b>

### CBO Recommendation: Fund

BRFS is requesting \$462,780 of General Fund one-time resources to hire an Analyst II position for three (3) fiscal years. Accounting and Procurement want to revise their processes to support the community to do business with the City, improve cyber security, and serve City bureaus. SAP Ariba and SAP S/4 HANA have been identified as the system solutions, and these programs say that they need an Analyst to understand the system capabilities, assess current processes, recommend improvements, and determine the resources needed for implementation. The City will be upgrading SAP to SAP S/4 HANA beginning in late calendar year 2023. BRFS believes that this new data model demands a look at how City financial processes may be improved and benefit from systems updating. Additionally, with the recent cyber security failures, Accounting and Procurement would like to implement SAP Ariba, which may dramatically improve the City's cyber security by providing a vendor portal to allow banking information to be transmitted securely. A comprehensive review of the SAP S/4 HANA upgrade, the SAP Ariba solution, and the City's current procure-to-pay processes would correct some of the long-standing issues with security and efficiency.

Although BRFS states that implementing S/4 HANA and Ariba are both necessary, they are separate systems, and the City has only determined the necessity of implementing S/4, with the implementation of Ariba under review and yet to be decided. For BRFS, it is not clear yet whether the two will happen one at a time or simultaneously, but the bureau believes that both will improve City processes and deliver cost savings for many years. It may well be that BRFS will advocate for a delay of S/4 so that Ariba can be implemented first and start delivering cost savings sooner, as well as fix a major cyber security vulnerability.

The requested position would initially help Accounting and Procurement to determine exactly what the S/4 and Ariba are, what parts of them BRFS wants to implement, meet with bureaus, and get their input on overall process improvement opportunities. This initial phase will help guide the decisions on which implementation happens first and exactly what BRFS will be implementing. Then the bureau will be moving into implementation of both systems, and the requested position would assist with the implementations.

The requested position is just the support staff for Accounting and Procurement for these projects. The City will be hiring consulting firms for both projects and may well need backfill so that current employees can step away from their normal work and work on these implementations. BRFS states that until it has a better understanding of what aspects of Ariba and S/4 it wants to implement and what processes will be changing, it is not possible to identify how many more people will be needed, and how long the duration of the project will be is still to be determined. Once there is more clarity, the bureau will have to determine how to fund Ariba and the enhancement projects to S/4, whether it is through new resources or through internal reallocations as identified by efficiencies to the City's processes.

OMF acknowledges that how the requested position is funded is open to discussion and may well change as it transitions from the initial exploratory phase to the implementation phases. BTS will be paying for the initial implementation of S/4 out of its technology reserves. That implementation only involves the bureau transitioning existing processes over to the new system, which will then be followed by a series of iterative enhancements to add more of the S/4 capabilities and change processes. It is unclear how those iterative enhancements will be funded, but bureau funding would be appropriate for bureau staff participation. How the Ariba project will be funded still needs to be determined. Since it may deliver significant savings to the bureaus, it would make sense for them to contribute to the project. One possibility is for the City to borrow money to pay for the project, and funding from the bureaus would help to service the debt. (Con't)

While acknowledging the need to reserve General Fund contingency for purposes that the City had previously committed to and the criteria that such contingency should only be allocated during the Fall Supplemental for uses that are urgent and unforeseen, CBO is recommending that the current request for the SAP Implementation Support position be funded. As the need for the position is not unforeseen, CBO acknowledges that the Fall Supplemental is not the process where this type of request should come forward but is rather prioritizing requests that increase capacity for business-critical technology projects moving forward. By acting proactively, BRFS would have the time and resources to avoid an urgent, and potentially more costly, request to rush the projects or correct them if the bureau started them without proper staffing. The project should ultimately result in improved processes, in addition to cost savings. Therefore, CBO is recommending the one-time General Fund resources for the position for three years.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,475 - CAO-CSD CPTED Improvement in Priority Areas

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$250,000	(\$250,000)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$250,000 in one-time General Funds to fund critical Crime Prevention through Environmental Design (CPTED) improvements to properties in areas of Portland most in need of community safety resources. Additionally, these funds would be used to support critical properties with placemaking investments, bringing positive activity into the space.

If funded, CSD is expecting to focus on making access control and lighting improvements to 10-15 properties in the first year at an estimated cost of approximately \$85,000. It is presumed the remaining funds would be carried over to the second year for more improvements. Examples of access control and lighting improvements CSD intends to make with these resources include: fence repairs, fence replacements, new fence builds, lighting repair, lighting replacement, and lighting installation. CSD will contract with a construction project manager to make the improvements. The improvements are anticipated to improve tenant retention, calls for service (presumably reduce them), and incidence of gun violence.

CBO recognizes that environmental design is an important strategy in improving public safety, however, CBO recommends the bureau reallocate resources toward this program. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. If CSD is considering this request for ongoing resources, the bureau should submit a decision package in FY 2023-24 budget development so the request can be considered alongside other City priorities.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,478 - CAO-CSD Citizen Review Committee Staff Support

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$114,904	(\$114,904)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$114,904 in one-time General Fund Discretionary resources for 1.0 limited term (Analyst II) position to provide staff support for the Citizen Review Committee, an advisory and appellate body to the City administrative accountability process for sworn officers and supervisors in the Portland Police Bureau (PPB). Until recently, the Citizen Review Committee has been receiving administrative support from a position in the Auditor's Office under the Independent Police Review (IPR) agency. On July 1, IPR became an independent bureau and reclassified this position to handle other administrative tasks.

Together, the newly independent bureau and CSD have concluded that the Citizen Review Committee should receive project management and administrative support from the Community Safety Division. CSD recently created an Advisory Boards and Commissions Unit within the division to provide staff support to the Focused Intervention Team Community Oversight Group, the Portland Committee on Community Engaged Policing, the Local Public Safety Coordination Council (LPSCC) and the Portland Committee on Community-Engaged Policing (PCCEP). The unit has 6.0 positions (i.e. 1.0 Manager II, 1.0 Coordinator III, 1.0 Coordinator I, 2.0 Analyst IIs, and 1.0 vacant Analyst III position). Five of six positions are filled.

CBO does not recommend this request as the request is clearly ongoing, and CSD has stated that it plans to request ongoing funding in next year's budget. To address this need, CBO recommends that CSD reprioritize existing resources to cover the cost of this position this fiscal year. Pending FY 2023-24 budget guidance, CSD can bring forward a request for ongoing funds in the FY 2023-24 annual budget process.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,479 - CAO-CSD Dr. John Jay contract

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$90,000	(\$90,000)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$90,000 in General Fund one-time resources to continue to fund the consulting service of Dr. Jonathan Jay who leads Shape-Up, a project that uses analytics to help city residents reduce firearm violence through environmental improvements. Funding for the contract will provide technical assistance from Dr. Jonathan Jay on the interpretation and application of results from his research on the relationship between community firearm violence and the social and physical environment in Portland and other U.S. cities (including application of the proprietary Shape-Up algorithm). Activities may also include drafting reports, delivering presentations, and conducting workshops. If funded, the contract translates to approximately 270 hours of support or 4-6 hours per week (based on \$330 per hour).

CBO recognizes that environmental improvements are an important strategy in the City's efforts to reduce gun violence. At this time, CBO recommends that CSD work to cover the costs of this contract within the bureau's existing allocation. CBO makes this recommendation in the context of the fact that in the FY 2022-23 Adopted Budget Council allocated \$5.1 million in one-time resources to CSD for new programs and initiatives that will expire at the end of the year. CSD also had a significant amount of underspending last year, with \$1.5 million of allocated resources that fell to balance at year end. The bureau also has notable vacancy savings that could be reallocated toward this contract, if needed, in the current year.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,480 - CAO-CSD Executive Admin Assistant

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$98,324	(\$98,324)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$98,324 in General Fund one-time resources for 1.0 limited term Administrative Specialist III to provide executive assistant support to the CSD Director. The bureau's request notes that ongoing resources will be requested during the FY 2023-24 budget process.

CBO recognizes that the role of CSD's Director has grown rapidly and considerably over the past two years and that administrative support is likely warranted. However, the request is clearly ongoing, and CSD has stated that it plans to request ongoing funding in next year's budget. To address this need, CBO recommends that CSD reprioritize existing resources to cover the cost of this position this fiscal year. Pending FY 2023-24 budget guidance, CSD can bring forward a request for ongoing funds in the FY 2023-24 annual budget process.



## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,498 - BHR - Employee Central Implementation

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$377,250	\$0	<b>\$377,250</b>

### CBO Recommendation: Fund

This request is for \$377,250 in one-time General Fund resources to fund two limited term Human Resource Analysts I's positions for the period December 1, 2022, through December 31, 2023 to support the migration of the City's SAP payroll software to SAP Employee Central. This support is needed as SAP will end its support of the City's on-premises existing software. As a result, there is an imminent need to migrate the City's SAP HCM application, data, and HR business processes into the SAP Employee Central platform. This migration requires project management support from customer bureau subject matter experts and Bureau of Technology Services (BTS).

There are two phases of the project. The first phase of the work is expected to last from December 1, 2022, through December 31, 2023, for a total of 13 months. This phase will focus on working with BTS on drafting legal and policy requirements, preparing new HR processes, and performing testing on payroll and timekeeping related functions such as personnel administration, organizational management, employee service and development, performance management and onboarding. An additional six (6) months, January 1, 2024 to June 30, 2024, may be required in order to complete reengineering and implementation of new city HR processes, as applicable. Additional resources for these six months, if required, will be requested in the FY 2023-2024 Fall BMP.

Existing HR staff will be required to support the implementation of the SAP Employee Central migration project as subject matter experts. According to the bureau, the existing payroll and timekeeping staff are already experiencing workload issues with staff working nights and weekends to maintain the City's payroll system. The limited term positions will allow the bureau to backfill the existing staff's time so that they have more capacity to spend on the migration project. CBO notes that is unclear why this request was not requested in OMF's FY 2022-23 budget. However, further delays in allocating one-time General Fund resources to support this project could lead to poor outcomes by under-resourcing an opportunity to improve payroll and timekeeping's processes and functionality through this project.

CBO recommends this request as it is one-time in nature and provides additional capacity to BHR's payroll and timekeeping team so that the bureau's subject matter experts have the capacity to support this important project. If successful, the migration to SAP Employee Central that could lead to improved processes and outcomes of this core city function.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,503 - BRFS - Disparity Study

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$850,000	\$0	<b>\$850,000</b>

### CBO Recommendation: Fund

Procurement requests \$850,000 in one-time General Fund resources for a consultant to conduct a study analyzing disparities in City procurement contracts awarded to minority and women-owned construction firms. The study's aim is to provide evidence to City Council on whether hard contract goals are needed to support long-term wealth building growth for disadvantaged businesses in Portland. The study will provide City leaders with a current market assessment of how many minority businesses are available to compete for City-owned contracts and will provide the City Attorney's Office with the legal basis to work with Council and Procurement to set firm City goals for minority and women-owned businesses. The City has not conducted a Disparity Study in more than ten years, and Procurement has indicated that the availability and capability of small businesses in this market has evolved.

Procurement states that after 12 months of discussions with community stakeholders followed by a Council ordinance on April 20, 2022, that authorizes the Chief Procurement Officer (CPO) to conduct a disparity study, the Fall Supplemental Budget is the first opportunity to request funding "while ensuring that community confidence is maintained." The division notes that if it is able to complete this study by the end of this fiscal year, that will allow it and the City Attorney's office to implement updated social equity goals on FY 2023-24 spending. In FY 2017-18, Procurement dedicated \$335,000 of savings from its General Fund allocation for the Disparity Study, and the funds were subsequently carried over a number of years. The funds were ultimately reallocated to address more urgent needs for Social Equity consulting guidance and analysis of legacy Social Equity in Contracting programs.

CBO is recommending that the Disparity Study be funded by General Fund contingency during this Fall Supplemental for various reasons. While the need for the study is not unforeseen, as it has been more than ten years since the last study, it is overdue and has been authorized by Council. The expense is one-time in nature and cannot be absorbed within Procurement's existing budget. Moreover, the effort will further the City's equity goals by enabling the City to develop firm contract goals needed to support long-term wealth building growth for disadvantaged businesses in Portland.

## Urgent/Unforeseen GF Contingency Request

### Office of Management & Finance | DP No. 14,504 - BHR - Centralization of Family Medical Leave Administration

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$165,500	(\$165,500)	\$0

#### CBO Recommendation: Do Not Fund

This request is for \$165,500 in one-time General Fund resources to fund two limited term positions (i.e. Admin Specialist IIIs) to support the administration of the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). The additional staff would support BHR's multi-year strategy move towards centralizing FMLA/OFLA administration at the city. The request indicates that centralizing leave administration would provide support for newly created bureaus, address current coordinator changes across the City, and reduce the need for cross-bureau coordinator support in advance of Paid Leave Oregon beginning in September of 2023.

BHR currently has one FMLA/OFLA Leave Program Administrator who is assigned several smaller bureaus. The Administrator is also responsible for bureau FMLA coordinator training and complex case support. Several bureaus have a coordinator who typically spends 10-30% of their time on FMLA coordination with other duties (such as timekeeping). This de-centralized approach to FMLA and OFLA administration causes confusion for employees and inefficiencies in the timing of leave decisions. Identifying back up coverage for bureau-based coordinators and training new FMLA/OFLA coordinators is also time intensive. Centralized FMLA administration will help with coordination as employees qualify for multiple programs. To accomplish this goal, BHR asserts that ongoing resources will be requested in the FY 2023-24 budget process.

CBO encourages BHR to continue to explore centralizing this function as there are many aspects of this request that make sense. However, the request addresses an ongoing need, as BHR has stated that the bureau plans to request ongoing funding in next year's budget. Pending FY 2023-24 budget guidance, BHR can bring forward a request for ongoing funds in the FY 2023-24 annual budget process.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,505 - BRFS - Clean Air Construction Support

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$480,000	\$0	<b>\$480,000</b>

### CBO Recommendation: Fund

BRFS requests \$480,000 in one-time General Fund resources to assist contractors currently working on City construction projects with their compliance costs to retrofit nonroad diesel equipment to be compliant with the City's Clean Air Construction (CAC) engine requirements. The bureau states that providing compliance cost assistance is a more equitable approach in that it does not unduly burden smaller firms with fewer financial resources to absorb upfront costs, and it also does not burden them by making their bids on future projects less competitive because they are trying to recover costs from complying with our equipment requirements. While the assistance would be made available to owners of applicable equipment regardless of what type of business they are, since many of the older (and thus higher-emitting) pieces of equipment are owned by disadvantaged, minority and/or woman-owned or emerging small businesses (DMWESBs), these funds would significantly help these firms with compliance costs.

Within the fleets of these firms, there are currently 48 pieces of registered nonroad diesel equipment that will not be compliant with the CAC requirements in 2023. To reduce the financial burden of compliance on firms currently performing work on City construction projects, the CAC Program proposes to reimburse these firms at either 50% of the cost of the compliance action or up to \$10,000, whichever is less, to bring their applicable equipment into compliance with the CAC requirements. The total amount requested, \$480,000 is based on budgeting the maximum \$10,000 for each of the applicable 48 pieces of equipment.

BRFS notes that while neither City bureaus nor individual contractors can directly apply for Portland Clean Energy Fund (PCEF) grants, the Portland Business Development Group (PBDG), a local contractor development nonprofit organization, had in the past applied for a PCEF grant to help DMWESB contractors retrofit their diesel construction equipment to reduce diesel particulate matter, which is the target pollutant tied to the CAC requirements. The application was not selected for funding due to the activity not fitting well within the established categories of PCEF funding and the lack of funds in the category that was most applicable. Thus, BRFS believes that it is unlikely that a grant application focused on reducing diesel particulate emissions will succeed under the PCEF funding structure, even if a community organization were to submit another such application during the next funding round. Changes were recently proposed for the PCEF program, and it is not certain whether the updates as proposed will be adopted in full or otherwise revised. Even if the CAC program were successful in applying after adoption of the changes and subsequent program development, BRFS believes that the timeline that these changes are being implemented does not align with this request, which is focused on supporting firms doing business with the City who will be facing noncompliance of some equipment starting January 2023. BRFS notes that as of now, the types of Strategic Programs being prioritized do not align with the CAC, as the CAC is focused on reducing diesel particulate matter, and not decarbonization, which is the focus of the PCEF transportation-related strategies.

CBO is recommending that the CAC Support be funded by General Fund contingency during this Fall Supplemental for various reasons. Criteria that qualify a request for funding from General Fund contingency include it being urgent, unforeseen, one-time in nature, and cannot be absorbed within existing resources. As compliance is needed by 2023, there is an element of urgency to the request. Moreover, now that contractors are registering their equipment in the CAC online registration system, the program has specific data on the assistance needed to date; without this data, BRFS could not have calculated the amount of financial assistance needed to make a request. Furthermore, the request is one-time in nature and cannot be absorbed by the approximately \$119,000 of General Fund resources that the CAC program is allocated annually. Finally, the request has an equity component to it as disadvantaged firms are those most in need of assistance, and the effort will also further the City's environmental goals by assisting construction firms to reduce diesel particulate matter emissions into the air.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,506 - BRFS - Sustainable Procurement Initiative

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$250,000	(\$250,000)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$250,000 in one-time General Fund resources to launch a Materials and Supplier Carbon Reduction Initiative this fiscal year within the City's Sustainable Procurement Program. The Initiative will support pilot testing of low-embodied carbon materials, assessing the carbon reduction practices of key suppliers, and developing a supplier training program focused on business practices to reduce carbon emissions. In addition to the current request in the Fall Supplemental, BRFS has indicated that it intends to request ongoing General Fund resources for the initiative during the FY 2023-24 budget development process.

BRFS states that as highlighted in the City's 2016 Sustainable Supply Chain Analysis, the greenhouse gas emissions associated with the City's supply chain are over four (4) times greater than those associated with the City's direct emissions. The expected outcomes of this request include building the capacity of the Sustainable Procurement Program to assist bureaus in reducing the embodied carbon of high-impact materials they use every day, understanding the carbon reduction practices and needs of the City's suppliers, and providing associated supplier training/support. Other expected results include the transition to lower-embodied carbon materials and a quantified level of assessment and engagement of City suppliers on their carbon emissions.

While supportive of the aims of the initiative, due to the need to reserve General Fund contingency for purposes that the City had previously committed to and the criteria that such contingency should only be allocated during the Fall Supplemental for uses that are urgent, unforeseen, and one-time in nature, CBO does not recommend that the current request for the Sustainable Procurement Initiative be funded. In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs. For new ongoing programmatic requests such as this one, bureaus should submit a decision package in FY 2023-24 budget development so the request can be considered alongside other City priorities. Should Council decide to allocate General Fund contingency resources to the effort during this Fall Supplemental, CBO recommends that an adjustment be made to BRFS's CAL to fund the program on an ongoing basis.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,507 - BHR - Protech17 Classification & Compensation Study

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$2,032,300	(\$1,400,000)	<b>\$632,300</b>

### CBO Recommendation: Fund

This request is for \$2,032,300 in one-time General Fund resources to support a three-year Protect 17 classification and compensation study that the City agreed to conduct during labor negotiations. The \$2,032,300 request includes \$632,300 to fund three years of position costs for one Human Resource Analyst III and \$1,400,000 to conduct the Protech17 Classification and Compensation Study. According to the bureau, the \$1,400,000 estimate is based on an equivalent cost of two full-time staff working on the study over a three-year period. This estimate was informed by the bureau's experience conducting the City's Non-Rep Classification and Compensation study. The bureau plans to competitively bid the study, however, if the bureau is unable to contract out the work, the bureau will use the \$1.4 million to hire additional limited term staff to complete the work. According to BHR, the bureau previously engaged customer bureaus with Protech employees to cover the cost of the study. However, bureaus cited concerns regarding the ability to absorb the study's cost.

CBO recognizes that the city must meet fulfill our commitment to complete the Protech Classification and Compensation Study which will require resources and contract management support from BHR's Classification and Compensation Team (Team). Given the Team's existing workload and the importance of properly supporting this work, CBO recommends funding the \$632,300 portion of BHR's request for one-time General Fund resources. This represents the bureau's estimate to fund one limited term position to provide contract management and operational support over the three-year study period.

CBO recommends the bureau conduct more due diligence to identify the cost of completing the Protech17 Classification and Compensation Study. Once a more informed cost estimate is identified, CBO recommends the bureau submit a request for interagency resources from customer bureaus with Protech employees to fund the cost of the study in the FY 2022-23 Spring Supplemental Budget or FY 2023-24 Requested Budget. To avoid delays starting the Study, CBO recommends that BHR use the \$632,300 in General Fund resources for the limited term position to cover the Study's initial costs until interagency resources from customer bureaus are available. By recommending that the General Fund pick up a portion of the cost, this recommendation helps to reduce the cost of the study for customer bureaus and gives BHR the support needed to manage the project.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,510 - BHR - HR Systems Analysts

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$177,750	(\$177,750)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$177,750 in one-time general fund resources and 2.0 limited term HR Systems Analyst positions to support BHR operations. The request has two components: one limited term position is needed to support the workload of the Bureau's timekeeping, payroll, and personnel administrative functions. The second position is requested to support internal coordination, customer outreach, and training.

The bureau's request states that ongoing resources may be requested during the FY 2023-24 budget process.

- Position 1: This position would provide capacity to address the bureau's increasing workload from new federal, state, and local requirements, changes to labor contracts, and city policy changes related to COVID and other initiatives that have an ongoing impact to payroll and timekeeping administrative processes. The city has a need for BHR to provide more proactive, comprehensive customer service outreach, in the format of internal coordination and citywide HR systems training.
- Position 2: This position would provide internal coordination support within the bureau, including training on City HR systems, compensation rules, and ongoing system changes. It will allow for more capacity of the subject matter experts to design and conduct more thorough initial and ongoing training for timekeepers, personnel administrators, and other stakeholders within the City.

CBO notes that this request is in addition to a separate FY 2022-23 Fall Supplemental request for two limited term Human Resource System Analysts to support the migration of the City's SAP payroll software to SAP Employee Central (see Decision Package #144978: BHR-Employee Central Implementation). This migration requires project management support from customer bureau subject matter experts in timekeeping and payroll administrative and Bureau of Technology Services (BTS). CBO recommended this request as it is one-time in nature and provides additional capacity to BHR's payroll and timekeeping team so that the bureau's subject matter experts have the bandwidth to support this important project. The migration to SAP Employee Central could also lead to improved processes and outcomes of this core city function.

Unlike BHR's separate request for resources to support a one-time project, this request addresses ongoing needs at the bureau. While the bureau's capacity issues in payroll and timekeeping are genuine and material, it is unclear how impactful two limited term positions would have at addressing the bureau's needs considering the time it takes to recruit, fill, and train limited term positions by year end. CBO does not recommend this request but notes that additional capacity to support the SAP Employee Central migration project may offer some relief to the team's workload in the short term. Pending FY 2023-24 budget guidance, CBO recommends that BHR bring forward a request for ongoing funds in the FY 2023-24 annual budget process.

## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,513 - BHR - Class Comp, Pay Equity and NR Pay Structure

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$265,000	\$0	<b>\$265,000</b>

### CBO Recommendation: Fund

BHR is requesting \$265,000 to fund 2.0 Limited Term (LTE) positions (1.0 Human Resource Analyst III and 1.0 Human Resource Analyst II) to support the bureau's Job Classification and Compensation Team (the Team). The Team is experiencing a significant increase in requests for pay equity reviews and classification and compensation studies. For example, the number of pay equity review requests increased from 344 in FY 2020 to 769 in FY 2022, a 124% increase over a two-year period. The team's classification and compensation study workload has also grown. The team conducted 8 studies in 2021 (calendar year), up from 4 in 2020 and 2 in 2019. The team is projected to complete 6 studies by the end of 2022.

To address the growing demands of the BHR's Class Comp Team, the bureau received funding for two additional permanent positions in the FY 2021-22 Adopted Budget, three two limited term positions in the FY 2021-22 Fall Supplemental Budget, and one-limited term position in the FY 2022-23 Adopted Budget to redesign the City's non-represented compensation structure. Given the number of staff and ongoing resources needed to build the bureau's pay equity program for 1000+ non-represented staff, the Bureau's original request for one limited term position to re-design the City's non-rep compensation structure was under-resourced.

As noted in CBO's previous analysis, the current pay structure has large overlapping pay ranges that create challenges with setting starting pay that both recognizes the knowledge, skills and abilities of candidates and complies with the law. The bureau asserts that the 2 limited term positions will improve turnaround times for pay equity reviews which are averaging 4-5 days in FY 2022-23, up for 1-2 days in FY 2021-22. The two additional positions will also provide the Class Comp Team with the capacity to complete the re-design of the City's non-represented compensation structure.

CBO recommends this request as BHR's Class Comp Team plays an essential role in recruiting and retaining staff. It is critical that the City's Class Comp Team have sufficient support to complete the re-design of the City's non-represented compensation structure as compression concerns and large overlaps in pay grades are creating a challenging recruitment and retention environment. However, CBO strongly discourages the bureau from expanding the City's current employee pay equity process to represented employees. Doing so is likely to have significant fiscal and legal implications that need to be more thoroughly discussed with Council and resourced before moving forward.

















## Urgent/Unforeseen GF Contingency Request

Office of Management & Finance | DP No. 14,526 - BHR - Vaccine Mandate – Attestation Verification

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$86,750	(\$86,750)	\$0

### CBO Recommendation: Do Not Fund

This request is for \$86,750 in General Fund one-time resources to fund the cost of 1.0 Limited Term Administrative Specialist II position for the period November 1, 2023-June 30, 2023. This position is currently funded with ARP resources which are set to expire October 31, 2022. The Employee and Labor Relations team has been tasked with administering the City's Vaccine Mandate since July of 2021. The position is supporting the staff vaccine mandate attestation verification process for new and existing staff.

CBO recognizes that BHR plays an important role implementing the City's Vaccine Mandate. However, this request has ongoing implications assuming the mandate remains in place.

Since vaccine mandate attestations are already completed for existing city staff, it is unclear whether verifying vaccine attestations for new employees is enough work to justify a full-time position or if this work can be absorbed by existing staff. If additional support is needed this fiscal year, CBO recommends that the bureau reprioritize existing resources to support this role. Pending FY 2023-24 budget guidance, BHR can bring forward a request for ongoing funds in the FY 2023-24 annual budget process.



## Urgent/Unforeseen GF Contingency Request

### Office of Management & Finance | DP No. 14,531 - CAO-CSD Evaluation of Safer Summer PDX, CSD Programs

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$500,000	(\$500,000)	\$0

#### CBO Recommendation: Do Not Fund

This request is for \$500,000 in one-time General Funds to evaluate the Safer Summer PDX effort (\$380k) and the new Community Safety Division Programs Unit (\$120k), composed of the Office of Violence Prevention, the Community Safety Program (formerly in Civic Life), and the Strengths Self-Defense Program. CSD intends to contract out both efforts.

In CBO's Q&A with the bureau regarding the request, CSD indicated that the division has a scope of work developed for a three-month evaluation of the Safer Summer PDX "inception phase," which would total approximately \$65,000-\$80,000. In the "inception phase" the evaluation firm would develop a proposal for a larger 2-year evaluation of the Safer Summer PDX initiative and efforts associated with the Mayor's gun violence emergency declaration. CSD estimates the full 2-year evaluation will cost approximately \$300,000. The second component of the request is for \$120,000 to fund both the development of performance measures for the Program Unit as well as a "monitoring, evaluation, and learning" MEL system to support the Program Unit's staff development and processes.

Based on the information provided, CBO recommends that the division take more time to develop this proposal and reprioritize existing resources toward evaluating the Safer Summer PDX initiative and the Program Unit's efforts to identify performance measures and program development support. CBO makes this recommendation in the context of the fact that in the FY 2022-23 Adopted Budget Council funded several millions of dollars in new programming and positions with one-time only resources that will expire at the end of the year. Although there is General Fund balance available, these resources will likely be required to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable vacancies in CSD and \$5.1 million in one-time resources allocated to CSD in the FY 2022-23 budget process, CBO recommends that CSD prioritize resources within their existing budget to address this need.

## Urgent/Unforeseen GF Contingency Request

### Portland Bureau of Emergency Management | DP No. 14,543 - Emergency Operations Expansion

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$3,470,368	(\$3,470,368)	\$0

#### CBO Recommendation: Do Not Fund

In total, in the Fall BMP the Portland Bureau of Emergency Management is requesting \$6.0 million and 14.0 FTE to build the foundation for new or enhanced organizational functions in alignment with national best practices. All requests include two years of funding for each position. This specific request is for \$3.5 million to fund five new FTE and capital investments to bolster the bureau's Emergency Operations program. These resources would support limited-term FTE for two years, but the bureau intends for these to be ongoing functions. The approximate estimated annual impact of this package is at least \$850,000 just for the positions and not including ongoing materials and services costs would likely be required.

This request includes the following requests with ongoing costs:

- A Watch Command Program (1.0 FTE) to monitor hazards and threats for better real-time activation during an emergency
- A dedicated Emergency Operations Center Program (1.0 FTE) to focus on capacity-building
- A Logistics Program (1.0 FTE) to help provide planning and delivery of resources for emergency response
- A centralized Citywide Training and Exercise Program (1.0 FTE) to better integrate individual bureau emergency efforts, manage after-action review, conducting incident debriefs, and managing process improvements
- A Special Events Program (1.0 FTE) to support and streamline Citywide event management

In addition, this request includes the following one-time fleet and technology purchases:

- \$1.7 million to expand the bureau's vehicle fleet to provide in-the-field command and control capability for PBEM and the Emergency Coordination Center (ECC)
- \$138,000 in addition to \$83,000 encumbered for ECC Video Wall replacement
- \$14,000 for smartboards to allow greater flexibility for information sharing
- \$235,000 to provide data-over-radio communications capability for PBEM and the ECC in alignment with PBEM's previous strategic plan

CBO recognizes that PBEM has played a lead role in managing the City's response to several years of unprecedented emergency events, and the bureau's Fall BMP submission identifies a number of key issues that have been surfaced through these experiences, with the assessment of new leadership, and from early findings from the consultant that has been engaged for the bureau's strategic plan. The bureau notes that there are only four permanent positions currently dedicated to Emergency Operations, as the organization was set up to focus more on community preparedness and resilience with other response programs distributed among various bureaus.

In an FY 2022-23 Adopted Budget Note, Council directed PBEM to "develop and share a new organizational plan to clearly delineate the bureau's mission and lines of business for support of city emergency planning and reliance efforts." This work is still in progress, and this decision package proposes a significant increase in budget and scope of programming to be managed by the bureau that would need to be accounted for in the budget process.

Based on City Financial and Position Control policies, as well as the pending budget note, CBO does not recommend allocating one-time resources for ongoing needs; however, CBO does recommend that these requests come forward as part of FY 2023-24 Budget Development based on the full assessment of the City's emergency response needs, including the delineation of responsibilities between the City and Multnomah County.

CBO also recommends that PBEM work with other public safety bureaus to develop a comprehensive fleet plan, including the potential to deploy existing vehicles during different types of emergencies where feasible. CBO understands that both Fire and Police have vehicles that will be nearing the end of their useful life soon, and there may be an opportunity to align their replacements in a way that serves the City's broader emergency operations needs.

For the other one-time technology purchases, CBO recommends first reviewing whether these may be eligible for the bureau's grant resources, which have historically been underspent. The bureau has also applied for the annual Emergency Management Performance Grant (EMPG) allocation, which is likely over \$100,000 higher than what PBEM has anticipated in its current year budget. If this is not feasible and the bureau is otherwise unable to absorb these costs within their regular underspending, CBO recommends that the bureau request additional resources in the Spring BMP. The bureau was able to encumber a number of one-time contracts with General Fund underspending in FY 2021-22 – a total of \$871,329 – and CBO encourages the bureau to take advantage of these resources earlier in the fiscal year. Prior year analysis indicates that the bureau is regularly underspending its General Fund allocation by over half a million dollars, mostly in the external materials & services category.

## Urgent/Unforeseen GF Contingency Request

Portland Bureau of Emergency Management | DP No. 14,544 - Systems Innovation and Data Management

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$892,155	(\$892,155)	\$0

### CBO Recommendation: Do Not Fund

In total, in the Fall BMP the Portland Bureau of Emergency Management is requesting \$6.0 million and 14.0 FTE to build the foundation for new or enhanced organizational functions in alignment with national best practices. All requests include two years of funding for each position. This specific request is for \$892,155 to support two years of funding for 3.0 FTE to establish a systems and data analysis team. The bureau notes that emergency management organizations typically have dedicated in-house support for these functions, and requests to hire staff to help develop and implement this program. The approximate estimated annual impact of this package is at least \$535,000 just for the positions and not including ongoing materials and services costs would likely be required. This request includes funding for:

- Dedicated geospatial analyst services
- Better quality information sharing, data reporting, and mapping for emergency response
- Bringing information systems together to help break down bureau data silos
- Recording, tracking and reporting on Portland-specific emergency management metrics
- Developing ongoing dashboards and reports to engage the community in disaster response, planning, preparedness, and resilience
- Providing data for grant applications

CBO recognizes the benefits of developing bureau-specific support for these functions and the importance of enhancing the City's systems and data support for emergency response. However, as these positions would be developing an ongoing program scope, based on City Financial Policy, CBO does not recommend allocating one-time resources, but instead recommends that this request come forward during FY 2023-24 Budget Development. CBO notes that Council allocated \$359,108 in the current year Adopted Budget to support planning for use of City facilities and resources during emergency activations, which could potentially be utilized to help support urgent projects as well. The positions to be funded by that allocation have not yet begun the hiring process, resulting in vacancy savings that could be directed to other one-time staffing, interagency, or contracted support for urgent projects in the current fiscal year. Specifically, the decision package calls out the example of mapping heat islands overlaid with available shelters and social determinants of health to help the City plan for summer heat response.

Additionally, PBEM received \$500,000 in the FY 2022-23 Adopted Budget to put toward replacement of its Crisis Information Management System, which is currently in progress pending the bureau's organizational assessment. This process may help to further articulate the bureau's ongoing data and systems needs.

## Urgent/Unforeseen GF Contingency Request

### Portland Bureau of Emergency Management | DP No. 14,545 - Planning & Preparedness Expansion

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$1,323,210	(\$1,323,210)	\$0

#### CBO Recommendation: Do Not Fund

In total, in the Fall BMP the Portland Bureau of Emergency Management is requesting \$6.0 million and 14.0 FTE to build the foundation for new or enhanced organizational functions in alignment with national best practices. All requests include two years of funding for each position. If funded ongoing, the estimated approximate annual cost of this request would be at least \$800,000, not including materials and services expenditures. This specific request is for \$1.3 million to fund five FTE to comprehensively address the City's needs for emergency planning. Although progress has been made compared to prior years, only 58% of City Bureau plans submitted to PBEM are up-to-date according to their published standards – close to the current year target, but notably lower than the strategic target of 90%.

This request includes the following positions:

- A Disability Inclusion Specialist, which would focus on ensuring that that the bureau's plans, trainings, and outreach are brought into compliance with the Americans with Disabilities (ADA) Act in alignment with a recent audit
- A Hazard Mitigation Planner to advance the City's natural hazard mitigation program
- A Planning Manager to update plans, manage contracted planning work, supervise other positions, and accelerate implementation of projects in the City's Mitigation Action Plan
- Two Program Assistants to help with program delivery and support, one focused on the Neighborhood Emergency Team and one serving as the Outreach Assistant focusing on communities that face disproportionate risk, including Black, Indigenous, and other communities of color, and people with disabilities

CBO recognizes the importance of these proposed scopes of work and the intentional commitment of resources toward critical equity goals and legal requirements. In the Fall BMP, CBO is recommending funding for very few requests submitted for contingency resources. In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs and request additional resources in the Spring BMP if needed.

CBO agrees that there is critical planning work for PBEM to move forward, and notes that the bureau received \$200,000 in one-time funding in the Adopted Budget to support an all-hazard mitigation program for the City. It was anticipated that this investment could help the City to secure outside grant resources in support of City disaster planning and resilience efforts. Although PBEM has engaged a consultant to assist with this work, the bureau notes that it has already become clear that staff capacity will be a limiting factor in expanding the program. The bureau has a number of active and pending contracts in this program, but there may be some capacity to reallocate within existing allocations – including the new funding – to help fund this request. This program underspent its budget by an average of approximately \$275,000 over the last four years, which suggests the potential to fund more expenditures within existing appropriations. Overall, CBO recommends that the bureau utilize those funds to provide limited-term support to ensure the success of securing new ongoing grant funding or other urgent planning updates noted in the decision package narrative. (Con't).

In the Adopted Budget, Council also allocated \$191,220 in one-time General Fund resources for consulting services in support of disability equity planning for emergency response. The intent was to help develop next steps toward addressing audit findings related to the City's lack of preparedness to meet the needs of people with disabilities during emergencies. The bureau is currently developing scopes of work to a) update the community outreach/ preparedness materials for communities of disability, b) develop a bureau-wide training on ADA compliance and c) update the evacuation plan to address risks for people with disabilities. The Office of Equity & Human Rights is likewise working to execute a contract for a Citywide Self-Evaluation as required by the ADA, funded by \$280,000 in one-time General Fund resources also allocated in the current year. CBO has consistently acknowledged the City's need to develop an enterprise-wide approach to disability equity and ADA compliance, functions that are under-resourced and dispersed throughout bureaus. Although CBO does not recommend allocating one-time resources toward an ongoing position, CBO strongly supports bringing forward a request in FY 2023-24 budget development in alignment with these contracts.

## Urgent/Unforeseen GF Contingency Request

### Portland Bureau of Emergency Management | DP No. 14,546 - Community Outreach Program Expansion

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$409,425	(\$409,425)	\$0

#### CBO Recommendation: Do Not Fund

In total, in the Fall BMP the Portland Bureau of Emergency Management is requesting \$6.0 million and 14.0 FTE to build the foundation for new or enhanced organizational functions in alignment with national best practices. All requests include two years of funding for each position. This specific request is for \$409,425 to support one FTE and a contract to develop a public service campaign to prepare for summer heat emergencies.

The bureau is looking to expand the number of Neighborhood Emergency Team (NET) volunteers who are trained and prepared to perform welfare checks, assist people in distress to navigate to a shelter, and staff cooling shelters. This position would be focused on volunteer training. Although the NET program's performance measures show strong results – 89 active NET Teams out of a strategic target of 90, with a nearly 100% active volunteer base of 2,000 – the program was only able to train 96 new volunteers last year; the current waitlist is 2,000. Even so, NET volunteers filled hundreds of cooling shelter shifts over the summer, along with City employees. As part of the planned After-Action report and sheltering framework development assessment related to severe weather incidents, CBO recommends that the City review its approach to staffing shelter shifts and determine whether it would be feasible to transition away from utilizing City employees. This may ultimately result in savings that could be reallocated to cover the cost of this training position.

This request also includes \$150,000 to work with a marketing agency to develop messaging and materials encouraging people to make a plan and check in with one or more at-risk people during severe heat and assist those who are in distress to access other resources. The bureau indicates that the Portland Insights Survey will be utilized to assess whether this campaign impacts the number of people who respond that they would check on a neighbor during severe weather and if someone would check on them. As noted in other decision packages, given significant other one-time funding needs, CBO recommends that the bureau first look to grant resources or take advantage of historical underspending to fund this request; PBEM also has the opportunity to request additional funding in the Spring BMP.

## Urgent/Unforeseen GF Contingency Request

### Portland Bureau of Transportation | DP No. 14,436 - PBOT 82nd Ave ODOT Funding Replacement

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$100,000	(\$100,000)	\$0
General Fund Discretionary	\$0	\$0	\$0

#### CBO Recommendation: Do Not Fund

This request seeks \$100,000 in new General Fund resources to replace revenue related to the transfer of 82nd Avenue from ODOT to PBOT. With the approval of Council in April, PBOT took ownership of a seven-mile, high-crash corridor along 82nd Avenue beginning on June 1, 2022. A commitment of \$185 million helped secure the transfer, including \$85 million in federal ARPA funds, a \$70 million pledge from ODOT, and \$35 million commitment from PBOT that together will support critical maintenance and redesigns to eliminate traffic fatalities and establish the corridor as a safe community destination. Among the ongoing needs of the corridor is the maintenance of 38 traffic signals along the southeast portion of 82nd Ave, as well as existing and new assets, such as pedestrian beacons, that will be installed or replaced as part of the jurisdictional transfer. Prior to transfer, PBOT annually received funds from ODOT for the maintenance of these assets, amounting to roughly \$100,000 a year. It is for replacing this lost revenue that PBOT is seeking new General Fund resources.

The Fall Budget Monitoring Process (BMP) is reserved for current-year budget changes that are one-time in nature, urgent, unforeseen, and unable to be absorbed within existing bureau resources. Due to the ongoing and foreseeable nature of the maintenance needs required by 82nd Avenue, CBO does not recommend General Fund contingency resources for this proposal at this time. CBO also notes a conservative recommendation standard for many requests in the Fall 2022-23 BMP due to anticipated need of General Fund contingency in the coming year. In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs.



## Urgent/Unforeseen GF Contingency Request

### Portland Bureau of Transportation | DP No. 14,442 - PBOT Frac Tanks Request

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$447,000	(\$447,000)	\$0
General Fund Discretionary	\$0	\$0	\$0

#### CBO Recommendation: Do Not Fund

PBOT is requesting \$447,000 in General Fund contingency resources for the procurement of four frac tanks used in storing magnesium chloride liquid deicer. PBOT currently possesses two, stationary tanks stored within its facility at 701 N Stanton Avenue, otherwise known as the "Valvoline Building". The procurement of four mobile tanks would nearly double PBOT's capacity of liquid deicer from 42,000 gallons to 70,000 gallons. The additional tanks would allow PBOT to discontinue use of its current subpar tanks and decrease the bureau's reliance on the facilities in which they're stored. PBOT has stated concern over the deteriorating state of the bureau's facilities at the Valvoline Building, noting non-compliance with fire and seismic emergency code regulations, including unsafe stairs and plankways, low ceilings, and persistent liquid pooling.

In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs. Bureaus may request contingency resources in the Spring BMP if needed to cover unanticipated and urgent current year costs.

In addition to a conservative standard for recommendation of new General Fund resources in the Fall 2022-23 BMP, the request does not satisfy the unforeseen criteria reserved for Fall BMP resources. CBO notes the foreseeable nature of deteriorating equipment and facilities. Likewise, the request does not address the Valvoline Building's structural issues. Accordingly, CBO does not recommend new General Fund resources for this request through BMP allocation. However, recognizing the gravity of workplace safety, CBO encourages PBOT to return with a request in the FY 2023-24 Budget Development process in which Council can consider both the necessity of increased deicing capacity as well as a potential holistic solution to safety issues posed by deteriorating conditions at the Valvoline Building.

## Urgent/Unforeseen GF Contingency Request

### Portland Fire & Rescue | DP No. 14,522 - Addressing Critical Gaps and Deficiencies

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$451,008	(\$380,027)	\$70,981

#### CBO Recommendation: Fund

Portland Fire & Rescue is requesting approximately \$450,000 to fund seven limited-term FTE from January to June 2023 to begin addressing significant service and operational capacity gaps identified through a service delivery and staffing review. The findings of this analysis were presented to Council in August 2022. The bureau intends to request all of these positions as ongoing in FY 2023-24 budget development, an estimated annual impact of approximately \$1.1 million based on additional benefit and inflation costs.

These positions include:

- An Assistant Chief of Operations (1.0 FTE), part of a larger bureau modernization effort to transition to a two-branch organizational structure and free up capacity for the Fire Chief
- A Logistics Carpenter (1.0 FTE) and Uniforms and Personal Protective Equipment Coordinator (1.0 FTE) to help keep up with facility maintenance demand, fleet maintenance, uniform services, and self-contained breathing apparatus (SCBA) maintenance and testing
- A Communications Coordinator (1.0 FTE) to help facilitate internal communications, as the bureau's limited communications resources are currently externally focused
- A Technology Project Manager (1.0 FTE) to provide dedicated support for the bureau's software that is currently under consideration, in pilot, or implementation [recommended on a limited-term basis]
- An Operations Data Deployment Analyst (1.0 FTE) to help develop, extract, interpret, compile, and report on operational data [recommended on a limited-term basis]
- A Policy Coordinator (1.0 FTE) for dedicated records management and bureau-wide policy coordination resources; this position was requested but not ultimately funded in FY 2022-23 Budget Development

CBO recognizes that the bureau has been navigating several years of sustained emergencies, policy decisions, and staffing reductions/turnover that have contributed to significant operational challenges. All of the requested positions are in alignment with findings in the Citygate study, although these specific FTE were not cited in immediate next steps recommended by the consultants. Based on City Financial and Position Control policies, CBO does not recommend allocating one-time resources for ongoing needs but does recommend that these requests come forward for consideration during FY 2023-24 Budget Development. Although some of the roles have been discussed as shared functions to be managed by the Community Safety Division, CBO recognizes that there is likely urgency in moving forward with addressing these operational gaps before the broader public safety strategic planning process is expected to be complete (up to two years from now).

The Work Session on PF&R's staffing challenges and the finding from the Citygate study raised important questions about dispatching improvements, driving forces behind the large number of calls that are canceled en route, the relationship between the City's emergency responders and the American Medical Response (AMR) contract managed by Multnomah County, and much more. In order to support the analysis needed to inform next steps, CBO does recommend support for a limited-term Operations Data Deployment Analyst. Given current hiring challenges, CBO suggests that the Community Safety Division "loan" a vacant performance analyst position to PF&R to provide support focused on analyzing next steps related to the Citygate study. CBO has previously recommended considering how to bring together positions and data management across public safety bureaus to help better integrate analysis on call demand, dispatch, and response; this arrangement could help test the viability of that approach. (Con't)

CBO also recommends funding the Technology Project Manager position (\$70,981), as CBO understands that there is a current year, urgent need for project management support for several key software implementation projects that cannot be fulfilled by the Bureau of Technology Services. Again, CBO notes the hiring challenges - for technology services in particular - and has concerns about the feasibility of hiring someone into this position for only six months. The bureau has already assessed the possibility of contracting out this work; after a lengthy interview process, it was determined that supporting the work in-house would be more cost-effective. Should this move forward, the bureau should be prepared to manage this work without additional resources in FY 2023-24 if Council does not allocate new funding.

## Urgent/Unforeseen GF Contingency Request

### Portland Fire & Rescue | DP No. 14,529 - Houseless Community Fire Abatement

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$185,332	(\$185,332)	\$0

#### CBO Recommendation: Do Not Fund

Portland Fire & Rescue is requesting \$185,332 to continue funding for two Fire Inspector positions focused on prevention work with the houseless community. In the FY 2021-22 Fall Supplemental Budget, Council allocated one-time General Fund discretionary resources totaling \$300,509 for two limited-term Fire Inspectors for work related to implementation of zoning code changes allowing new shelter and housing alternatives for people experiencing homelessness. CBO recommended funding this request, given short-term pandemic-related revenue declines and long-term trends in the number of fires impacting people who are houseless: since January 2021, over 40% of both fire incidents and fire-related injuries and deaths have impacted people who are houseless and this figure is likely low as housing status was unknown in approximately 12% of all incidents. CBO further recommended that the bureau undertake a more comprehensive analysis of this issue as part of FY 2022-23 budget development to help plan for and formalize the bureau's role in mitigating health and safety risks for people living in and impacted by both sanctioned and unsanctioned outdoor shelters. Given other critical needs identified by the bureau, however, this specific function was not prioritized by the bureau for funding in the Requested Budget.

In the second half of FY 2021-22, the Inspectors spent a combined total of approximately 15 business days conducting plan review and pre-inspection walk-throughs of proposed shelter sites, issued 34 conditional use permits and inspected 48 locations (which can include multiple visits), provided assessments of sanctioned houseless campsites to ensure they meet safety requirements and have defensible space if needed to reduce the risk of vegetation fires, and made contact with approximately 200 individuals within the wildfire hazard zones during wildfire season. In addition, the Inspectors developed fire safety education campaigns for people living outside or in RVs and cars on the dangers of fire and carbon monoxide, carried out 250 instances of outreach, and processed 400 referrals from the Emergency Operations Division. The majority of those referrals ultimately went to outreach groups, the Impact Reduction Program, or the Street Services Coordination Center.

Although some of this workload stems specifically from the Bureau of Development Services code guide for sanctioned outdoor temporary shelters, the workload data provided illustrates the larger need for outreach, education, and prevention to reduce fires and fire-related injuries and deaths related to unsanctioned camping. As of September 22nd, there have been 1,447 fires impacting people who were houseless and another 449 where housing status was unknown – which represents over half of the total fire incidents in calendar year 2022. This data suggests that focusing on prevention efforts could be an effective strategy for helping to reduce call volume and the number of cases per investigator; the bureau's strategic target is an average of 85 cases per investigator, compared to actual caseloads of 324 and 493 in FY 2019-20 and FY 2020-21 respectively. This number ticked down slightly in FY 2021-22 to 264 cases.

The City is dedicating significant resources to the Street Services Coordination Center, Impact Reduction Program, and Portland Street Response to help bridge gaps in the regional approach to addressing unsheltered homelessness. Combined, these programs have an FY 2022-23 allocation of \$22.4 million. Moving forward, CBO strongly recommends that the fire prevention function be prioritized within that continuum of programming on an ongoing basis. This may include non-sworn support for outreach and engagement with campsites or other interventions that could help to reduce the number and impact of fires. In the current year, CBO suggests that the bureau could consider reallocating vacancy savings from the phased implementation of the Portland Street Response expansion to fund these positions, which is estimated to be at least several hundred thousand dollars.

CBO makes this recommendation in the context of the fact that in the FY 2022-23 Adopted Budget Council funded several millions of dollars in new programming and positions with one-time only resources that will expire at the end of the year. Although there is General Fund balance available, these resources will likely be required to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs.

## Urgent/Unforeseen GF Contingency Request

### Portland Fire & Rescue | DP No. 14,530 - Inspection Innovation Program

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$150,859	\$0	<b>\$150,859</b>

#### CBO Recommendation: Fund

Three years ago, Portland Fire & Rescue began working on a software replacement for its 20-year-old fire inspection system. The bureau is now requesting two limited-term Fire Inspector Specialists to help with implementation of the Inspection, Testing, and Maintenance (ITM) module before the system goes live. The previous rollout was estimated for mid-2022, but is now expected to be July 1st, 2023. Duties for these positions would include reviewing and testing the module, bar coding an estimated 20,000 pieces of regulated equipment associated with a fire system, educating contractors on the requirements and processes for the new system, conducting special inspections, issuing code violations and /or citations, creating reports and policies, and more. The bureau expects that the ongoing cost of these positions will be covered by new program revenues, as seen in other jurisdictions. However, the bureau has stated that the rollout of the new ITM module will be delayed until these positions are funded.

CBO recommends funding these positions in order to ensure that the new module launches as scheduled on July 1st. PF&R did not anticipate that implementation would require such significant workload from the bureau, and there is no capacity to absorb this work by existing staff. Although it is early in the fiscal year and PF&R has historically been able to realign external materials & services budget to fund unexpected personnel needs, the bureau continues to experience significant overtime costs that will likely require reallocating those resources in addition to regular compensation set-aside in order to end the year on budget.

## Urgent/Unforeseen GF Contingency Request

### Portland Fire & Rescue | DP No. 14,535 - Professional Standards Investigator

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$71,179	(\$71,179)	\$0

#### CBO Recommendation: Do Not Fund

Portland Fire & Rescue is requesting \$71,179 to augment resources allocated in the Adopted Budget to support development of a Professional Standards program. The FY 2022-23 Adopted Budget includes \$674,146 to support one new position and an interagency agreement for staff support from the City Attorney's Office for two years to establish a non-sworn section responsible for oversight of bureau personnel investigations. The intent is to help develop the systems, processes, and structures to manage investigations consistently, thoroughly, and in adherence with industry accepted practice.

A City Attorney is currently filling the role of program manager, who is in the process of establishing the program framework and assisting with investigations, along with bureau managers and the bureau's assigned BHR Business Partner. However, the bureau is requesting additional resources to support a temporary investigator to help clear the backlog of pending investigations and free up the Professional Standards Manager to focus on program development and implementing recommendations from the June 2022 audit.

CBO recognizes the importance of this work, which is necessary to address audit findings supporting the need for a "coherent employee accountability system." Resolution of the backlog of investigations will also ultimately help to relieve some of the overtime pressure PF&R is experiencing, as employees under investigation are placed on paid administrative leave. At this time, CBO recommends that the bureau work to manage costs within the existing \$674,146 allocated for the program, which could include delaying hiring of the administrative support staff in order to fund a temporary investigator in the current fiscal year. If both positions are deemed necessary to move the program forward, the bureau has access to the full two years of funding and can request additional resources during budget development or the Spring Supplemental Budget if needed.

CBO makes this recommendation in the context of the fact that in the FY 2022-23 Adopted Budget Council funded several millions of dollars in new programming and positions with one-time only resources that will expire at the end of the year. Although there is General Fund balance available, these resources will likely be required to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs.

On a more technical note, this request includes funding for a Fire Investigator position. The bureau notes that there is not an existing bureau classification that specifically addresses this body of work, but could be fulfilled by an Analyst III, Community Service Aide III or IV, or through another interagency agreement with a program with a similar scope (such as Independent Police Review). CBO supports the latter strategy, if possible, given long recruitment timelines, temporary nature of this work, and the premise of establishing a non-sworn section of the bureau.

## Urgent/Unforeseen GF Contingency Request

Portland Housing Bureau | DP No. 14,340 - DI - Housing program coordinator

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$142,718	(\$142,718)	\$0

### CBO Recommendation: Do Not Fund

PHB is requesting \$142,718 in one-time General Fund resources to add a Housing Program Coordinator position in its Development Incentives (DI) program. City Council has added nine (9) affordable housing incentive programs to the zoning code since 2017, and several additional programs are currently under consideration. With the continued addition of new zoning code programs, the bureau now has a backlog of program development work and runs the risk of creating delays in the permitting process. This position would address the backlog and ensure the bureau is fulfilling its permit processing efficiency obligations. The position would support the timely processing of building permits and the implementation of programming supporting affordable housing. The bureau says that without the new position, the DI team would have to increase the time needed to review building permits for large, multi-family projects subject to Inclusionary Housing and be unable to effectively administer current and new programming.

The City has adopted various affordable housing development incentive programs to incentivize the development of more affordable rental and home ownership units. PHB states that due to the volume of programs and a lack of staff capacity, the bureau does not have the ability to cross-calibrate programs or regularly update programs based on the changing market and development landscape. The bureau notes that having the ability to do this work and engage external stakeholders will result in programs more appropriately calibrated to current market realities and yield higher utilization due to the voluntary nature of the programs.

In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs. Therefore, CBO does not recommend that the current request for the Housing Program Coordinator position be funded by the General Fund. Considering the large increase in housing incentive programs to the zoning code that seems permanent, the need for the position is clearly ongoing and will continue beyond FY 2022-23. If PHB is unable to find other sources of funding for the position, pending the guidance for the FY 2023-24 budget development process, the bureau can make a request for resources then.

## Urgent/Unforeseen GF Contingency Request

Portland Housing Bureau | DP No. 14,342 - Bus-Ops Admin Specialist III

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$129,728	(\$129,728)	\$0

### CBO Recommendation: Do Not Fund

PHB requests \$129,728 in one-time General Fund resources for a position to develop a program to assist the bureau with retaining staff and broadening its inclusion and diversity. In addition, the position will support hiring, recruitment, and confidential human resources functions within the bureau. The bureau states that over the last five (5) years, its programs, workload, personnel, and budget have grown tremendously, but its Employee Relations and Business Services section has not. The bureau has experienced a higher turnover rate causing rehiring to be consistent and ongoing. Staff in Employee Relations and Business Services are experiencing burnout and a work backlog has emerged. The bureau states that the consequences of not funding the requested Administrative Specialist III position will cause the bureau to remain in a state of backlog with recruitments and hiring, and the programs the bureau provides to the community will be affected by not having the skilled and knowledgeable staff in place to run the programs.

In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. Given notable Citywide vacancies and large one-time funding allocations made during the budget process, CBO is generally recommending that bureaus prioritize resources within their existing budget for urgent and unforeseen costs.

Therefore, CBO is not recommending that the current request for the Administrative Specialist III position be funded by the General Fund. The need is clearly ongoing, and PHB has stated that it plans to request ongoing funding in next year's budget, and if this current Fall Supplemental request is approved, will also look into bureau resources to see how the bureau can keep the position as a permanent position in the future. In addition, the problems of staff retention, hiring and recruitment, and broadening bureau staff inclusion and diversity and not unique to PHB, with most other bureaus experiencing similar challenges. CBO recommends that the City explore Citywide solutions, and not only what is needed to help a single bureau. PHB should look to other funding resources and reprioritize if it deems that this position is important enough. If it is unable to find other sources of funding for the position, pending the guidance for the FY 2023-24 budget development process, the bureau can bring forward a request for future council consideration.



## Urgent/Unforeseen GF Contingency Request

Portland Housing Bureau | DP No. 14,556 - Albina Vision Trust Inter-Agency Coordination

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$20,373	(\$20,373)	\$0

### CBO Recommendation: Do Not Fund

PHB is requesting \$20,373 of one-time General Fund resources for interagency follow-up work related to Albina Vision Trust (AVT). The bureau says that advancing the vision requires further City staff work in coordination with AVT. City staff is working on a draft work plan in key areas developed in coordination with AVT, including: analysis of AVT's Vision for consistency with City land use plans; analysis of the potential redevelopment of Blanchard Site; coordinating transportation system planning in light of the Rose Quarter Freeway project; and examining how to better reconnect the district with the river. PHB states that none of the bureau's staff costs are currently covered by current bureau funding, and this request covers costs related to anticipated monthly interagency meetings, with AVT joining every other month for updates, strategy, and troubleshooting. The bureau states that if Council funds this budgetary request, it will be able to dedicate senior level time to actively engage with AVT and other bureaus to meet the needs of the workplan.

Due to the need to reserve General Fund contingency for purposes that the City had previously committed to and the criteria that such contingency should only be allocated during the Fall Supplemental budget for uses that are urgent, unforeseen, one-time in nature, and cannot be absorbed by the bureau's existing resources, CBO does not recommend that the current request for the AVT Interagency Coordination be funded by additional General Fund resources. The request for \$20,373 could potentially be funded by current-year underspending from other parts of PHB's budget, for example, savings from vacant positions. Bureaus may request contingency resources in the Spring BMP if needed to cover unanticipated and urgent current year costs. For new ongoing programmatic requests, bureaus should submit a decision package in FY 2023-24 budget development so the request can be considered alongside other City priorities.

## Urgent/Unforeseen GF Contingency Request

### Portland Parks & Recreation | DP No. 14,391 - O'Bryant Square

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$2,200,000	(\$2,200,000)	\$0

#### CBO Recommendation: Do Not Fund

Portland Parks & Recreation is requesting \$2.2 million in one-time General Fund unrestricted contingency resources to fund a portion of the O'Bryant Square project in downtown Portland. The project has not previously been submitted as a part of the Capital Set-aside process and thus has not undergone a Business Case Analysis vetted by the Citywide asset managers in the validation committee.

As part of FY 2022-23 Budget Development, PP&R was allocated \$9.2 million in one-time General Fund discretionary resources in the Approved Budget to fund "needed repairs at the Mt. Scott Community Center and to fund progress in the redevelopment of O'Bryant Square." PP&R had determined in advance of the Requested Budget that the Mt. Scott Community Center roof replacement would require an additional \$10 million in resource to fully fund the project and subsequently submitted a \$10 million request for ARPA funding to mitigate the estimated funding gap for the Mt. Scott Community Center Project. The Approved Budget included \$9.2 million in one-time General Fund discretionary resource to cover the two projects—including \$7 million towards the funding gap for the Mt. Scott Community Center—leaving \$2.2 million from that allocation for work on the O'Bryant Square project.

In an amendment introduced by Commissioner Rubio and ratified unanimously by the Council at the Adopted Budget hearing on June 8, 2022, the remaining \$2.2 million allocated to PP&R for O'Bryant Square was transferred to the Portland Bureau of Transportation to fund program expenses associated with the demolition of the O'Bryant Square parking garage "so that the site is ready for parks improvements once demolition is complete." Outside of potential system development charge (SDC) resource restricted for use on capacity-enhancing improvements only, PP&R does not have any funding currently allocated to the project. The bureau notes that the fully-loaded costs for a downtown urban park development like O'Bryant Square is a low- to medium-confidence estimate of \$15 million.

The demolition of the parking garage at O'Bryant Square currently possesses a \$670,000 allocation to PBOT from Policy Set-aside in addition to the \$2.2 million transferred to PBOT from PP&R in the FY 2022-23 Adopted Budget as mentioned above, bringing total current-year funding for the project in PBOT to \$2,870,000. PBOT states that architects are currently working on design documents and cost estimates and projects a potential \$500,000 to \$1 million funding gap for the garage demolition project.

PP&R states that the O'Bryant Square project will engage a public process to activate the park to address the needs of the central city in a post-COVID environment and remote-work realities. The bureau states that the project would likely build one of the first sections of the Council-adopted "Green Loop" adjacent to the park and plausible design solutions could include active recreation amenities (small courts, fields, skate, and/or play structures) or a more passive greenspace highlighting botanical interests of the region.

If funded, \$2.2 million would cover initial public engagement, a planning charette, design, permitting, and some construction activation (low-confidence estimate). Higher-confidence estimates would be available after planning and design and determination of which amenities would be incorporated into the new space (and scoping of potential eligibility for additional system development charge and other funding sources). Outyear ongoing operations and maintenance costs of this project are not currently forecastable.

Despite not having a formal Capital Set-aside allocation process in the Fall BMP, bureaus have submitted \$17.9 million in would-be eligible major maintenance project requests which exceeds available resource. In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of this year. Although there is limited ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for General Fund contingency resources in the Fall BMP. Due to a lack of available resources and given the urgent life-safety need of other Citywide capital and infrastructure projects that have been vetted by the Capital Set-aside validation committee, CBO does not recommend this request.

## Urgent/Unforeseen GF Contingency Request

### Prosper Portland | DP No. 14,547 - Expiring Tax Increment Financing Analysis

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$180,000	(\$180,000)	\$0

#### CBO Recommendation: Do Not Fund

Prosper Portland requests \$180,000 in new General Fund resources to provide analysis on the City's sunsetting Tax Increment Financing (TIF) districts. With Portland's TIF revenue forecasted to reach zero dollars in FY 2025-26, Council included a budget note in the FY 2022-23 Adopted Budget for Prosper to produce a report characterizing TIF investments and outcomes, as well as explore various "what if" scenarios going forward.

The city's TIF districts have served as a financing program serving affordable housing, economic development, and infrastructure projects in defined geographic areas. The areas established as TIF districts typically suffer from physical deterioration, economic stagnation, and unsafe or poor planning. To fund infrastructure investment and economic development in these areas, TIF allows for the capture of revenue from property tax growth within the district's boundaries and redirects those funds towards debt financing. This freezes the City's General Fund share of property tax revenue within those districts while providing TIF administrators a reliable revenue source to collateralize. The city of Portland currently has eleven TIF districts set to expire by FY 2024-25, amounting to roughly \$20 million available for pre-commitment.

While CBO recognizes the importance of evaluating TIF outcomes and policy alternatives going forward, the Fall Budget Monitoring Process (BMP) is reserved for requests that are urgent, unforeseen, one-time in nature, and unable to be absorbed through bureau's existing resources. Many bureaus have had vacant positions since the beginning of the fiscal year, and in several cases CBO is recommending bureaus utilize vacancy savings to fund Fall BMP requests. CBO similarly recommends that Prosper attempt to fund the study internally in the current fiscal year with anticipated underspending. CBO also notes that in the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs. As such, CBO is recommending funding for very few requests submitted for contingency resources in the Fall BMP. CBO does not recommend this request.

## Urgent/Unforeseen GF Contingency Request

### Prosper Portland | DP No. 14,548 - Small Business Incident Response and Augmented Repair Grants

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$850,000	(\$850,000)	\$0

#### CBO Recommendation: Do Not Fund

Prosper Portland is requesting \$850,000 in one-time General Fund resources for small business repair grants and new incident response services for firms that have sustained physical damages since the onset of the COVID-19 pandemic. This request has two parts. The first is an additional \$400,000 in Small Business Repair Grant funding and related administration. The second is a \$450,000 request to establish new incident response services, including small business outreach and translation services, referrals to existing Prosper programs, and application support.

Prosper is seeking to combine new General Fund small business repair grant funding with a separate carryover request of \$585,922 which was allocated through Spring 2022 BMP resources. Together, these resources would total \$985,922 in Small Business Repair Grant funding over the coming year. Prosper has stated this sum would serve 39 currently waitlisted businesses and up to 300 new grant applicants the agency anticipates receiving in the coming months given program interest. Through FY 2021-22, Prosper administered 220 grants, with an average recipient amount of \$2,427. Recipients are eligible for up to \$10,000 in repair grants and may apply multiple times until that amount is exhausted. Prosper notes that a high percentage of owners have suffered repeated damage.

Meanwhile, Prosper's incident response request derives from interest within the Portland Emergency Response Team to provide on-the-ground business support services during visits to impacted businesses. Included in this request is the hiring of a contractor that would work alongside Prosper staff, providing a broadened suite of services to small businesses and culturally specific application support.

CBO notes that repair grants have addressed a clearly defined and pressing need during the exigent circumstances of the past two years. However, with a waning pandemic, diminishing demonstrations in the city core, and scant data on the performance of business repair grants, the deficiency of current program funding, as well as value of prioritizing new sources over other pressing City needs, is uncertain.

Additionally, CBO highlights a high demand anticipated on General Fund contingency resources over the coming fiscal year. In the FY 2022-23 Adopted Budget, Council funded several millions of dollars in new programming and positions with one-time-only resources that will expire at the end of the year. Although there is ending General Fund balance available, these resources will likely be required in FY 2023-24 to fund the continuation of these programs and positions and other current year needs.

For these reasons, CBO does not recommend the request. We additionally recommend Prosper conduct previously considered follow-up surveys to gauge grant impact on recipient businesses and further understand the program's on-going need in a post-pandemic environment. CBO views this request as best suited for FY 2023-24 budget development, where Council can appropriately weigh on-going liability and response to small business damage, the addition of new resources for repair grants, and the necessity of new incident response services.

## Urgent/Unforeseen GF Contingency Request

### Special Appropriations | DP No. 14,417 - City Arts - Statue Storage

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$65,000	\$0	<b>\$65,000</b>

#### CBO Recommendation: Fund

The City has been storing six City-owned bronze sculptures that were damaged and/or toppled in 2020, pending a cultural planning process with community engagement to help determine the ultimate disposition of the sculptures. The City was recently informed that storage is not an allowable use for this leased facility and needs to find a private commercial storage option for the next 18 months. This is estimated to cost between approximately \$30,000 to \$40,000 between October to June of the current fiscal year, plus one-time relocation costs totaling \$25,000 to \$35,000. The program is averaging those estimates and requesting \$65,000 for expenses through June 2023. The City Arts Program typically has minimal underspending, less than \$10,000 over the last two years, with the majority of resources prescribed to specific contracts. As this is a one-time, unforeseen expense, will require action in the next month, and there are no other storage options on City-owned facilities based on the size and weight of the statues, CBO recommends this request.

## Urgent/Unforeseen GF Contingency Request

### Special Appropriations | DP No. 14,419 - Peer Support for PCCEP Members

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$122,000	(\$122,000)	\$0

#### CBO Recommendation: Do Not Fund

The Portland Commission on Community Engaged Policing (PCCEP) is currently undergoing transitions with new members and new management from the Community Safety Division (CSD). The latest version of the PCCEP Plan will require that membership “shall be filled by individuals who have experienced mental illness and their family members” and commits to providing peer support services for these members at all meetings. The number of required meetings is also increasing as a result of the new agreement with the Department of Justice (DOJ).

These changes will impact the ongoing PCCEP budget in several ways, including increasing the cost of professional facilitation, interpretation, and adding new costs for peer support services. The program is requesting \$122,000 in the Fall BMP to cover quoted rates of \$100/hour for these services, covering 90 hours of meetings for all 13 members. The request also includes funding for two loaner laptops for PCCEP members and/or peer support staff. This request is urgent and unforeseen, as these new compliance requirements were not known during budget development and must be implemented in the current fiscal year. PCCEP has already worked to accommodate other increased costs noted above within its FY 2022-23 allocation of just under \$740,000. However, CBO’s review of the PCCEP budget assumptions notes that it includes funding for one-third of a Manager I position that is already fully funded in the Community Safety Division Budget as well as 50% of an FTE from the Mayor’s Office that only intends to charge 25% time to this program. These duplicative costs total \$122,225, which is sufficient to cover this request. Therefore, CBO does not recommend new resources at this time; the program may request additional funding in the Spring BMP if needed to cover this or other urgent current year costs that were unknown during budget development.

CBO notes that the current year program budget includes one-time resources that were carried over to help with transition costs but understands that ongoing program costs are likely to increase based on new DOJ Settlement Agreement requirements. These costs should be considered as part of the Community Safety Division’s Requested Budget development.

## Encumbrance Carryover (FUND 100 ONLY)

Bureau of Planning & Sustainability | DP No. 14,460 - Non\_PO Encumbrance; SOLVE Transfer

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$850,000	\$0	<b>\$850,000</b>

### CBO Recommendation: Fund

This is a request to allocate \$850,000 of General Fund one-time resources for SOLVE, which is a contract managed by BPS for trash pick-up related projects. In FY 2021-22, SOLVE received \$750,000 from the City and led and supported 611 cleanup events throughout the City, engaging 9,994 adults and 1,326 youth volunteers and resulting in 826,000 pounds of trash removed from neighborhoods, business districts, natural areas, and parks. SOLVE continues to build partnerships with established community groups and grassroots outreach organizations throughout the City to facilitate cleanup events and support workforce development.

This funding initially came from a FY 2021-22 Spring BMP request: "IRP Return GF approp – BPS." The purpose of the budget adjustment was to reassign an \$850,000 appropriation HUCIRP received in the Fall 2021 BMP from the General Fund to BPS, with \$350,000 from the Facilities Services Operating Fund originally designated for additional cleanups and \$500,000 from a General Fund discretionary allocation originally designated for cleanups in dangerous terrains. The adjustment was not made in the Spring 2022 Supplemental and is being requested in the Fall Supplemental. Given that the budget adjustment was made last Spring, CBO recognizes funding is available for this work and recommends this decision package as a non-purchase order carryover.

## Encumbrance Carryover (FUND 100 ONLY)

Bureau of Planning & Sustainability | DP No. 14,501 - Encumbrance Carryover & Advance Recovery

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$215,177	\$0	<b>\$215,177</b>

### CBO Recommendation: Fund

CBO recommends the funding of this decision package as requested due to the services detailed within the encumbered contracts being one-time in nature.



## Encumbrance Carryover (FUND 100 ONLY)

City Budget Office | DP No. 14,390 - Encumbrance Carryover Community Survey contract

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$100,000	\$0	<b>\$100,000</b>

**CBO Recommendation: Fund**

## Encumbrance Carryover (FUND 100 ONLY)

City Budget Office | DP No. 14,451 - Carryover IT replacement reserve

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$100,000	\$0	<b>\$100,000</b>

**CBO Recommendation: Fund**

## Encumbrance Carryover (FUND 100 ONLY)

Commissioner of Public Safety | DP No. 14,329 - PS - Encumbrance Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$10,000	\$0	<b>\$10,000</b>

### CBO Recommendation: Fund

The Commissioner of Public Safety requests an encumbrance carryover of \$10,000 for one-time facilitation work that was done with Kathleen Holt Consulting. CBO recommends \$10,000.

## Encumbrance Carryover (FUND 100 ONLY)

### Commissioner of Public Utilities | DP No. 14,361 - PU - Encumbrance Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$4,237	\$0	<b>\$4,237</b>

#### CBO Recommendation: Fund

The Commissioner of Public Utilities has requested one encumbrance carryover, \$4,237 for a panel and desk addition to the City Hall Office suite. The work was initiated in FY21-22 but has not been completed. The addition is one-time in nature. CBO recommends \$4,237.

## Encumbrance Carryover (FUND 100 ONLY)

### Commissioner of Public Works | DP No. 14,336 - PW - Encumbrance Carryovers

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$14,100	\$0	<b>\$14,100</b>

#### CBO Recommendation: Fund

The Commissioner of Public Works has requested two encumbrance carryovers, \$6,150 for photography services and \$7,950 for retreat and event management, totaling \$14,100. These were both one-time in nature. CBO recommends \$14,100.

## Encumbrance Carryover (FUND 100 ONLY)

### Office for Community Technology | DP No. 14,484 - Encumbrance Carryover - Comcast Internet Essentials Sponsored Service

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$4,965	\$0	<b>\$4,965</b>

#### CBO Recommendation: Fund

The Office for Community Technology requested \$4,965 encumbered and unspent from a \$19,000 contract, which was executed in June 2020. At the onset of the COVID-19 pandemic, the Office entered this sponsored service contract with Comcast to provide free internet service (Comcast Internet Essentials) to Portland residents and Portland Public Schools families in need of financial assistance to stay digitally connected. The sponsored service contract maintains consistent, free, home internet service for just over 100 households through December 31, 2022. OCT, Comcast, and Portland Public Schools will work together to transition the households that qualify to the federally funded Affordable Connectivity Program for continued internet service subsidies to replace this City supported service at contract expiration in December. Due to the equity considerations, CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Office for Community Technology | DP No. 14,495 - Encumbrance Carryover - Digital Inclusion Network Transformation

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$24,000	\$0	<b>\$24,000</b>

#### CBO Recommendation: Fund

The Office for Community Technology requested \$24,000 encumbered resources under a \$28,800 contract that was executed in April 2022. The Office notes that the contract supported phase 1 of a multi-phased community engagement process to assess and transform the collective community effort and address the digital divide. In FY 2021-22, the Office's budget included funding for this purpose, however, the contract was not executed until April. All work under this contract has been completed and invoiced. OCT does not have FY22-23 funds allocated to cover the invoiced amount; therefor is seeking an encumbrance carryforward of the FY 2021-22 budgeted funds. Owing to equity considerations and the fact that the Office recorded significant underspending in the prior year, CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Office for Community Technology | DP No. 14,496 - Encumbrance Carryover - Digital Inclusion Fund – Grant Agreements

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$250,000	\$0	<b>\$250,000</b>

#### CBO Recommendation: Fund

The Office for Community Technology requested \$250,000 encumbered and unspent under three grant agreements executed in June 2022 for a total of \$250,000. Following a six-month process to co-design and implement a grant initiative with community, City Council authorized the OCT Director to enter into a first of its kind Digital Inclusion Fund grant agreements with three community-based organizations: The Rosewood Initiative, AfroVillage-NECN, and the Hispanic Metropolitan Chamber. The Office signed agreements encumbering all the FY 2021-22 Digital Inclusion Fund resources in June and the three grantees have invoiced for 75% of the funds as advance payments under the agreements. OCT received another infusion of funds into the Digital Inclusion Fund in this year's budget and has already received Council approval to enter into another grant agreement with Free Geek for \$87,500. OCT anticipates using the remaining FY22-23 budgeted funds to respond to critical digital inclusion needs of the community that far exceed the funding available. Due to the equity considerations, CBO recommends this request.



## Encumbrance Carryover (FUND 100 ONLY)

### Office for Community Technology | DP No. 14,497 - Encumbrance Carryover - CBG Comcast Negotiations

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$81,025	\$0	<b>\$81,025</b>

#### CBO Recommendation: Fund

The Office for Community Technology requested \$81,025 encumbered and unspent under a \$175,020 Mt. Hood Cable Regulatory Commission (MHCRC) contract executed in February of 2021 and amended in October of 2021. MHCRC, whom the Office provides direct staffing and operational management is in negotiations for a cable franchise agreement with Comcast and Zply Fiber are set to continue into 2023. The MHCRC included funds in its FY 2022-23 budget should the negotiations escalate to require a "formal process" (a legal process governed under Federal law) to complete the Comcast renewal. Without the encumbrance carryforward, the MHCRC would not have the funds necessary to engage technical consulting support for a formal process to conclude the Comcast franchise renewal or complete the Zply franchise renewal. CBO recommends this request, noting that the Office is responsible for collecting about 14% of City's forecasted discretionary revenue for FY 2022-23 through its Utility Franchise program, and this is a critical part of its function.

## Encumbrance Carryover (FUND 100 ONLY)

### Office for Community Technology | DP No. 14,499 - Encumbrance Carryover - BBK Comcast Negotiations

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$55,171	\$0	<b>\$55,171</b>

#### CBO Recommendation: Fund

The Office for Community Technology requested \$55,171 encumbered and unspent under a \$120,000 MHCRC contract executed in September 2018. This request will enable the Office to complete work that has been budgeted and initiated but had funding that was unspent in the prior fiscal year. MHCRC is seeking an encumbrance carryforward of the FY 2021-22 encumbered and unspent funds to ensure the cable franchise agreements with Comcast and Zply are concluded with adequate and appropriate technical and legal counsel. Best, Best, and Krieger (BBK) provides specialty legal counsel services related to franchise negotiations and funding. The Office notes that BBK services are critical in ensuring that the City of Portland and other MHCRC jurisdictions keep the franchise fees and public benefits supported by cable franchise agreements in response to identified community needs. CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

Office of Community and Civic Life | DP No. 14,348 - Encumbrance Carryovers GF

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$141,134	\$0	<b>\$141,134</b>

**CBO Recommendation: Fund**

## Encumbrance Carryover (FUND 100 ONLY)

Office of Community and Civic Life | DP No. 14,409 - Cannabis reimbursement

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$159,862	\$0	<b>\$159,862</b>
General Fund Discretionary	\$159,862	\$0	<b>\$159,862</b>

**CBO Recommendation: Fund**

## Encumbrance Carryover (FUND 100 ONLY)

### Office of Community and Civic Life | DP No. 14,517 - Kenton Firehouse Maintenance Fund

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$30,000	\$0	<b>\$30,000</b>

#### CBO Recommendation: Fund

Civic Life requested \$30,000 in General Fund resources as a seed fund for the Kenton Firehouse Maintenance Fund. The Historic Kenton Firehouse is Civic Life's only asset. Prior to the FY 2022-23 Fall BMP, the Office had requested the creation of a dedicated special revenue fund to support long term maintenance of the building, which houses the North Portland District Coalition Offices and works with grassroots organizations providing organizational, technical, and financial assistance support. The Office is now requesting \$30,000 in General Fund resources to handle recurring and long-term operational and maintenance costs of the building, which would cost approximately \$10,000 per year.

The Office notes that this request will reduce uncertainty around the Kenton Firehouse services perpetuation and sustainability towards North Portlanders and has articulated the impact of its operations from the facility on communities of color and other low-income populations. Additionally, following this request, the Office has offered a proactive solution to preserving a City asset. Civic Life initially proposed to carryover projected underspending from FY 2021-22 to address this known need as part of the Over-Expenditure Ordinance; however, the budget office suggested this request be brought in the Fall as carryovers are most managed in the Spring BMP or the Fall BMP.

CBO notes that Civic Life underspent its Prior Year budget by \$601,557 and may have similar amount of underspending at the end of FY 2022-23, so it is likely they would be able to absorb this cost. However, given the one-time nature of this request, equity considerations, and City financial policy around the need to properly plan for maintenance of City assets, CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Office of Equity & Human Rights | DP No. 14,374 - Non-PO Encumbrance Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$9,300	\$0	<b>\$9,300</b>

#### CBO Recommendation: Fund

The Office of Equity and Human Rights (Office of Equity) is requesting \$9,300 of encumbrance carryover for payments to Equity and Results, LLC, the city's consultant that provides Results-Based Accountability trainings. Office of Equity first contracted with Equity and Results in Fiscal Year 2018-19.

The Office of Equity received \$170,000 of ongoing funds in the 2020-21 Fall Supplemental Budget for professional learning and technical assistance, which eventually began being used for the Results-Based Accountability trainings with Equity and Results, LLC. This was part of the reallocation of ongoing funds de-appropriated from the Portland Police Bureau budget in the FY 2020-21 Adopted Budget. The Office of Equity also has a contract with the consultants this Fiscal Year.

While there are not purchase orders associated with the \$9,300 expense, consulting sessions took place, and the Office of Equity requested the respective invoice prior to the end of Fiscal Year 2021-22. The invoice was then received from the consultants early in Fiscal Year 2022-23.

This expense contributed to the bureau's External Materials and Services (EMS) underspending in FY 2021-22. At the end of FY 21-22, the Office of Equity had \$168,465 left unspent in the office's EMS budget. CBO recognizes that this expense was attributed to activities in FY 2021-22 and recommends this request as submitted.

## Encumbrance Carryover (FUND 100 ONLY)

### Office of Government Relations | DP No. 14,405 - Encumbrance Carryover Request

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$27,848	\$0	<b>\$27,848</b>

#### CBO Recommendation: Fund

This request reflects encumbrance carryovers for a one-time contract for workplace upgrades in the bureau's City Hall suite, including ergonomic workstations and equipment for new staff members. CBO recommends this request, which meets BMP guidance, and the bureau has sufficient underspending to support it.

## Encumbrance Carryover (FUND 100 ONLY)

### Office of Management & Finance | DP No. 14,306 - BRFS - Non-PO Encumbrance Carryover: Liquidated Damages

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$167,346	\$0	<b>\$167,346</b>

#### CBO Recommendation: Fund

Recommended as requested. This is a revenue carryover request for some of the Liquidated Damages revenues collected in the prior year (\$167,346), with their associated expenditures occurring in the current year. As noted in the request's description, Procurement intends on administering another process to grant out the remaining funds this fiscal year to organizations supporting the Workforce Training & Hiring Program goals, and thereby support workforce development in the construction industry.



## Encumbrance Carryover (FUND 100 ONLY)

### Office of Management & Finance | DP No. 14,318 - BHR - Encumbrance Carryforward

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$448,788	\$0	<b>\$448,788</b>

#### CBO Recommendation: Fund

This request is to carry over \$488,788 in consultant and project costs initiated in FY 2021-22 that will be completed or received in FY 2022-23. The bureau's request includes: \$123,300 for expert services related to the City's pay equity study from the University of Southern California; \$100,000 for a trauma informed care return-to-work consultant agreement with Cascadia Partners (PO 22308511); and \$75,693 for employee testing with Bio Med Testing Services. CBO recommends funding this decision package as requested due to the services detailed within the encumbered contracts being one-time in nature.

## Encumbrance Carryover (FUND 100 ONLY)

Office of Management & Finance | DP No. 14,319 - BRFS - Encumbrance Carryforward

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$484,240	(\$4,443)	\$479,797

### CBO Recommendation: Fund

Of the original \$484,240 in General Fund one-time resources requested for encumbrances in this request, CBO recommends that \$479,797 be carried over. Funding for shredding services (Office Depot) and printing & mailing support (1099 Pro) are not recommended due to the ongoing nature of these activities.

## Encumbrance Carryover (FUND 100 ONLY)

Office of Management & Finance | DP No. 14,320 - CAO-Encumbrance Carryforward

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$949,559	\$0	<b>\$949,559</b>

### CBO Recommendation: Fund

CBO recommends the funding of this decision package as requested due to the services detailed within the encumbered contracts being one-time in nature.

## Encumbrance Carryover (FUND 100 ONLY)

### Office of Management & Finance | DP No. 14,321 - BRFS - Non-PO Encumbrance Carryover: Clean Air Construction Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$166,390	\$0	<b>\$166,390</b>

#### CBO Recommendation: Fund

Recommended as requested. This is a standard revenue carryover request for BRFS in the Fall Supplemental budget. The IGA with other jurisdictions participating in the Clean Air Construction program obligates the City to carry forward the unspent funds (\$166,390) from the prior year. While the funds are in the General Fund, they contain revenues from the other jurisdictions and not only the City of Portland.

## Encumbrance Carryover (FUND 100 ONLY)

### Office of the City Attorney | DP No. 14,354 - Encumbrance Carryovers

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$174,776	\$0	<b>\$174,776</b>

#### CBO Recommendation: Fund

The Office of the City Attorney is requesting two encumbrance carryovers for a total of \$174,776.

\$141,326 is related to a contract with Independent Monitor LLC to provide expert services and advice regarding the City's response to crowd management events. This consultant will provide recommendations for policy, tactics, training, leadership, and communications. The Attorney's Office has spent \$158,673 of the original one-time allocation of \$300,000, with a purchase order for the remainder. This analysis is required by the United States Department of Justice Settlement with the City of Portland.

\$33,450 is related to safety and security improvements to the office's reception area. Construction is in progress and nearly complete. This is the remainder of \$100,000 budgeted in Fiscal Year 2021-22.

CBO recommends this request as submitted.

## Encumbrance Carryover (FUND 100 ONLY)

### Office of the Mayor | DP No. 14,371 - Mayor - Encumbrance Carryovers

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$254,058	\$0	<b>\$254,058</b>

#### CBO Recommendation: Fund

The total for the encumbrance carryovers is \$254,058. \$86,000 is for two Hatfield Fellows, in partnership with Portland State University. The requests are one-time due to the Mayor's office only having a Hatfield Fellow when funding is available. The remaining amount is for one-time work that will be progress for FY22-23. CBO recommendation: \$254,058. There is a technical adjustment of \$41,027 that is being transferred from Personnel to Internal Materials and Savings. This is in the form of vacancy savings being used for an increased office space rental agreement between OMF and the Mayor's Office. CBO Recommends \$41,027.

## Encumbrance Carryover (FUND 100 ONLY)

### Portland Bureau of Emergency Management | DP No. 14,516 - Encumbrance Carryovers

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$871,329	\$0	<b>\$871,329</b>

#### CBO Recommendation: Fund

The bureau utilized significant projected underspending in FY 2021-22 to encumber a number of one-time contracts. CBO recommends this request, and notes that it may help to create additional capacity within the bureau's FY 2022-23 budget to fund some of the additional new requests included in the Fall BMP.

## Encumbrance Carryover (FUND 100 ONLY)

### Portland Fire & Rescue | DP No. 14,558 - Encumbrance Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$485,967	\$0	<b>\$485,967</b>

#### CBO Recommendation: Fund

PF&R is requesting \$485,967 in encumbrance carryover for one-time purchases related to uniforms for lateral hires. CBO recommends this request.



## Encumbrance Carryover (FUND 100 ONLY)

### Portland Fire & Rescue | DP No. 14,567 - Accrual - Technical Accounting Fix

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$0	\$1,008,037	<b>\$1,008,037</b>

#### CBO Recommendation: Fund

This adjustment of \$1,008,037 corrects a technical error on an accrual from FY 2021-22 to accurately reflect budget for FY 2022-23. This does not appropriate new General Fund resources. CBO recommends this adjustment.

## Encumbrance Carryover (FUND 100 ONLY)

Portland Housing Bureau | DP No. 14,367 - GF - JOHS Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$6,876,081	(\$175,495)	<b>\$6,700,586</b>

### CBO Recommendation: Fund

This request carries over funding for resources that were advanced to the Joint Office of Homeless Services (JOHS) in FY 2021-22 per the terms of the Intergovernmental Agreement between the City and Multnomah County. This includes \$6.2 million of \$7.0 million allocated for capital shelter costs, which will be moving forward in FY 2022-23. This request also includes the majority of the \$687,500 allocated for direct engagement with high-need unsanctioned encampments in the FY 2021-22 Fall Supplemental Budget. The expanded navigation teams were not hired until late in the fiscal year, so only \$12,000 was spent by one provider. The City already allocated funding for this same program in FY 2022-23, but assumed \$500,000 would be covered by JOHS underspending for a different expense that ended up moving forward. Therefore, CBO has trued-up this request to reflect the total required to support this investment in FY 2022-23, a reduction of \$175,495.

## Encumbrance Carryover (FUND 100 ONLY)

### Portland Parks & Recreation | DP No. 14,357 - Encumbrance Carryover Request

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$62,091	\$0	<b>\$62,091</b>

#### CBO Recommendation: Fund

Per an FY 2022-23 Council-adopted Budget note, Portland Parks & Recreation was directed to pursue a proposed “leveraged funding model” that blends Parks 2020 Local Option Levy resources with General Fund resources in Fund 100 and was directed to be allowed to carryover any FY 2021-22 General Fund account underspending in the FY 2022-23 Fall BMP.

As part of programming the Parks 2020 Local Option Levy, PP&R reviewed over 150 activities allocated across the City’s chart of accounts and identified ones that would qualify for levy-resources based on Exhibit B of Resolution 37498. Parks then established and adopted a budget and accounting method that reimbursed levy-eligible expenses in the General Fund, where all of its expenses—both levy eligible and not—would be booked. The 2020 Parks Local Option Levy special revenue then transfers cash to the General Fund to pay for levy-eligible expenses as part of a year-end true up. This implementation requires spending General Fund resources that have been allocated to the bureau before Levy resources, which the bureau maintains as critical to maintain the commitment of the levy to be additive to park and recreation programming.

Due to the practice of only reimbursing Levy-eligible expenses after expending General Fund resources, the bureau ended the year with total General Fund Discretionary underspending of \$262,091 – or 0.3% of the General Fund Discretionary Budget. This package budgets \$62,091 of that funding for outstanding purchase orders, with the remaining \$200,000 captured in the “Farragut Loo” encumbrance carryover package. As a result of the implemented funding plan, \$22.3 million of Levy resources which were budgeted to support Levy-eligible expenditures in the General Fund were retained in the Levy fund and are available for re-appropriation on Levy-eligible uses.

The practice of blending a large amount of restricted resources like the Levy funds with General Fund operating revenues within the General Fund account is unusual. The same budget note directing this approach be taken as part of year-end balancing in FY 2021-22 also directed Parks, the Controller, and the Budget Director to work on a joint report detailing lessons learned from this implementation. The parties are currently working on that report and expect completion to occur in October.

As prescribed by the adopted budget note language, CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Portland Parks & Recreation | DP No. 14,397 - Non-PO Encumbrance: Farragut Loo Installation

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$200,000	\$0	<b>\$200,000</b>
General Fund Discretionary	\$200,000	\$0	<b>\$200,000</b>

#### CBO Recommendation: Fund

Per an FY 2022-23 Council-adopted Budget note, Portland Parks & Recreation was directed to pursue a proposed “leveraged funding model” that blends Parks 2020 Local Option Levy resources with General Fund resources in Fund 100 and was directed to be allowed to carryover any FY 2021-22 General Fund account underspending in the FY 2022-23 Fall BMP.

As part of programming the Parks 2020 Local Option Levy, PP&R reviewed over 150 activities allocated across the City’s chart of accounts and identified ones that would qualify for levy-resources based on Exhibit B of Resolution 37498. Parks then established and adopted a budget and accounting method that reimbursed levy-eligible expenses in the General Fund, where all of its expenses—both levy eligible and not—would be booked. The 2020 Parks Local Option Levy special revenue then transfers cash to the General Fund to pay for levy-eligible expenses as part of a year-end true up. This implementation requires spending General Fund resources that have been allocated to the bureau before Levy resources, which the bureau maintains as critical to maintain the commitment of the levy to be additive to park and recreation programming.

Due to the practice of only reimbursing Levy-eligible expenses after expending General Fund resources, the bureau ended the year with total General Fund underspending of \$262,091 – or 0.3% of the General Fund Discretionary Budget. This package budgets \$200,000 for the installation of two Portland Loos at Farragut Park, with the remaining \$62,091 captured in the “Encumbrance Carryover” package. As a result of the implemented funding plan, \$22.3 million of Levy resources which were budgeted to support Levy-eligible expenditures in the General Fund were retained in the Levy fund and are available for re-appropriation on Levy-eligible uses.

The practice of blending a large amount of restricted resources like the Levy funds with General Fund operating revenues within the General Fund account is unusual. The same budget note directing this approach be taken as part of year-end balancing in FY 2021-22 also directed Parks, the Controller, and the Budget Director to work on a joint report detailing lessons learned from this implementation. The parties are currently working on that report and expect completion to occur in October.

As prescribed by the adopted budget note language, CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Portland Police Bureau | DP No. 14,559 - PPB Encumbrance Carryover Request

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$2,285,516	(\$1,493,387)	\$792,129

#### CBO Recommendation: Fund

This request is to carry over \$2,285,515 in project and equipment costs initiated in FY 2021-22 that will be completed or received in FY 2022-23. Per guidelines stated in the BMP Manual, CBO typically recommends encumbrance carryover requests if the bureau has sufficient General Fund discretionary underspending in the prior year and the encumbrances are one-time costs. However, CBO does not typically recommend encumbrance carryover requests for purchases that are annual and ongoing in nature.

Of the total \$2,285,515 encumbrance carryover request, CBO recommends \$792,129. The remaining \$1,493,387 portion of the request is for the replacement of Mobile Data Computers (MDC) purchased in FY 2021-22, but not delivered until August 2022. MDCs are installed in most police vehicles and are an essential tool in policing. The computers provide officers with mobile access to dispatched calls for service data, access to law enforcement databases, and report writing and communication tools. Given the ongoing nature of MDC replacements, CBO does not recommend this portion of the Police Bureau's request. CBO recommends the bureau utilize vacancy savings or to utilize the Police Bureau's Special Revenue Fund to fund this equipment replacement.

## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,330 - Non-PO Encumbrance: Future of Central City Market Analysis & Strategy

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$50,000	\$0	<b>\$50,000</b>

#### CBO Recommendation: Fund

Prosper is requesting carryover of \$50,000 in General Fund contingency to conduct a market, industry, building, and residential opportunity analysis of the Central City in a post-pandemic landscape. Downtown Portland has experienced substantial disruption stemming from the COVID-19 pandemic and anti-racist demonstrations in Downtown Portland in the aftermath of the murder of George Floyd. The corresponding shift away from in-office work and stigmatization associated with demonstrations have altered the operations and outlook of the Central City on multiple fronts. The agency previously received \$200,000 through the FY 2021-22 Fall Budget Monitoring (BMP) process to conduct outlook analysis and strategy for the Central City moving forward. The carryover of remaining funds will ensure continued work and delivery of findings in conjunction with Eco NW. CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,331 - Non-PO Encumbrance: Neighborhood Business District & Small Business Market Study & Strategy

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$50,000	\$0	<b>\$50,000</b>

#### CBO Recommendation: Fund

Prosper is requesting carryover of \$50,000 in General Fund contingency to complete analysis identifying insights and opportunities within commercial corridors and business districts. This analysis will serve in informing Portland's Inclusive Economic Development Strategy (IEDS). The IEDS is a three-to-five-year plan that will inform Prosper's priorities in the near-term to achieve objectives of increased access to quality jobs, creating healthy and complete neighborhoods, fostering wealth creation in BIPOC and low-income neighborhoods, and supporting community-centered approaches to local growth. Prosper previously received \$200,000 in General Fund resources through the FY 2021-22 Fall Budget Monitoring Process to conduct this analysis. CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,332 - Non-PO Encumbrance: Ankeny West Food Carts

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$166,658	\$0	<b>\$166,658</b>

#### CBO Recommendation: Fund

Prosper is requesting carryover of \$166,658 from General Fund contingency to finish infrastructure improvements for the Ankeny West Food Carts. The improvements include grey water removal systems and completing fence repairs. With these improvements, the Ankeny West Food Carts will establish a new downtown food cart pod, the "Cart Blocks". The project was initiated in response to the eviction of food carts from the former Alder Street food cart pod as a result of construction initiating on the Ritz-Carlton Hotel in 2018. Prosper previously received \$200,000 in General Fund resources for this project through the Fall 2022 Budget Monitoring Process. The carryover of these funds would complete the City's commitment to establishing a food cart pod for displaced businesses. CBO recommends this request.



## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,333 - Non-PO Encumbrance: Equitable Development Outside of TIF Districts

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$17,000	\$0	<b>\$17,000</b>

#### CBO Recommendation: Fund

Prosper is requesting \$17,000 of carryover in General Fund contingency resources to engage in public-private real estate projects outside of established TIF Districts. Funding will allow Prosper to coordinate with other city bureaus on projects including equitable development of 82nd Avenue, Cully, NW Streetcar and SW Corridor station planning. Prosper originally received \$200,000 in General Fund resources through the FY 2021-22 Fall Budget Monitoring Process for this purpose. CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,334 - Non-PO Encumbrance: Inclusive Economic Development Strategy (IEDS)

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$34,712	\$0	<b>\$34,712</b>

#### CBO Recommendation: Fund

Prosper is requesting carryover of \$34,712 in General Fund contingency to complete development of an Inclusive Economic Development Strategy (IEDS). The IEDS is a three-to-five-year plan grounded in racial equity and transition to a zero-carbon based economy that will inform Prosper's priorities in the near-term towards achieving objectives of increased access to quality jobs, creating healthy and complete neighborhoods, fostering wealth creation in BIPOC and low-income neighborhoods, and supporting community-centered approaches to local growth. Prosper previously received \$750,000 in General Fund resources through the FY 2021-22 Fall Budget Monitoring Process to develop their analysis. CBO recommends this request.

## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,335 - Non-PO Encumbrance: Small Business Repair Grant

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$585,922	\$0	<b>\$585,922</b>

#### CBO Recommendation: Fund

Prosper is requesting to carry over \$585,922 in one-time General Fund resources for its Local Small Business Repair Grant program. In FY 2021-22, Council allocated a total of \$1.0 million toward this program (\$500,000 in the Adopted Budget and another \$500,000 in the Spring Budget Monitoring Process). Small Business Repair Grants provide up to \$10,000 to recipient business that have sustained physical damage since the onset of the COVID-19 pandemic. Eligible businesses can apply multiple times until their \$10,000 is exhausted. Prosper notes a high percentage of business owners suffer repeat damage and often do not file insurance claims to avoid increased premiums or risk of discontinued coverage. In FY 2021-22 Prosper provided 220 grants, with the average grant amount of \$2,427. Prosper estimates its requested carryover would serve roughly 140 businesses. CBO recommends this request, as Council already approved funding for this purpose and there are 39 businesses currently on this program's waitlist.

## Encumbrance Carryover (FUND 100 ONLY)

### Prosper Portland | DP No. 14,568 - Accrual - Technical Accounting Fix

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$0	\$3,569,269	<b>\$3,569,269</b>

#### CBO Recommendation: Fund

This adjustment of \$3,569,269 corrects a technical error on an accrual from FY 2021-22 to accurately reflect budget for FY 2022-23. This does not appropriate new General Fund resources. CBO recommends this adjustment.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,416 - Encumbrance Carryovers

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$0	\$0	\$0
General Fund Discretionary	\$2,423,441	\$0	\$2,423,441

#### CBO Recommendation: Fund

This request reflects encumbrance carryovers for one-time contracts across Special Appropriations programs. CBO recommends this request, which meets BMP guidance, and the bureau has sufficient underspending to support.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,549 - Non-PO Encumbrance: Reimagine Oregon

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$1,500,000	\$0	<b>\$1,500,000</b>

#### CBO Recommendation: Fund

This funding was transferred to Special Appropriations in the FY 2021-22 Fall Supplemental Budget from its original allocation to the Office of Community & Civic Life in Fall 2020. This \$1.5 million in one-time General Fund resources was budgeted along with \$1.9 million in one-time and \$2.0 million in ongoing Recreational Cannabis Tax dollars for a pilot initiative with Reimagine Oregon for a community-led process seeking to promote anti-racist investments by expanding economic opportunities, wealth creation, and restorative justice to communities disproportionately impacted by police violence, mass incarceration, cannabis prohibition, and the criminal legal system. Due to leadership turnover both at Reimagine Oregon and at the City, this pilot program has not moved forward, and the contract was not completed before the end of the fiscal year.

The bureau is currently working with the Urban League to move forward on the agreement. CBO recommends the carryover since it was already approved for this project, but further recommends that Special Appropriations, the Office of Community & Civic Life, and Council Offices work together to clarify the future of this program given the large funding balance and significant changes that have taken place since the allocation was originally approved.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,550 - Non-PO Encumbrance: Truth and Reconciliation Program

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$250,000	\$0	<b>\$250,000</b>

#### CBO Recommendation: Fund

One-time funding was allocated in the FY 2021-22 Adopted Budget for a Truth and Reconciliation process between the Portland Police Bureau and community members of the City of Portland. Commissioner Hardesty's Office took the lead on the Request for Proposals process, which was started but not finalized before the end of the fiscal year. CBO recommends this one-time carryover to fund the contract in FY 2022-23.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,551 - Non-PO Encumbrance: EPAP Community Support Fund Round 2 Grant Program

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$21,000	\$0	<b>\$21,000</b>

#### CBO Recommendation: Fund

Due to staff capacity and last-minute technical issues, grants for the East Portland Action Plan Round 2 Grant Program were not finalized before the end of the fiscal year. Special Appropriations is currently working with Central Accounting on process improvements that will help to expedite these types of allocations in FY 2022-23 and beyond. CBO recommends this one-time carryover.



## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,552 - Non-PO Encumbrance: Community Activation Grants

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$50,000	(\$50,000)	\$0

#### CBO Recommendation: Do Not Fund

Resources were allocated in the FY 2021-22 Adopted Budget to provide financial grants supporting the implementation of community events and space activation, prioritizing BIPOC artists and musicians. No funding was spent in the prior fiscal year, given significant other allocations that were made in the Adopted and Supplemental Budget processes supporting similar work. It is unclear at this point what the vision is for these resources or who is responsible. CBO recommends that Council clarify if this funding is still required given the changes in the external environment since June 2021.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,553 - Non-PO Encumbrance: Public Engagement Planning for City Monuments Program Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$50,000	\$0	<b>\$50,000</b>

#### CBO Recommendation: Fund

Council allocated funding in the FY 2021-22 Fall Supplemental Budget to help facilitate an inclusive public process about the future of specific City monuments, as well as to inform a new public policy and process for overseeing the selection, placement, and maintenance of public art and other works that are given special historic designations. The program is requesting to carry over these one-time resources for a contract that was not completed by the end of the fiscal year. CBO recommends this request, as Council has already approved the funding for this purpose.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,554 - Non-PO Encumbrance: Gun Violence Reduction and Prevention Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$655,441	\$0	<b>\$655,441</b>

#### CBO Recommendation: Fund

In April 2021, Council allocated \$4.1 million to support grants to Community Based Organizations (CBOs) engaged in efforts to prevent gun violence. The majority of this funding was carried over to FY 2021-22 and allocated through four phases, starting with quick disbursement to CBOs that were immediately ready to expand operations focused on gun violence reduction; additional funds to provide wraparound services; support for new scopes of work developed by these organizations; and funding for additional CBOs. Just over half of the total funding allocated for this work has been spent, and the remaining funds are on track to be fully expended by June 2023 when the two-year grant agreements expire. CBO recommends this request, as Council has already approved funding for this purpose and the carryover is required for remaining grant expenditures.

## Encumbrance Carryover (FUND 100 ONLY)

### Special Appropriations | DP No. 14,555 - Non-PO Encumbrance: Office of Violence Prevention Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$104,549	\$0	<b>\$104,549</b>

#### CBO Recommendation: Fund

Council allocated \$105,000 in one-time funding in the FY 2021-22 Fall Supplemental budget to fund wrap-around support services for families impacted by gun violence. The majority of funding was spent last fiscal year, and \$15,549 is requested as carryover due to grant delays.

This request also carries over \$89,00 of \$225,000 allocated for additional costs in the Office of Violence Prevention. This carryover will pay for tenant improvement costs in the leased space for community meetings; construction was delayed due to limited Facilities capacity in FY 2021-22.

CBO recommends this request, as Council has already approved funding for this purpose.