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Chief Administrative
Officer

Ted Wheeler
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September 9, 2019

TO: Jessica Kinard, City Budget Office

FR: Tom Rinehart, Chief Administrative Officer

CC: Mayor Ted Wheeler
OMF Leadership Team

RE: OMF FY 2019-20 Fall Budget Monitoring Process Submission

Attached, please find the Office of Management and Finance's submission for the FY 2019-20 Fall Budget Monitoring Process Report.

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



OMF OFFICE OF
MANAGEMENT
AND FINANCE

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Office of Management and Finance Fall Budget Monitoring Report FY 2019-20

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OMF ALL

Date: 9/9/2019

To: Jessica Kinard

From: Tom Rinehart

Re: Request for FY 2020-21 Ongoing Current Appropriation Level Target Adjustment for the Integrated Tax System

The Revenue Division has been in discussions with all impacted stakeholders and many have agreed to pay their full allocated share of ITS. Notably, Multnomah County has not provided an answer on their intention to pay, or how much they will pay. Revenue expects this information soon. A more detailed disposition of each stakeholder is below. The Council-directed financing plan cannot be completed without knowing how much the County is going to contribute to the project. It is safe to assume Multnomah County will not pay more than their estimated allocation, so the Fall BuMP CAL adjustment should be for the current estimated City contribution – \$1,803,697 ongoing with a final adjustment in the Spring BMP after negotiations are completed.

- Regional Arts and Culture Council (Arts Tax) – has agreed to pay their share in the form of reduced Arts Tax receipts (\$207,000/yr.)
- Portland Clean Energy Fund (Clean Energy Surcharge) – has been informed of their share and no concerns have been shared with Revenue, will be paid from CES receipts (\$962,000/yr.)
- Multnomah County (Business Income Tax and Transient Lodgings Tax); County TLT stakeholders include Metro, PCPA, Regional Arts and Culture Council, Oregon Convention Center, PGE Park, Tri-Met and Visitor Development Fund) – no word from the County yet; City VFIGA negotiators have been asked to include ITS cost recovery in VFIGA negotiations (\$1,895,000/yr.)
- Portland Housing Bureau (TLT on Short-Term Rental HIF transfer, Rental Registration and Short-Term Rental Per-Night fees) – has agreed to pay (\$123,000/yr.)
- PBOT (Heavy Vehicle Use Tax) – has agreed to pay (\$28,000/yr.)
- Travel Portland (Convention and Tourism Lodging Taxes and Tourism Improvement District) – has agreed to open their contract up a year early to negotiate this cost (\$213,000/yr.)
- Enhanced Service Districts (Go Lloyd, Central Eastside, Clean and Safe) – have agreed to pay under the current contracts, no amendments needed (\$109,000/yr.)

FY 2018-19 Budget Note Update
(Prior Year update)

Office of Management and Finance

Bureau of Human Resources

Date of Budget Note: FY 2018-19 Adopted Budget

Budget Note Title: Community Service Officer Program

Budget Note Language:

Council directs the Police Bureau and the Office of Management & Finance to ensure that the Community Service Officer program is implemented by January 1st, 2019. Beginning in FY 2018-19, the Police Bureau and OMF will provide joint quarterly written reports to Council Offices on the progress toward implementation (including updates on labor negotiations, hiring, CSO training, and CSO staffing) and identify strategies to overcome any delays in the implementation timeline.

Summary Status: Underway

Budget Note Update: March 27, 2019

The Portland Police Bureau has completed an initial round of interviews. Candidates who passed the initial round of interviews are undergoing background investigations and completing test requirements required for this position. Training policies and procedures are under development with a goal of starting the first 12-week training session by July 1, 2019.

Summary Status: Complete

Budget Note Update: September 09, 2019

The Portland Police Bureau (PPB) hired and swore-in seven Community Service Officers (PSIIs) in June 2019. The Community Service Officer position was implemented January 1, 2019, which provided the authority to fill these positions.

PPB Training has developed the curriculum and coaching for the 12-week internal training required for this position. The first round of PSIIs are anticipated to complete training by September 30, 2019.

Bureau of Revenue and Financial Services – Revenue

Date of Budget Note: FY 2018-19 Adopted Budget

Budget Note Title: Office for Community Technology

Budget Note Language:

In accordance with a budget note in the FY 2017-18 Adopted Budget, an external consultant was engaged to evaluate options and make recommendations to Council on the optimal location and structure for the Office for Community Technology (OCT) within the City's organizational framework. Based on these recommendations and consultation with City staff, Council directs that the Office for Community Technology be established as a stand-alone office beginning in September 2018. Council directs the Revenue Division and OCT staff to bring forward budgetary and position changes in the FY 2018-19 Fall Budget Monitoring Process for Council consideration. Council further directs OMF-Facilities to develop options and plan for the physical relocation of OCT staff, with the relevant budgetary actions also brought forward during the FY 2018-19 Fall Budget Monitoring Process.

Summary Status: In progress

Budget Note Update: March 27, 2019

Budgetary and position changes were submitted in the FY 2018-19 Fall Budget Monitoring Process. OCT staff have not yet moved to a new location and the Office is still located at Columbia Square.

Summary Status: N/A

Budget Note Update: September 09, 2019

The Office for Community Technology (OCT) was removed from the Revenue Division's portfolio in FY 2018-19. Please refer to the OCT Fall BMP 2019 submission for an update on this Budget Note.

Office of the Chief Administrative Officer – Facilities

Date of Budget Note: FY 2018-19 Adopted Budget

Budget Note Title: Jasmine Block

Budget Note Language:

Council directs the Office of Management & Finance (OMF) to fund the FY 2018-19 cash contribution and financing requirements for the Jasmine Block project from Facilities Services Operating Fund reserves. Upon Council approval of the development agreement and finalization of the downtown core tenancy study directed by Resolution 37274, OMF should request reimbursement from the appropriate tenant fund.

Summary Status: In progress

Budget Note Update: March 27, 2019

The development agreement was approved and the tenancy study has been completed. The study recommended the Bureau of Planning and Sustainability be the tenant of the Fourth and Montgomery Building (formerly known as the Jasmine Block). As a result, a Direction to Develop was issued to OMF to submit a decision package for the one-time cash funding requirement of the project as part of the FY 2019-20 Requested Budget. The funding would come from the City's General Fund.

Summary Status: Complete

Budget Note Update: September 09, 2019

The decision package for the one-time cash funding required for the project, and to reimburse Facilities for costs incurred, was approved as part of the FY 2019-20 budget process.

Office of the Chief Administrative Officer – SPOT

Date of Budget Note: Current FY 2018-19 Adopted Budget

Budget Note Title: Film Office Financing

Budget Note Language:

Council directs the Portland Bureau of Transportation, Portland Parks & Recreation and the Office of Management & Finance to coordinate a plan that funds one-half of the Portland Film Office through filming permit revenues in FY 2019-20. Each bureau's requested budget should reflect any changes necessary to achieve this goal.

Summary Status: N/A

Budget Note Update: March 27, 2019

OMF has not been involved with implementing a funding stream for the Portland Film Office.

Summary Status: N/A

Budget Note Update: September 09, 2019

OMF has not been involved with implementing a funding stream for the Portland Film Office.

Budget Note Update

Office of Management and Finance

Date of Budget Note: Current FY 2019-20 Adopted Budget

Budget Note Title: Funding Plan for Integrated Tax System

Budget Note Language: Council directs the Office of Management & Finance (OMF) and the City Budget Office to develop a funding plan for the Integrated Tax System project. The one-time and ongoing costs included in the plan shall be optimized to lessen the total life-cycle costs of the system. This plan shall also maximize cost-recovery from City-managed funds and from the County, up to and including non-remittance of funds. The funding plan will be finalized and shared with Council Offices prior to September 15th, 2019, in order to inform Fall BMP actions.

Additionally, based upon the conclusions of the ITS funding plan, Council directs the City Budget Office to increase OMF's Current Appropriation Level to fund both the financing of project costs and ongoing system costs beginning in FY 2020-21.

To achieve ITS cost recovery from impacted funds, Council directs the Revenue Division of the Bureau of Revenue and Financial Services to negotiate amendments to contracts or intergovernmental agreements to achieve cost recovery from the following stakeholders:

- Regional Arts and Culture Council (Arts Tax)
- Portland Clean Energy Fund (Clean Energy Surcharge)
- Multnomah County (Business Income Tax and Transient Lodgings Tax); County TLT stakeholders include Metro, PCPA, Regional Arts and Culture Council, Oregon Convention Center, PGE Park, Tri-Met and Visitor Development Fund)
- Portland Housing Bureau (TLT on Short-Term Rental HIF transfer, Rental Registration and Short-Term Rental Per-Night fees)
- PBOT (Heavy Vehicle Use Tax)
- Travel Portland (Convention and Tourism Lodging Taxes and Tourism Improvement District)

Summary Status Underway

Budget Note Update: September 09, 2019

The Revenue Division has been in discussions with all impacted stakeholders and many have agreed to pay their full allocated share of ITS. Notably, Multnomah County has not provided an answer on their intention to pay, or how much they will pay. Revenue expects this information soon. A more detailed disposition of each stakeholder is below. The Council-directed financing plan cannot be completed without knowing how much the County is going to contribute to the project. It is safe to assume Multnomah County will not pay more than their estimated allocation, so the Fall BMP CAL adjustment should be for the current estimated City contribution – \$1,803,697 ongoing with a final adjustment in the Spring BMP after negotiations are completed.

- Regional Arts and Culture Council (Arts Tax) – has agreed to pay their share in the form of reduced Arts Tax receipts (\$207,000/yr.)
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Bureau of Human Resources

Bureau Performance Narrative

In FY 2018-19, the Office of Management and Finance added several metrics to its portfolio of performance measures. The Homelessness/Urban Camping Impact Reduction Program, or HUCIRP, is one of OMF's most public facing programs. HUCIRP established several performance metrics related to homeless campsite cleanups and associated costs. OMF-Facilities services implemented several new measures in FY 2018-19. Facilities new measures are related to asset management, workorder timeline, and metrics that acknowledge energy, resource, and space efficiencies.

OMF's Bureau of Human resources significantly decreased the number of HR Investigations conducted. This reduction can be attributed to its Human Resources Business Partners (HRBPs) adopting a proactive service delivery model, which reduced the total amount of HR investigations. The average time to complete a recruitment (posting to fill) was 94 days, eliminating an average of 2 days in comparison to FY 2017-18.

In FY 2018-19, OMF's Bureau of Revenue and Financial Services created several service delivery metrics in its Procurement Services Division. Procurement surpassed their contract solicitation processing goals for Invitations to Bid and Requests for Proposals (RFPs). This was the result of a recent Procurement reorganization and efficiencies created through their new BuySpeed software. Risk Management Division decreased the cost of general liability claims over the prior four-year average by a noteworthy 45%.

In FY 2018-19, OMF's Bureau of Technology Services continued to meet operations and maintenance goals related to connectivity to critical networks and infrastructure.

Key Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1178	Percentage of focused outreach program participants on an eligible list who are hired	OUTCOME	27%	30%	35%	40%	35%	50%	BHR surpassed its FY 2018-19 goal by revamping outreach services and increasing the number of focused outreach program participants.
Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_0004	Percentage of payroll checks direct deposited	OUTCOME	94%	94%	96%	95%	100%	100%	
MF_0022	Percentage of apprenticeship hours worked on City contracts	OUTCOME	18%	17%	20%	21%	20%	0	The percent of apprenticeship participation increased several percentage points this fiscal year over last even though a shortage of workers has continued, due to the large number of construction projects in the Portland Metro Area. The City appears to be on track for meeting or exceeding the strategic targets it established for apprentice participation for FY 2020-21.

Office of Management & Finance

Prior Year Performance Reporting

Run Date: 9/9/19

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1122	Percentage of diverse (protected class) applicants per fiscal year - female	OUTCOME	41%	44%	45%	40%	50%	100%	
MF_1123	Percentage of diverse (protected class) applicants per fiscal year - minority	OUTCOME	32%	32%	35%	33%	35%	100%	
MF_1174	Number of employees enrolled in health coaching programs	WORKLOAD	547	612	680	301	838	879	<p>The CityStrong program, which accounted for 50% of in-person health coaching, was suspended at the beginning of FY 2018-19 when BHR integrated occupational health and well-being into its portfolio. The new program manager has worked to relaunch this program internally to ensure equity and access to all employees regardless of medical plan election. The new program was launched on August 1, 2019. However, BHR feels a more appropriate measurement will be within the preventive care initiative, ensuring employees remain committed to preventive care and will sustain 97% compliance in FY 2019-20.</p> <p>BHR has not been able to build talent pools for eligible candidates. However, BHR has created the structure by centralizing recruiter assignments for engineering and trade classification. It is anticipated that BHR will be able to fully implement talent pools by the end of this fiscal year.</p>
MF_1209	Number of qualified candidates in talent pool per high turnover classification opening	OUTCOME	0	N/A	N/A	N/A	N/A	N/A	

Office of Management & Finance

Prior Year Performance Reporting

Run Date: 9/9/19

Run Time: 12:09:03 PM

Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1210	Number of qualified candidates in talent pool per open retirement eligible classification	0	N/A	N/A	N/A	N/A	N/A	BHR has not been able to build talent pools for eligible candidates. However, BHR has created the structure by centralizing recruiter assignments for engineering and trade classification. It is anticipated that BHR will be able to fully implement talent pools by the end of this fiscal year.
MF_1211	Total number of human resource investigations	0	165	N/A	109	157	150	Due to Business Partners adapting a proactive service delivery model this program has been able to reduce the number of HR investigations.
MF_1212	Number of days per human resource investigation	0	54	N/A	60	51	48	
MF_1213	Percentage of employees whose an annual evaluation within 1 month of anniversary date	0	N/A	N/A	N/A	80%	80%	Success Factors Performance Management will go live for all merit-eligible City staff in July 2020. Performance information will be available in the following fiscal year. A Citywide steering committee was brought together to coordinate the roll out. The committee consensus was to roll out the PMGM system at the beginning of the fiscal year instead of calendar year to align performance objectives with the budget process.
MF_1214	Average time of complete recruitment	0	96	N/A	94	100	N/A	

Office of Management & Finance

Prior Year Performance Reporting

Run Date: 9/9/19

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1224	HR Business Partner customer satisfaction	OUTCOME	0	N/A	0	4	4	4	

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9203 -BHR Training Fund - Beginning Fund Balance**Package Description**

This request reduces the beginning fund balance of the BHR Training Fund by \$50,008 to match the actual FY 2018-19 ending fund balance. The education account in External Materials and Services will be reduced to balance this request.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-50,008	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	-50,008	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9227 -PPA Health Insurance Fund - Beginning Fund Balance**Package Description**

Adjustment to beginning fund balance and contingency to match CAFR

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-1,118,395	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	-1,118,395	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9229 -Health Insurance Operating Fund - Beginning Fund Balance**Package Description**

Adjustment to beginning fund balance and contingency to match CAFR

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	2,328,999	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	2,328,999	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9231 -BHR - Re-appropriate occupational health to MFHR00006**Package Description**

This request is to convert a limited term position to a full term position. This position is responsible for managing the occupational health & wellness program. This program was transferred from risk management last fiscal year, however the FTE was not transferred.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003082 - Manager II	0.00	0	0	0	0	0
Total	0.00	0	0		0	0

MF - Office of Management & Finance**DP Type****Internal Transfer****Request Name:** 9238 -Allocation of DCTU Professional Dev - Health Insurance Fund Carry Over Amou**Package Description**

This request to make a correction to the Health allocation for DCTU Professional Development Fund.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-20	0	0
Internal Materials and Services	20	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9246 -BHR - LT to FT Total Rewards Deferred Comp**Package Description**

This request is to convert a limited duration position to a full-time position. This was initially approved as part of the FY 2019-20 Budget process, however, the request was omitted from the Budget.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003063 - Human Resources Analyst I	0.00	0	0	0	0	0
Total	0.00	0	0		0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9253 -BHR - Manager Supervisor Training IA's**Package Description**

This request increases revenue from I/A agreements from Water, PBOT and BES from bureaus to support City-Wide Manager/Supervisor Training.

Service Impacts

The City has faced challenges because of this lack of training for managers and supervisors. Because of this lack of training, it has created risk for the City and stress and trauma for employees. An organization the size of the City of Portland requires a robust, centralized leadership training series. Lastly, the training series also aligns with the OMF strategic plan to develop an inclusive, talented workforce. Making this investment in employees demonstrates the commitment to develop and implement a talent management strategy for both career development and succession planning. The total expected budget of \$129,000 through FY 2019-20 will guarantee in-person kick-off events/training, as well as ongoing monthly training sessions led by industry experts and consultants.

Equity Impacts

The training services aligns with the OMF strategic plan goal to develop an inclusive, talent workforce.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	75,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	75,000	0	0

MF - Office of Management & Finance**DP Type****Internal Transfer****Request Name:** 9304 -BHR - ADA Program**Package Description**

This request is to reallocate funding from cost object MFHR000010 to MFHR000018 to provide more transparency for the ADA program.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	0	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Revenue	0	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9316 -BHR - LT to FT Total Rewards**Package Description**

This request is to convert a limited duration position to a full time position for the Health & Financial Benefits program. This position is responsible for the administration of City benefits and provide assistance in meeting and maintaining initiative goals.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Personnel	0	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003063 - Human Resources Analyst I	1.00	0	0	0	16,911	16,911
Total	1.00	0	0		16,911	16,911

MF - Office of Management & Finance**DP Type****New GF Request****Request Name:** 9434 -BHR - GF Request for Training**Package Description**

BHR is requesting \$54,000, their entire unspent General Fund balance from FY 2018-19, for Manager and Supervisor Training. This request aligns with Form ID 9253, which creates interagencies with BES, PBOT, and Water to fund this same training.

Service Impacts

The City has faced challenges because of this lack of training for managers and supervisors. Because of this lack of training, it has created risk for the City and stress and trauma for employees. An organization the size of the City of Portland requires a robust, centralized leadership training series. Lastly, the training series also aligns with the OMF strategic plan to develop an inclusive, talented workforce. Making this investment in employees demonstrates the commitment to develop and implement a talent management strategy for both career development and succession planning. The total expected budget of \$129,000 through FY 2019-20 will guarantee in-person kick-off events/ training, as well as ongoing monthly training sessions led by industry experts and consultants.

Equity Impacts

The training services aligns with the OMF strategic plan goal to a develop an inclusive, talent workforce.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	54,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	54,000	0	0

Prior Year Fund Reconciliation Report

Office of Management & Finance

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	8,524,264	8,460,483	99.25%
External Materials and Services	456,739	408,261	89.39%
Internal Materials and Services	895,972	863,271	96.35%
TOTAL EXPENDITURES	9,876,975	9,732,015	98.53%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	26,000	13,790	53.04%
General Fund Discretionary	4,221,787	0	0%
General Fund Overhead	4,901,691	0	0%
Miscellaneous	316,272	287,757	90.98%
Interagency Revenue	254,486	254,486	100%
Beginning Fund Balance	156,739	0	0%
TOTAL REVENUES	9,876,975	556,033	5.63%

Expenditure Discussion

Actual expenditures were below budgeted appropriation.

Revenue Discussion

Charges for Services were 47% below budget due to a timing issue in recording the Tri-Met administrative fees and a reduction in reimbursement revenue received from payroll deductions.

Prior Year Fund Reconciliation Report

Office of Management & Finance

700 - Health Insurance Operating Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	2,196,742	2,023,236	92.1%
External Materials and Services	117,037,922	105,802,370	90.4%
Internal Materials and Services	493,890	445,327	90.17%
Contingency	10,954,526	0	0%
Debt Service	43,046	42,797	99.42%
Fund Transfers - Expense	321,396	321,396	100%
TOTAL EXPENDITURES	131,047,522	108,635,128	82.90%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	107,668,692	106,108,711	98.55%
Miscellaneous	508,965	753,990	148.14%
Interagency Revenue	237,499	237,467	99.99%
Beginning Fund Balance	22,632,366	0	0%
TOTAL REVENUES	131,047,522	107,100,168	81.73%

Expenditure Discussion

Revenue Discussion

Miscellaneous revenues were higher than anticipated for the Health Fund due to higher than anticipated rebates for claims experience.

Prior Year Fund Reconciliation Report

Office of Management & Finance

707 - Portland Police Assoc Health Insurnc Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
External Materials and Services	20,452,448	17,190,853	84.05%
Contingency	6,825,238	0	0%
TOTAL EXPENDITURES	27,277,686	17,190,853	63.02%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	19,902,314	17,509,863	87.98%
Miscellaneous	198,320	15,486	7.81%
Beginning Fund Balance	7,177,052	0	0%
TOTAL REVENUES	27,277,686	17,525,349	64.25%

Expenditure Discussion

Revenue Discussion

Miscellaneous revenues were lower than expected due to the Portland Police Association Health Fund not receiving anticipated rebate revenues for claims experience.

Bureau of Revenue and Financial Services

Bureau Performance Narrative

PERFORMANCE!

	Key Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_0033	City's unlimited tax General Obligation bond rating (1=Aaa)	OUTCOME	1	1	1	1	1	1	The Debt Management Division has continued manage City financings to meet rating agency expectations of an Aaa-rated issuer.
MF_0041	Business License Tax Gap "estimated difference between business taxes paid/owed (in millions)"	EFFICIENCY	\$6.88	\$8.55	\$7.81	\$8.70	\$10.00	\$5.00	As the number of businesses increases, the gap increases. There are three components of the Tax Gap. The gap from Unregistered Businesses increased slightly from \$1.43 to \$1.55. The gap from Regular Accounts Receivable declined from \$3.88 to \$3.24. The gap from Non-Filing Businesses increased from \$3.24 to \$3.95.
MF_1140	Percentage availability of network excluding scheduled maintenance	OUTPUT	100.00%	100.00%	99.99%	99.98%	100.00%	99.96%	Most City sites have redundant connections. In FY 2018-19, there were more fiber cuts throughout the Portland area than in recent years.

MF_1170	Percentage of all subcontract dollars awarded to Minority, Women, and Emerging Small Businesses subs for construction and professional services contracts	OUTCOME	43%	51%	30%	68%	30%	30%	Increasing subcontracting opportunities for COBID certified firms is integral to the City's Subcontractor Equity Program. Since changes were made to the Program as part of the Social Equity Contracting Strategy, participation has steadily increased over the last several years. As an incentive, contractors meeting the City's Subcontractor Equity Program goal are not required to submit additional paperwork documenting efforts to outreach to certified firms.
MF_1178	Percentage of focused outreach program participants on an eligible list who are hired	OUTCOME	27%	30%	35%	40%	35%	50%	BHR surpassed its FY 2018-19 goal by revamping outreach services and increasing the number of focused outreach program participants.
MF_1180	Percentage of sedans that are electric or plug-in hybrid	EFFICIENCY	39%	44%	44%	41%	47%	50%	Electric and plug-in hybrid vehicles as a percentage of the City's total sedan and compact vehicle fleet, excluding police vehicles.
MF_1185	Basic Copy Center rate as a percentage of private sector rate	EFFICIENCY	48%	37%	48%	36%	40%	48%	P&D strives to keep the Basic Copy Center rate well below market rates in the region through economies of scale and service efficiencies.

MF_1186	Change in the cost of general liability claims over the prior four-year average	EFFICIENCY	2%	-51%	5%	-45%	7%	0	Claims costs are tied directly to aggressive and appropriate investigation and management of claims, with appropriate settlements obtained in matters which pose higher risk to the City. As a result of such efforts, overall claims costs have decreased significantly. The amount of, manner, and cost of claims are directly influenced by the environment outside of the City, which is illustrated by the fluctuations in overall costs each year.
MF_1192	Number of CAFR review audit deficiency comments from external auditors	OUTCOME	0	N/A	1	0	0	0	The FY 2018-19 actuals demonstrate the performance of the financial audit of the June 20, 2018 CAFR. The goal was for zero audit deficiencies received, which was achieved. The current audit is also on track for the same performance.
MF_1195	Help Desk satisfaction rating (scale 1 to 5)	OUTCOME	4.90	4.91	3.00	4.86	5.00	4.75	Year-end actual exceeds the strategic target.
Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_0004	Percentage of payroll checks direct deposited	OUTCOME	94%	94%	96%	95%	100%	100%	
MF_0020	Number of grant audit findings	OUTCOME	0	N/A	0	0	0	0	

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_0022	Percentage of apprenticeship hours worked on City contracts	18%	17%	20%	21%	20%	0	<p>The percent of apprenticeship participation increased several percentage points this fiscal year over last even though a shortage of workers has continued, due to the large number of construction projects in the Portland Metro Area. The City appears to be on track for meeting or exceeding the strategic targets it established for apprentice participation for FY 2020-21.</p>
MF_0024	Percentage of minority and women hours worked on City construction contracts	27%	24%	27%	34%	27%	27%	<p>Participation by women and minorities in the construction trades continues to be an important component of the Workforce Program. Hours worked by women and minorities on City construction projects continued to increase in FY 18-19. Compliance Staff continue to push contractors to meet the City's goals for minority and female participation on all applicable contracts and encourage contractors to reach out to WorkSource and community resources to achieve desired outcomes.</p>
MF_1005	Percentage of Service Requests shipped on time	99%	100%	99%	99%	99%	100%	<p>P&D strives to meet all requested delivery dates for work requests. P&D works with customers to re-schedule orders when the original delivery dates are uncertain.</p>

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1013	Percentage uptime for phone switch	OUTPUT	100.00%	100.00%	99.99%	100.00%	100.00%	100.00%	Desired trend is to maintain 99.99% or greater service level availability.
MF_1016	Percentage of time radio system operated without failure	OUTPUT	100.00%	99.96%	99.99%	99.99%	100.00%	99.99%	Measures Public Safety Radio System availability excluding scheduled maintenance. There was not a full outage of the Radio system during FY 2018-19 – only a few small isolated interference issues.
MF_1019	First Call Resolution: percentage of problems resolved by Help Desk without escalation to field staff	OUTCOME	71.00%	69.50%	48.00%	73.40%	100.00%	80.00%	This measures the percentage of calls resolved by BTS Help Desk call takers without escalation to other staff. A higher percentage reflects better performance. Standard industry measures (ITIL/ITSM) do not provide a target for this measure, but industry experts generally agree on a range of 65 to 85%. Actuals are within ITIL expected range.
MF_1025	Percentage Internet availability	OUTPUT	100.00%	100.00%	99.99%	99.90%	100.00%	99.99%	BTS experienced a handful of events which impacted internet access. There were multiple short duration denial of service attacks against the City.

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1077	Investment portfolio yield - % of benchmark	114%	82%	100%	89%	90%	100%	Interest rates have been volatile during FY 2018-19, reflecting subdued inflation expectations, sputtering economic growth, and Federal Reserve increasing then pausing the Federal Funds Target Rate. The City's investment portfolio performance benchmark (BAML 0-3 Yr. UST / G1QA Yield) reflects real-time market yields. The City's actual portfolio yield normally lags changes to the benchmark. As securities in the City's portfolio mature, proceeds are re-invested in higher or lower yielding securities, and the portfolio yield will adjust over time. Due to this normal lag, the portfolio may underperform or overperform its stated benchmark.
MF_1083	Customer service satisfaction rating number (scale 1 to 5)	4.93	2.70	N/A	2.78	3.00	N/A	There was a slight increase in customer service satisfaction. BTS is identifying areas of improvement to improve the score in the future.

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1115	Percentage of customers rating project management service provided as excellent	75%	N/A	70%	100%	100%	75%	<p>The PMO performed better in FY 2018-19 in this metric area over prior years (excluding FY 2017-18) by increasing the performance level by 25%. This metric is dependent on the number of projects that close within the measurement time frame, as well as the customer project sponsors and stakeholders that choose to participate in the anonymous survey at project closure. BTS Project Managers will continue to focus on gaining customer feedback at the closure of projects. In FY 2018-19, there was a greater emphasis on encouraging project sponsors and stakeholders to participate in the project closure survey.</p> <p>FY 2018-19 actuals continue to meet year-end targets. The Stores and Order Fulfillment team continuing to make business process improvements. BTS anticipates meeting its FY 2021-2022 strategic target.</p>
MF_1118	Number of days elapsed from ordering a new desktop PC to installation	4	4	5	4	4	3	
MF_1122	Percentage of diverse (protected class) applicants per fiscal year - female	41%	44%	45%	40%	50%	100%	
MF_1123	Percentage of diverse (protected class) applicants per fiscal year - minority	32%	32%	35%	33%	35%	100%	

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1141	Percentage of calls answered within 20 seconds	EFFICIENCY	63.00%	80.10%	52.00%	70.20%	100.00%	80.00%	This measures the percentage of calls answered by Help Desk staff within 20 seconds of the call being placed. A higher percentage reflects better performance. There is no widely accepted industry standard for hold time. A decrease in hold time compared to last fiscal year may be partially accounted for by uptick in phishing and related phone calls to Help Desk.
MF_1147	Mobile Report Entry (MRE) availability (excluding scheduled maintenance)	OUTPUT	100%	100%	100%	100%	100%	100%	Measures Police Report entry availability. One unscheduled outage was reported on November 29th, 2018 at 9:15AM; service was restored by 9:50AM.
MF_1152	Percentage of computers (workstations and servers) able to accept security patching	OUTPUT	97%	99%	97%	99%	100%	99%	Computing endpoints are the primary tools for the City to generate value for the community. Computing endpoints also represent the highest risks regarding confidential and restricted information. Measuring the security resilience of endpoint devices is essential to maintain and improve the City's Information Security posture.
MF_1153	Percentage of mission critical production system availability for Cayenta	OUTPUT	100.00%	99.97%	99.97%	99.99%	100.00%	99.97%	BTS exceeded the strategic target with service level goals on track.
MF_1154	Percentage of mission critical production system availability for SAP	OUTPUT	100.00%	99.98%	99.96%	99.98%	100.00%	99.96%	BTS exceeded the strategic target with service level goals on track.

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	Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1155	Percentage of email availability excluding scheduled maintenance	OUTPUT	100.00%	99.99%	99.90%	99.98%	100.00%	99.90%	BTS exceeded the strategic target with service level goals on track.
MF_1156	Percentage of public safety system availability - Bureau of Emergency Communications	OUTPUT	100.00%	99.99%	99.99%	99.93%	100.00%	99.99%	BTS barely missed its target due to network issues on two occasions. Moving forward, BTS is working with its vendor on a mitigation method to prevent network issues from reoccurring.
MF_1157	Public Safety systems availability - Police (excluding scheduled maintenance)	OUTPUT	100.00%	99.99%	99.99%	99.99%	100.00%	99.99%	BTS exceeded the strategic target with service level goals on track.
MF_1169	Number of prime contracts awarded to Minority, Women, and Emerging Small Businesses contractors	OUTPUT	277	242	277	168	242	277	Procurement is actively analyzing the reason for the decrease in FY 2018-19, but is unable to pinpoint the cause as of 9/6/2019. Analysis will continue in order to support efforts to reverse this trend.

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1174	Number of employees enrolled in health coaching programs	WORKLOAD	547	612	680	301	838	879	The CityStrong program, which accounted for 50% of in-person health coaching, was suspended at the beginning of FY 2018-19 when BHR integrated occupational health and well-being into its portfolio. The new program manager has worked to relaunch this program internally to ensure equity and access to all employees regardless of medical plan election. The new program was launched on August 1, 2019. However, BHR feels a more appropriate measurement will be within the preventive care initiative, ensuring employees remain committed to preventive care and will sustain 97% compliance in FY 2019-20.
MF_1177	Average number of days a SAP Helpdesk customer ticket is open	EFFICIENCY	11.00	8.70	9.75	8.68	9.00	N/A	This metric remained relatively static. BTS has set a new improvement goal and continues to make process improvements.
MF_1179	Percentage of vehicles meeting industry utilization standards	OUTPUT	91%	97%	95%	96%	90%	90%	This performance measure evaluates the percentage of vehicles registering at least 3,600 annual miles and the percentage of seasonal/specialty equipment registering at least 360 annual hours of operation.
MF_1187	Change in the cost of fleet liability claims over the prior four years	EFFICIENCY	0	-3%	5%	-26%	4%	0	

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	Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1190	Change in the cost of workers compensation claims over the prior four years	EFFICIENCY	2%	-16%	5%	-32%	4%	0	
MF_1193	Number of days CAFR is completed after fiscal year end	WORKLOAD	135	124	135	122	120	120	The FY 2018-19 actuals demonstrate the performance of the financial audit of the June 30, 2018 CAFR. The goal was to publish within four months after year end (within 123 days), which was achieved. The current audit is on track to achieve the same goal.
MF_1194	Cost per dollar collected by Revenue division (all programs)	EFFICIENCY	\$.02	\$.02	\$.02	\$.02	\$.03	\$.02	
MF_1196	Percent of Accounts Payable within 30 days	OUTPUT	82%	80%	90%	83%	90%	90%	
MF_1200	Percentage change in sedan class unleaded fuel use over the prior year	EFFICIENCY	-5.00%	4.20%	-.50%	-3.80%	-.50%	-.50%	CityFleet began including police SUVs in this calculation for consistent comparison to historical sedan usage. This metric will be adjusted in the upcoming budget development process.
MF_1205	Citywide Technology Leadership Rating (per customer survey, 1-5 scale)	OUTCOME	2.60	3.03	2.70	3.31	3.00	4.00	This rating is derived from the BTS Customer Survey. While the rating has consistently increased, resource constraints and potential future budget reductions could impact BTS's ability to meet the strategic target.

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1206	Portlandoregon.gov uptime percentage	OUTPUT	100.00%	99.99%	99.99%	99.99%	100.00%	99.99%	This metric measures total time PortlandOregon.gov was available and accessible in FY 2018-19. The metric excludes planned maintenance, system upgrades, and technology upgrades. The website was inaccessible for approximately six hours in FY 2018-19.
MF_1207	PortlandMaps.com uptime percentage	OUTPUT	100.00%	99.99%	99.99%	99.99%	100.00%	99.99%	This metric measures total time PortlandMaps.com was available and accessible in FY 2018-19. This metric excludes planned maintenance, system upgrades, and technology upgrades. The website was inaccessible for approximately five hours in FY 2018-19.
MF_1208	Service Requests per FTE	EFFICIENCY	2,702	2,365	2,700	2,302	2,300	2,700	The FY 2018-19 value include operations from the main print shop and the satellite P&D shop at the 1900 Building.
MF_1209	Number of qualified candidates in talent pool per high turnover classification opening	OUTCOME	0	N/A	N/A	N/A	N/A	N/A	Data to inform this metric is not available yet. BHR anticipates this information will be available next fiscal year.
MF_1210	Number of qualified candidates in talent pool per open retirement eligible classification	OUTCOME	0	N/A	N/A	N/A	N/A	N/A	Data to inform this metric is not available yet. BHR anticipates this information will be available next fiscal year.

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1211	Total number of human resource investigations	OUTCOME	0	165	N/A	109	157	150	Due to Business Partners adapting a proactive service delivery model this program has been able to reduce the number of HR investigations.
MF_1212	Number of days per human resource investigation	EFFICIENCY	0	54	N/A	60	51	48	
MF_1213	Percentage of employees whose an annual evaluation within 1 month of anniversary date	OUTCOME	0	N/A	N/A	N/A	80%	80%	Success Factors Performance Management will go live for all merit-eligible City staff in July 2020. Performance information will be available in the following fiscal year. A Citywide steering committee was brought together to coordinate the roll out. The committee consensus was to roll out the PMGM system at the beginning of the fiscal year instead of calendar year to align performance objectives with the budget process.
MF_1214	Average time of complete recruitment	EFFICIENCY	0	96	N/A	94	100	N/A	
MF_1215	Cycle-time for construction invitation to bid process	OUTCOME	0	N/A	0	101	160	160	In FY 2018-19, Procurement Services conducted 72 construction Invitations to Bid and the average cycle-time was 101 days, which is less than the service level agreement of 168 days. There were several process improvements that led to achieving the performance actual.

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1216	Cycle-time for Goods and Services request for proposals process	OUTCOME	0	N/A	0	161	300	300	In FY 2018-19, Procurement Services conducted seven goods and services Requests for Proposals and the average cycle-time was 161 days, which is less than the service level agreement of 308 days. There were several process improvements that led to achieving the performance actual.

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1217	Cycle-time for Goods and Services invitation to bid process	0	N/A	0	27	106	106	In FY 2018-19, Procurement Services conducted 204 goods and services Invitations to Bid and the average cycle-time was 27 days, which is significantly less than the service level agreement of 108 days. The reason for such a short cycle-time is because of the lack of differentiating data in BuySpeed, Procurement software application. In Procurement Code, project managers are allowed to solicit quotes or proposals for contracts that are estimated to cost less than \$50,000. For contracts with an estimated cost over \$50,000, Procurement conducts the solicitation. The data that was used to report on this service level agreement includes both types of procurements, which is why the cycle-time is so short. Moving forward, Procurement will introduce a data point that will allow us to separate these two types of solicitations so that we can accurately measure our performance going forward.

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1218	Cycle-time for Design Services requests	0	N/A	0	120	240	240	In FY 2018-19, Procurement Services conducted 35 PTE Requests for Proposals and the average cycle-time was 120 days, which is less than the service level agreement of 274 days. There were several process improvements that led to our ability to achieve this performance actual.
MF_1219	Cycle-time for Construction request for proposals process	0	N/A	0	31	300	300	In FY 2018-19, Procurement Services conducted 50 PTE Direct Contracts and the average cycle-time was 31 days, which is less than the SLA of 122 days. There were several process improvements that led to Procurement's ability to achieve the performance actual.
MF_1220	Number of campsite reports received and processed	0	N/A	0	0	29,000	N/A	
MF_1221	Number of campsite cleanups performed	0	N/A	0	0	3,200	4,800	
MF_1222	Total cleanup costs	0	N/A	0	0	\$2,500,000	\$1,875,000	
MF_1223	Tons of garbage collected	0	N/A	0	0	2,000	3,500	
MF_1224	HR Business Partner customer satisfaction	0	N/A	0	4	4	4	
MF_1225	Change in average energy use intensity over the prior year average	0	N/A	0	0	-100%	-100%	
MF_1226	Average customer demand workorder turnaround time	0	N/A	0	0	30	10	

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1227	Percent of on-time preventive maintenance compliance	OUTPUT	0	N/A	0	0	40%	80%	
MF_1228	Average maintenance and operations cost per square foot	EFFICIENCY	0	N/A	0	0	\$14.50	\$12.00	
MF_1229	Percentage of construction projects completed on-time	OUTPUT	0	N/A	0	0	80	90	
MF_1230	Percentage of construction projects completed under budget	OUTPUT	0	N/A	0	#DIV/0	80%	90%	
MF_1231	Average occupancy rate	OUTCOME	0	N/A	0	0	95%	98%	
MF_1232	Average Facilities Services Customer Satisfaction score	OUTCOME	0	N/A	0	0	3.00	4.00	
MF_1233	Average Facilities Services Employee Satisfaction score	OUTCOME	0	N/A	0	0	3.60	4.00	
MF_1235	Pieces of US mail processed per distribution employee	EFFICIENCY	0	N/A	0	1,137,500	1,200,000	0	P&D has seen some reduction in First Class Mail. Broad communications from City offices continue to be printed and mailed by P&D.
MF_1236	Percentage of minimum Spectator Venue & Visitor Activities Fund operating reserved maintained	OUTCOME	0	N/A	0	100.00%	100.00%	100.00%	
MF_1237	Percentage of black and white impressions of program totals	OUTCOME	0	N/A	0	72%	71%	0	Color output is leveling off to just over 25% of total output. In FY 2018-19, color output was 27.8% of prints made, which does not meet the goal of 40%. However, overall Copier Service volume was reduced by 3.4% from the previous year. Despite a higher availability of color capable devices, color output was 21% less than the previous year.

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9199 -BRFS - Debt IA Adjustments**Package Description**

The proposed package will provide the Debt Management Division with budgetary flexibility to begin succession planning for the City's Principal Debt Analyst position, a key member of Debt Management Division's relatively small team of 2.5 individuals. Additionally, the package incorporates revised interagency charges reflective of an updated fee-for-service interagency methodology.

Service Impacts

This request allows the Debt Management Division to maintain current service level, both now and in the near future, for succession planning of key existing staff.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	19,635	0	0
Internal Materials and Services	4,780	0	0
Personnel	174,978	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	147,511	0	0
Intergovernmental	51,882	0	0

MF - Office of Management & Finance**DP Type****Encumbrance Carryover****Request Name:** 9233 -BRFS - Encumbrance Carryover**Package Description**

Grants Management – The Grants Management Division is requesting a total of \$7,153 in encumbrance carryover. This amount includes two PO's for temporary staffing services for Linda Rains (PO 22259291 and 22250561).

Procurement – Procurement Services is requesting a total of \$171,532 in encumbrance carryover. This amount includes \$32,692 for compliance software with Unicom Government Inc (PO 20007192); \$27,727 for Buyspeed hosting for FY2019 and consulting and support services with Periscope Holdings Inc (PO 20007814 and 20007982); \$5,087 for procurement services organizational review with Team HR LLC (PO 22237950); \$24,498 for process mapping services with Delaris LLC (PO 22238072); \$3,575 for on-call graphic design services with Inside Source Media Inc (PO 20007652); \$1,560 for rebranding the Minority Evaluator Program with Green Society (PO 20007652); \$33,056 for sustainable procurement consulting services with Green Spectrum Consulting LLC (PO 22238081); \$25,275 for various services for the PCDP with Metropolitan Contractor Improvement (PO 22242149); \$1,500 for PCDP contractor assessments with J2J Civil Consulting Inc (PO22254431); \$2,562 for PCDP contractor assessments for new contracts (PO 22254432) and \$14,000 for on-call stakeholder engagement and meetings with Carri Munn (PO 22259163).

Revenue – The Revenue Division is requesting a total of \$45,364 in encumbrance carryover. This amount includes \$2,306 for FY2019 Lexis Nexis tracing services from Lexisnexis Risk Data Management Inc (PO 20007851); \$3,180 for FY2019 process server services for BI/mcbi with Barrister Support Service Inc (PO 22250867); \$34,032 for Hearing Office Services with Gregory Frank (PO 22253702); \$1,306 for programming services with Compass Computing Group Inc (PO 22254769) and \$4,540 for Integrated Tax System support (PO 22256426)

Service Impacts

This request allows service delivery extending past the fiscal year to continue as planned.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	224,049	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	224,049	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9313 -BRFS - Revenue - Convert Rental Registration LT Positions to Permanent**Package Description**

This request converts 3.0 FTE Limited Term positions associated with the Rental Registration Program to Permanent Ongoing as directed in Ordinance 189650. City Council passed the ordinance setting the Rental Registration rate at \$60 per unit beginning tax year 2019.

Service Impacts

This request will make permanent positions collecting the Rental Registration program fees.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Personnel	-2	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000194 - Revenue & Tax Specialist IV	0.00	0	0	0	-2	-2
Total	0.00	0	0		-2	-2

MF - Office of Management & Finance**DP Type****Internal Transfer****Request Name:** 9318 -BDFS - Revenue Division Debt IA Adjustment**Package Description**

This request recognizes the Debt Management IA adjustment for the Integrated Tax System project and the Local Improvement District fund.

Service Impacts

This request enables continued Debt Management support at levels requested by the subject matter expert.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-27,133	0	0
Internal Materials and Services	27,133	0	0
Internal Materials and Services	11,482	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	11,482	0	0

MF - Office of Management & Finance**DP Type****New GF Request****Request Name:** 9320 -BRFS - Revenue Transfer of Technology Replacement Reserves for ITS Project**Package Description**

This request recognizes a cash transfer of Technology Replacement Funds from the Bureau of Technology Services (BTS) and makes other technical adjustments to the Integrated Tax System Budget. Technology Replacement funds will be used in the first year of the project, debt financing and other sources of revenue will be used later in the project. Technical adjustments in this request move the project budget to the correct financial objects, as well as minor revision to reflect the most recent expected project needs from the cost share plan, an overall net impact of \$9,472.

Service Impacts

Approval of this request will align the budget to the current funding strategy, utilizing Technology Replacement Reserves originating from the Bureau of Revenue and Financial Services.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Debt Service	-265,575	0	0
External Materials and Services	539,383	0	0
Internal Materials and Services	0	0	0
Personnel	-264,336	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Bond & Note Proceeds	-1,190,528	0	0
Fund Transfers - Revenue	1,200,000	0	0
General Fund Discretionary	0	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9344 -BRFS - Technical Adjustments**Package Description**

This request is for various net-zero technical adjustments related largely to the implementation of new Program Offers, moving budget to the correct functional area and correcting related issues: Move ADU Waiver Compliance program to the correct cost center; move Arts Tax to the correct cost object; Move Bancroft fund to the correct cost object;

Service Impacts

This request will better align functional area, cost center and major object code budgets to planned activity.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	113,747	0	0
Personnel	-113,747	0	0
Debt Service	5,700,000	0	0
Debt Service Reserves	15,500,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Charges for Services	0	0	0
General Fund Discretionary	0	0	0
Beginning Fund Balance	15,500,000	0	0
Miscellaneous	5,700,000	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9378 -BRFS - Procurement We Are Better Together Funding from Prosper Portland**Package Description**

This request recognizes \$10,000 in intergovernmental revenue from Prosper Portland for the We Are Better Together Program.

Service Impacts

This request will enable the program to administer We Are Better Together services as agreed with Prosper Portland.

Equity Impacts

We Are Better Together provides enhanced participation in Trade Shows, Event Sponsorship and advertisement coordinating bureau participation and payment for events and services. We Are Better Together is committed to Diversity, Equity and Inclusion by partnering with the community, culturally specific organizations, and Disadvantaged, Minority-owned, Women-owned, Emerging Small Businesses, and Service-Disabled Veteran-owned Business Enterprises (D/M/W/ESB/SDVBE). This request recognizes organizational revenue and support for program services, and will positively impact City equity service provision.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	10,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Intergovernmental	10,000	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9384 -BRFS - Risk I&C - True-up Beginning Fund Balance**Package Description**

This request increases the beginning fund balance by \$784,808 to true up the budgeted beginning fund balance for the Insurance and Claims Fund to match the actual balance at July 1, 2019 and place the resulting appropriation in fund's rate stabilization reserve contingency.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	784,808	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	784,808	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9386 -BRFS - Risk I&C - Technical Adjustments**Package Description**

Insurance and Claims request increases to their interagency agreement with Human Resources by \$40 for unexpended professional development funds in FY 2018-19 under the DCTU contract and interagency agreement with Business Operations by \$15,000 for an increase in administration services due to the dissolution of BIBS. Funds will be moved from EMS to IMS to reflect increases.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-15,040	0	0
Internal Materials and Services	15,040	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9395 -BRFS - Risk I&C - Cash Transfer for BHR Reception Services**Package Description**

This request matches decision package from Workers Comp fund requesting a cash transfer of \$7,190 to Insurance and Claims to address billing for BHR reception services.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	7,190	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Revenue	7,190	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9396 -BRFS - Risk I&C - Contingency transfer to fund RMIS Module**Package Description**

The purpose of this budget adjustment request is to transfer appropriation from the administrative reserve in the Insurance and Claims Fund to EMS for the fund's share of the cost to the implement a new module of Risk Management's Risk Management Information System (RMIS). The module is an Incident Intake module that allows for bureaus to enter into the RMIS injuries and near misses. This is especially important as it is a requirement for an employee filing an Workers' Compensation claim. This module captures information that will protect the employee and provide data on where to focus loss prevention efforts.

The fund's administrative operating budget will cover the on-going costs but does not have the capacity to fund the one-time expenses. The Administrative Reserve was established for annually capturing savings in the administrative operating budget and setting them aside for projects like this that lead to efficiencies.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-20,000	0	0
External Materials and Services	20,000	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9398 -BRFS - Risk WC - True-up Beginning Fund Balance**Package Description**

This request increases the beginning fund balance by \$680,217 to true up the budgeted beginning fund balance for the Workers' Compensation Fund to match the actual balance at July 1, 2019 and place the resulting appropriation in fund's rate stabilization reserve contingency.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
Contingency	680,217	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	680,217	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9401 -BRFS - Risk WC - Technical Adjustments**Package Description**

Workers Comp request increases to their interagency agreement with Human Resources by \$40 for unexpended professional development funds in FY 2018-19 under the DCTU contract and interagency agreement with Business Operations by \$15,000 for an increase in administration services due to the dissolution of BIBS. Funds will be moved from EMS to IMS to reflect increases.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-15,040	0	0
Internal Materials and Services	15,040	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9404 -BRFS - Risk WC - Cash Transfer for BHR Reception Services**Package Description**

Workers Comp fund requests a cash transfer of \$7,190 to Insurance and Claims to address a billing for BHR reception services.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-7,190	0	0
Fund Transfers - Expense	7,190	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9405 -BRFS - Risk WC - Contingency transfer to fund RMIS Module**Package Description**

The purpose of this budget adjustment request is to transfer appropriation from the administrative reserve in the Workers' Compensation Fund to EMS for the fund's share of the cost to the implement a new module of Risk Management's Risk Management Information System (RMIS). The module is an Incident Intake module that allows for bureaus to enter into the RMIS injuries and near misses. This is especially important as it is a requirement for an employee filing an Workers' Compensation claim. This module captures information that will protect the employee and provide data on where to focus loss prevention efforts.

The fund's administrative operating budget will cover the on-going costs but does not have the capacity to fund the one-time expenses. The Administrative Reserve was established for annually capturing savings in the administrative operating budget and setting them aside for projects like this that lead to efficiencies.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-20,000	0	0
External Materials and Services	20,000	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9409 -BRFS - RISK - Tech Adj. IA Project Correction**Package Description**

This request is to adjust Risk interagency where the customer bureau budgeted requirements in both the IA funded program and project code, but Risk only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on the Risk side.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9411 -BRFS - Revenue Local Improvement District Transfer**Package Description**

This request transfers \$726,012 from the Revenue Division Local Improvement District Fund to the General Fund to correct a billing error by the City Auditor last fiscal year.

Service Impacts

This request corrects a billing error.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Expense	726,012	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	-726,012	0	0
Fund Transfers - Revenue	0	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9431 -BRFS - Fund Technical Adjustments**Package Description**

This request is for various fund technical adjustments, such as revising beginning balance budgets (technically new revenue), moving funds to the correct cost center, and other adjustments for the following funds: Arts Tax Fund 223; Clean & Safe Fund 204; Lloyd BID Fund 204; Central Eastside Fund 204; Convention & Tourism Fund 209; Tourism Improvement District Fund 209.

Service Impacts

This request will revise fund budget to actual beginning balance and planned activity.

Equity Impacts

N/A

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	15,000	0	0
External Materials and Services	177,332	0	0
Fund Transfers - Expense	0	0	0
Internal Materials and Services	2,500	0	0
External Materials and Services	0	0	0
Fund Transfers - Expense	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	455,920	0	0
Fund Transfers - Expense	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	208,117	0	0
Fund Transfers - Expense	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	992,500	0	0
Internal Materials and Services	12,500	0	0
Contingency	1,368,247	0	0
External Materials and Services	50,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	15,000	0	0
Beginning Fund Balance	-22,168	0	0
Licenses & Permits	200,000	0	0
Miscellaneous	2,000	0	0
Licenses & Permits	0	0	0
Miscellaneous	0	0	0
Beginning Fund Balance	455,920	0	0

City of Portland

F4 - BMP Amendment Request Report (Fall)

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CBO Discussion & Recommendations

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Licenses & Permits	0	0	0
Miscellaneous	0	0	0
Beginning Fund Balance	203,117	0	0
Miscellaneous	5,000	0	0
Taxes	0	0	0
Miscellaneous	5,000	0	0
Taxes	1,000,000	0	0
Beginning Fund Balance	9,577,767	0	0
Miscellaneous	60,000	0	0
Taxes	-85,000	0	0

Capital Program Status Report

Office of Management & Finance - MFRB

CIP Program Name	2018-19 Adopted Budget	2018-19 Revised Budget	2018-19 Actuals	PY Variance	PY Percent of Actuals to Revised	2019-20 Adopted Budget	2019-20 FALL Requested Total	2019-20 Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
Accounting	433,500	23,500	85,349	61,849	363.19%	0	0	0	0	#DIV/0
Procurement	0	90,892	59,660	-31,232	65.64%	0	32,692	0	32,692	100%
Public Finance and Treasury	0	37,538	37,538	-1	100%	48,748	48,748	0	0	0%
Revenue	0	11,993	11,993	0	100%	10,981,125	11,296,066	66,613.26	314,941	2.79%
Sum:	433,500	163,923	194,539	30,616	18.68%	11,029,873	11,377,506	66,613.26	347,633	3.06%

Prior Year Variance Description

Bureau of Revenue & Financial Services - The Accounting CAFR replacement project has significant variance for two reasons: 1) The project was originally budgeted at \$98.5k based on the previous CAFR replacement project. However, the vendor addressed technical issues and training through the cloud, resulting in no anticipated BTS/contingency costs - thus the budget was reduced to \$23.5k in the FY19 Spring BuMP 2) The FY19 actuals includes non-capitalized personnel hours billed to the project to help project personnel hours for future projects. The Procurement Compliance Software project will carry forward the PY variance to FY20.

Current Year Variance Description

There are no anticipated variances for FY20.

Prior Year Fund Reconciliation Report

Office of Management & Finance

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	17,152,495	16,170,352	94.27%
External Materials and Services	3,302,582	2,604,168	78.85%
Internal Materials and Services	3,075,292	2,965,305	96.42%
TOTAL EXPENDITURES	23,530,369	21,739,825	92.39%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	230,500	432,099	187.46%
Intergovernmental	1,958,099	1,851,942	94.58%
General Fund Discretionary	9,794,372	0	0%
General Fund Overhead	5,076,012	0	0%
Miscellaneous	1,560,073	1,340,821	85.95%
Interagency Revenue	4,756,313	3,981,044	83.7%
Licenses & Permits	155,000	152,695	98.51%
TOTAL REVENUES	23,530,369	7,758,601	32.97%

Expenditure Discussion

External Material and Services were underspend for a number of reasons: budgeted pass through costs in Debt Management did not occur at the budgeted level, Treasury bank fees were less than budgeted, and BRFS carrying forward of approximately \$225k.

Revenue Discussion

Interagency revenue was not billed because the Debt Management program and Procurement Design & Construction program underspent their IA/IGAs due to personnel vacancies. Miscellaneous revenue was not needed in the budgeted amounts. Miscellaneous revenue in Treasury from interest earnings is only realized in an amount to fund operations, due to expenditure savings and greater than budgeted trustee fee revenue, less interest earnings were required.

Prior Year Fund Reconciliation Report

Office of Management & Finance

209 - Convention and Tourism Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
External Materials and Services	21,511,513	20,787,184	96.63%
Internal Materials and Services	422,252	409,814	97.05%
Fund Transfers - Expense	25,000	25,000	100%
TOTAL EXPENDITURES	21,958,765	21,221,998	96.64%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	55,500	48,557	87.49%
Beginning Fund Balance	147,265	0	0%
Taxes	21,756,000	21,229,294	97.58%
TOTAL REVENUES	21,958,765	21,277,850	96.90%

Expenditure Discussion

Revenue Discussion

Miscellaneous revenues are lower than budget due to lower returns for Interest on investments than expected.

Prior Year Fund Reconciliation Report

Office of Management & Finance

204 - Property Management License Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
External Materials and Services	6,214,713	5,921,232	95.28%
Internal Materials and Services	82,301	81,812	99.41%
Fund Transfers - Expense	25,000	25,000	100%
Contingency	20,000	0	0%
TOTAL EXPENDITURES	6,342,014	6,028,044	95.05%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	13,000	12,094	93.03%
Beginning Fund Balance	83,654	0	0%
Licenses & Permits	6,245,360	6,406,337	102.58%
TOTAL REVENUES	6,342,014	6,418,431	101.20%

Expenditure Discussion

Revenue Discussion

Prior Year Fund Reconciliation Report

Office of Management & Finance

223 - Arts Education & Access Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
External Materials and Services	12,205,884	11,048,737	90.52%
Internal Materials and Services	1,207,401	1,207,311	99.99%
Contingency	8,130,636	0	0%
Fund Transfers - Expense	25,000	25,000	100%
TOTAL EXPENDITURES	21,568,921	12,281,048	56.94%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	150,000	188,674	125.78%
Beginning Fund Balance	8,438,921	0	0%
Taxes	12,980,000	13,231,220	101.94%
TOTAL REVENUES	21,568,921	13,419,894	62.22%

Expenditure Discussion

Revenue Discussion

Miscellaneous are lower than budget due to lower returns for Interest on investments than expected.

Prior Year Fund Reconciliation Report

Office of Management & Finance

704 - Insurance and Claims Operating Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	1,345,743	1,316,439	97.82%
External Materials and Services	7,389,694	5,782,855	78.26%
Internal Materials and Services	2,941,566	2,898,288	98.53%
Contingency	33,160,567	0	0%
Debt Service	101,727	101,140	99.42%
Fund Transfers - Expense	211,612	211,612	100%
TOTAL EXPENDITURES	45,150,909	10,310,334	22.84%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	0	325	
Miscellaneous	630,124	850,336	134.95%
Interagency Revenue	11,626,690	11,603,780	99.8%
Beginning Fund Balance	32,894,095	0	0%
TOTAL REVENUES	45,150,909	12,454,441	27.58%

Expenditure Discussion

The variance in External Materials and Services is mostly attributed to claims received that are less than the projected worse case scenario by OMF and the actuary.

Revenue Discussion

Revenues in this category are higher than budgeted due to higher than expected interests earnings.

Prior Year Fund Reconciliation Report

Office of Management & Finance

705 - Workers' Comp. Self Insurance Operating Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	1,290,274	1,158,921	89.82%
External Materials and Services	4,194,884	3,352,902	79.93%
Internal Materials and Services	649,678	583,163	89.76%
Contingency	12,139,464	0	0%
Debt Service	95,153	94,604	99.42%
Fund Transfers - Expense	113,901	113,901	100%
TOTAL EXPENDITURES	18,483,354	5,303,490	28.69%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	232,853	297,719	127.86%
Interagency Revenue	4,604,577	4,609,195	100.1%
Beginning Fund Balance	13,645,924	0	0%
TOTAL REVENUES	18,483,354	4,906,915	26.55%

Expenditure Discussion

The variance in External Materials and Services is mostly attributed to claims received that are less than the projected worse case scenario by OMF and the actuary.

Revenue Discussion

Revenues are higher than budgeted due to higher than expected interest earnings.

Bureau of Technology Services

Bureau Performance Narrative

PERFORMANCE!

Key Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1140	Percentage availability of network excluding scheduled maintenance	OUTPUT	100.00%	100.00%	99.99%	99.98%	100.00%	99.96%	Most City sites have redundant connections. In FY 2018-19, there were more fiber cuts throughout the Portland area than in recent years.
MF_1185	Basic Copy Center rate as a percentage of private sector rate	EFFICIENCY	48%	37%	48%	36%	40%	48%	P&D strives to keep the Basic Copy Center rate well below market rates in the region through economies of scale and service efficiencies.
MF_1195	Help Desk satisfaction rating (scale 1 to 5)	OUTCOME	4.90	4.91	3.00	4.86	5.00	4.75	Year-end actual exceeds the strategic target.
Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1005	Percentage of Service Requests shipped on time	OUTPUT	99%	100%	99%	99%	99%	100%	P&D strives to meet all requested delivery dates for work requests. P&D works with customers to re-schedule orders when the original delivery dates are uncertain.
MF_1013	Percentage uptime for phone switch	OUTPUT	100.00%	100.00%	99.99%	100.00%	100.00%	100.00%	Desired trend is to maintain 99.99% or greater service level availability.
MF_1016	Percentage of time radio system operated without failure	OUTPUT	100.00%	99.96%	99.99%	99.99%	100.00%	99.99%	Measures Public Safety Radio System availability excluding scheduled maintenance. There was not a full outage of the Radio system during FY 2018-19 – only a few small isolated interference issues.

Office of Management & Finance

Prior Year Performance Reporting

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1019	First Call Resolution: percentage of problems resolved by Help Desk without escalation to field staff	OUTCOME	71.00%	69.50%	48.00%	73.40%	100.00%	80.00%	This measures the percentage of calls resolved by BTS Help Desk call takers without escalation to other staff. A higher percentage reflects better performance. Standard industry measures (ITIL/ ITSM) do not provide a target for this measure, but industry experts generally agree on a range of 65 to 85%. Actuals are within ITIL expected range.
MF_1025	Percentage Internet availability	OUTPUT	100.00%	100.00%	99.99%	99.90%	100.00%	99.99%	BTS experienced a handful of events which impacted internet access. There were multiple short duration denial of service attacks against the City.
MF_1083	Customer service satisfaction rating number (scale 1 to 5)	OUTCOME	4.93	2.70	N/A	2.78	3.00	N/A	There was a slight increase in customer service satisfaction. BTS is identifying areas of improvement to improve the score in the future.

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1115	Percentage of customers rating project management service provided as excellent	75%	N/A	70%	100%	100%	75%	<p>The PMO performed better in FY 2018-19 in this metric area over prior years (excluding FY 2017-18) by increasing the performance level by 25%. This metric is dependent on the number of projects that close within the measurement time frame, as well as the customer project sponsors and stakeholders that choose to participate in the anonymous survey at project closure. BTS Project Managers will continue to focus on gaining customer feedback at the closure of projects. In FY 2018-19, there was a greater emphasis on encouraging project sponsors and stakeholders to participate in the project closure survey.</p> <p>FY 2018-19 actuals continue to meet year-end targets. The Stores and Order Fulfillment team continuing to make business process improvements. BTS anticipates meeting its FY 2021-2022 strategic target.</p>
MF_1118	Number of days elapsed from ordering a new desktop PC to installation	4	4	5	4	4	3	

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1141	Percentage of calls answered within 20 seconds	EFFICIENCY	63.00%	80.10%	52.00%	70.20%	100.00%	80.00%	This measures the percentage of calls answered by Help Desk staff within 20 seconds of the call being placed. A higher percentage reflects better performance. There is no widely accepted industry standard for hold time. A decrease in hold time compared to last fiscal year may be partially accounted for by uptick in phishing and related phone calls to Help Desk.
MF_1147	Mobile Report Entry (MRE) availability (excluding scheduled maintenance)	OUTPUT	100%	100%	100%	100%	100%	100%	Measures Police Report entry availability. One unscheduled outage was reported on November 29th, 2018 at 9:15AM; service was restored by 9:50AM.
MF_1152	Percentage of computers (workstations and servers) able to accept security patching	OUTPUT	97%	99%	97%	99%	100%	99%	Computing endpoints are the primary tools for the City to generate value for the community. Computing endpoints also represent the highest risks regarding confidential and restricted information. Measuring the security resilience of endpoint devices is essential to maintain and improve the City's Information Security posture.
MF_1153	Percentage of mission critical production system availability for Cayenta	OUTPUT	100.00%	99.97%	99.97%	99.99%	100.00%	99.97%	BTS exceeded the strategic target with service level goals on track.
MF_1154	Percentage of mission critical production system availability for SAP	OUTPUT	100.00%	99.98%	99.96%	99.98%	100.00%	99.96%	BTS exceeded the strategic target with service level goals on track.

Office of Management & Finance

Prior Year Performance Reporting

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1155	Percentage of email availability excluding scheduled maintenance	OUTPUT	100.00%	99.99%	99.90%	99.98%	100.00%	99.90%	BTS exceeded the strategic target with service level goals on track.
MF_1156	Percentage of public safety system availability - Bureau of Emergency Communications	OUTPUT	100.00%	99.99%	99.99%	99.93%	100.00%	99.99%	BTS barely missed its target due to network issues on two occasions. Moving forward, BTS is working with its vendor on a mitigation method to prevent network issues from reoccurring.
MF_1157	Public Safety systems availability - Police (excluding scheduled maintenance)	OUTPUT	100.00%	99.99%	99.99%	99.99%	100.00%	99.99%	BTS exceeded the strategic target with service level goals on track.
MF_1177	Average number of days a SAP Helpdesk customer ticket is open	EFFICIENCY	11.00	8.70	9.75	8.68	9.00	N/A	This metric remained relatively static. BTS has set a new improvement goal and continues to make process improvements.
MF_1205	Citywide Technology Leadership Rating (per customer survey, 1-5 scale)	OUTCOME	2.60	3.03	2.70	3.31	3.00	4.00	This rating is derived from the BTS Customer Survey. While the rating has consistently increased, resource constraints and potential future budget reductions could impact BTS's ability to meet the strategic target.
MF_1206	Portlandoregon.gov uptime percentage	OUTPUT	100.00%	99.99%	99.99%	99.99%	100.00%	99.99%	This metric measures total time PortlandOregon.gov was available and accessible in FY 2018-19. The metric excludes planned maintenance, system upgrades, and technology upgrades. The website was inaccessible for approximately six hours in FY 2018-19.

Office of Management & Finance

Prior Year Performance Reporting

Run Date: 9/9/19

Run Time: 9:16:52 AM

Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1207	PortlandMaps.com uptime percentage	OUTPUT	100.00%	99.99%	99.99%	99.99%	100.00%	99.99%	This metric measures total time PortlandMaps.com was available and accessible in FY 2018-19. This metric excludes planned maintenance, system upgrades, and technology upgrades. The website was inaccessible for approximately five hours in FY 2018-19.
MF_1208	Service Requests per FTE	EFFICIENCY	2,702	2,365	2,700	2,302	2,300	2,700	The FY 2018-19 value include operations from the main print shop and the satellite P&D shop at the 1900 Building.
MF_1235	Pieces of US mail processed per distribution employee	EFFICIENCY	0	N/A	0	1,137,500	1,200,000	0	P&D has seen some reduction in First Class Mail. Broad communications from City offices continue to be printed and mailed by P&D.
MF_1237	Percentage of black and white impressions of program totals	OUTCOME	0	N/A	0	72%	71%	0	Color output is leveling off to just over 25% of total output. In FY 2018-19, color output was 27.8% of prints made, which does not meet the goal of 40%. However, overall Copier Service volume was reduced by 3.4% from the previous year. Despite a higher availability of color capable devices, color output was 21% less than the previous year.

Capital Program Status Report

Office of Management & Finance - MFTS

CIP Program Name	2018-19 Adopted Budget	2018-19 Revised Budget	2018-19 Actuals	PY Variance	PY Percent of Actuals to Revised	2019-20 Adopted Budget	2019-20 FALL Requested Total	2019-20 Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
Accounting	0	0	0	0		0	0	0	0	#DIV/0
BTS	11,663,294	13,160,516	5,870,227	-7,290,289	44.6%	12,033,761	16,343,059	341,956.04	4,309,298	26.37%
Facilities	0	0	0	0		0	0	-1,273.7	0	#DIV/0
Revenue	0	0	0	0		0	1,200,000	0	1,200,000	100%
Sum:	11,663,294	13,160,516	5,870,227	-7,290,289	-55.4%	12,033,761	17,543,059	340,682.34	5,509,298	31.4%

Prior Year Variance Description

Technology Services - Many of the BTS projects remained either uncompleted or partially completed at year-end. There are multiple reasons for why this repeatedly occurs. Reasons include contracts and vendor issues, time constraints on project and program managers where the focus needs to be on ongoing operations rather than projects, and taking a budgeting approach that overlooks trends in previous projects (particularly timeline differences between the desired completion date and the actual completion date). The major projects contributing to the variance include IRNE Fiber Construction (delays can happen due to having to coordinate work with multiple contractors on a single job site); Data Center Move (initial phase of project completed under budget); and Firewall Technology Refresh (project ongoing with equipment on order).

Current Year Variance Description

Capital Program Status Report

Technology Services - BTS had numerous projects from the prior fiscal year where budgets were not fully expended and funds were needed in the current fiscal year to either complete the project or to fund current work on an ongoing, multi-year project. The variance represents the carryover and reappropriation of those unspent prior year funds.

The "Facilities" line on the report is a result of an error in the AP 1 BTS metric billing. In AP 2 a journal entry was submitted to reverse this out.

The "Revenue" line represents a cash transfer of replacement funds to BRFS for their ITS Technology Replacement project. Due to the BFM need for including both the funded program and project code when entering project-related data, this cash transfer is appearing as a project in the BTS Capital report.

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9179 -BTS - Additional Beginning Fund Balance**Package Description**

To recognize and appropriate additional beginning fund balance. The BTS Beginning Fund Balance in the Adopted Budget was based on a conservative estimate of the FY 2018-19 Ending Fund Balance in the Spring BMP.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	10,287,508	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	10,287,508	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9183 -BTS - IRNE Fiber Construction**Package Description**

This is an ongoing project that continues to build out the IRNE system when opportunities arise. This request is to carry over most of the prior year's ending project balance to complete work which had begun in the previous year. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

This project will extend the benefits of IRNE services to outlying City bureaus and non-city customers.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	-200,000	0	0
Contingency	-594,534	0	0
External Materials and Services	794,534	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9184 -BTS - 1900 Building Parking**Package Description**

This request is to appropriate funds to cover an additional parking space at the 1900 Building. This is a bureau-to-bureau IA increase with Development Services. BTS needs the additional space for a Desktop Support vehicle. Desktop Support provides PC/Laptop support to all City employees.

Service Impacts

This will improve the efficiency of the Desktop Support team, providing improved service to BTS customers.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-5,106	0	0
Internal Materials and Services	5,106	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9185 -BTS - Firewall Technology Refresh**Package Description**

This request is to carry over the FY 2018-19 ending project balance to cover anticipated expenses for the Firewall Technology Refresh project. The request will also reappropriate funds initially budgeted in the project's cost center. The project is now set up as a capital project and funds will be moved to its funded program. The goal of the project is to update the City's protective firewalls with next-generation standards. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

City firewalls provide perimeter security for extensive critical services such as SAP, and enforce compliance with multiple mandated regulations, including PCI, HIPAA, State privacy regulations and other network security requirements. Without managed firewalls these critical services would be exposed to attack from the internet.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-770,458	0	0
External Materials and Services	770,458	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9186 -BTS - Comm Center Data Center Remediation**Package Description**

This request is to carry over the project's FY 2018-19 budget balance to cover anticipated FY 2019-20 expenses. This project will address issues at the Communications Center Data Center, including power distribution, cooling, and cable management. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Issues at this Data Center location need to be addressed in order to prevent operational interruptions to systems at this site. Those operations include BOEC's VCAD 911 dispatch system and operations floor networks.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-306,489	0	0
External Materials and Services	306,489	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9187 -BTS - Server Technology Refresh**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This is an ongoing project to expand and replace at end-of-life the City's server infrastructure. The project is funded through a component of BTS rates dedicated to major maintenance projects.

Service Impacts

Maintaining the server infrastructure provides a higher level of performance and reliability at a lower cost by keeping hardware current and under manufacturer's warranty and support. Expanding existing hardware helps to manage business growth and demand.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-28,159	0	0
External Materials and Services	28,159	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9188 -BTS - Desktop Virtualization Proof of Concept**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project is to determine the feasibility of desktop virtualization technologies and will document business cases, requirements, test plans and test results. Project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Desktop virtualization will provide enhanced options for customers to be mobile and not rely on a physical desktop or laptop to access their applications or the City network. It can provide increased capabilities for business continuity and disaster recovery, and has the potential to provide reduced total cost of ownership, simplified management, and a better desktop experience for customers.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-69,318	0	0
External Materials and Services	69,318	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9189 -BTS - IRNE Voice System Technology Refresh**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This will complete a multi-year project to migrate the City from end-of-life and unsupported telecom technology. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

This upgrade will provide an enhanced and evolvable telecommunications platform that will enable the City to take advantage of unified communications capabilities which will lead to increased employee productivity.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-175,263	0	0
External Materials and Services	175,263	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9190 -BTS - Replacement of Telecom Management System**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will replace the StellarRad telecom management system which has reached the end of its useful life. The project is funded with BTS Major Maintenance/Technology Reserves.

Service Impacts

A new telecom management system will organize and streamline customer support and delivery processes and automate financial accounting functions. The new system will also integrate with the call accounting program being installed as part of the Voice Technology Refresh project and will provide direct integration with SAP.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-18,324	0	0
External Materials and Services	18,324	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9191 -BTS - IRNE Network Technology Refresh**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will provide capital and lifecycle improvements to the existing IRNE infrastructure. Work will include capacity upgrades and end-of-life equipment replacement. The project is funded through BTS Major Maintenance/Technology Reserves..

Service Impacts

These upgrades are needed in order to provide the capacity to meet current and future IRNE and wide area network bandwidth requirements and maintain reliability, functionality and vendor support.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-330,948	0	0
External Materials and Services	330,948	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9192 -BTS - Enterprise Network Technology Refresh**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This ongoing project establishes a 6-year lifecycle replacement program for network switch and router equipment. Network switches and routers are the basic building blocks of the network which allows devices to talk to each other. This project is funded with BTS Major Maintenance/Technology Reserves.

Service Impacts

The Enterprise Data Network provides the backbone for internet communications for all of the City's computer applications. Annual upgrades to the network infrastructure ensure that hardware and software are supportable from the vendor, and that bandwidth is sufficient.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-202,110	0	0
External Materials and Services	202,110	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9193 -BTS - Debt Management IA Reduction**Package Description**

This request is to reduce the BTS interagency with Debt Management. Debt Management revised their methodology for calculating interagency charges across bureaus. The result of that revision was a reduction in estimated charges to BTS.

Service Impacts

This change has no service impacts on either BTS or its customers.

Equity Impacts

Not applicable.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	22,782	0	0
Internal Materials and Services	-22,782	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9194 -BTS - Java Run-Time Licenses**Package Description**

This request is to appropriate funds to cover the cost of Java run-time licenses. Java provides a system for developing application software and deploying it in a cross-platform computing environment. Java was purchased by Oracle and Oracle is now charging for this service. BTS needs to purchase licenses for 500 workstations and laptops.

Service Impacts

This was an unexpected expense not anticipated when the FY 2019-20 budget was developed. No indication had been given by Oracle that they would begin charging for this service. The BTS Executive Steering Committee decided that given the short notice received from Oracle, it wouldn't be fair to expect customer bureaus to pay for this in the current year without having the expense covered in their budgets. So for the current year BTS will absorb the cost. In future years this expense will be passed on to the customers.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-26,000	0	0
External Materials and Services	26,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9195 -BTS - Goat Mountain IR Site Move**Package Description**

This request is to reduce appropriation for the Goat Mountain IR Site Move project. The purpose of the project is to move from the Goat Mountain site to a new location at the Clackamas County site. These funds will be returned to BTS Major Maintenance/Technology Reserves.

Service Impacts

This move has been necessitated due to rising costs at the Goat Mountain site and awareness that better 800 MHz interoperability would be available at the Clackamas County site. BTS determined that the initial project estimates for engineering, land use processing, and site construction were unnecessarily high, so the project budget is now being reduced.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	100,000	0	0
External Materials and Services	-100,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9196 -BTS - VHF & 700 MHz NPSPAC**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is to install interoperable repeaters on VHF frequencies at radio sites and update the 800 MHz NPSPAC backup repeaters. A radio system repeater is a combination of a radio receiver and a radio transmitter that receives a signal and retransmits it, so that two-way radio signals can cover longer distances. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Replacing and adding additional repeaters to the radio system will help meet the increased demand on the radio system for regional interoperable communications.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-191,353	0	0
External Materials and Services	191,353	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9197 -BTS - Radio Site Video Security Monitoring**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is to install remote controllable video monitoring equipment at 800 MHz radio sites. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Installation of IP (internet protocol address) based security cameras will allow BTS personnel to remotely view the perimeter of sites as well as the interior of buildings.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-73,745	0	0
External Materials and Services	73,745	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9198 -BTS - Microwave Radio Upgrades for Spur Sites**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is upgrading the BTS spur microwave links to an IP (internet protocol address) based Eclipse radio with TDM capabilities. The project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

These changes to the microwave sites will improve BTS capabilities for providing more IP bandwidth. Other benefits will be a reduction of both space and power needs at the sites.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-77,003	0	0
External Materials and Services	77,003	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9200 -BTS - Mt. Scott Site Move Study**Package Description**

This request is to remove appropriation for the Mt. Scott Site Move Study project. The purpose of this project was to look for an alternative 800 MHz radio site to replace the existing use of the ODOT tower on Mt. Scott. Project funding will be returned to BTS Major Maintenance/Technology Reserves.

Service Impacts

There will be no service impacts resulting from this budget change. The study had been prompted by ODOT cost increases for the use of their site. A combination of BTS not finding any alternative sites in the area, along with BTS increasing charges to ODOT for their use of the Council Crest site, nullified the need for the project.

Equity Impacts

Not applicable.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	75,000	0	0
External Materials and Services	-75,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9201 -BTS - Council Crest Tower Lighting Replacement**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project incurred minimal expenses last year, but is expected to be completed in FY 2019-20. The project will replace aging FAA (Federal Aviation Administration) required tower lighting on the 440' Council Crest radio tower. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Replacing the lights will increase reliability and decrease ongoing operating expenses. Lights will be replaced with an LED system which will reduce operating costs by 65%. Annual savings will be \$1,200 - \$1,500.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-46,326	0	0
External Materials and Services	46,326	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9204 -BTS - Willalatin & Lookout Tower Maintenance**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will provide needed maintenance to the 180' towers at Willalatin Tank and Lookout Point. This project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

These towers were put in service when the City's 800 MHz radio system was built in 1993. Their weather-protective galvanized coating has deteriorated and needs replacing. This and other preventive maintenance measures will allow for the towers to continue to exist for the length of their estimated lifecycle.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-100,000	0	0
External Materials and Services	100,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9205 -BTS - HR Professional Development**Package Description**

This request is to appropriate funds to cover an increase in the BTS bureau-to-bureau IA with Human Resources for professional development expenses covering represented employees.

Service Impacts

New contracts with represented employees allow for carryover of unexpended professional service allocations from the previous year. This adjustment will have no service impact on BTS or its customers.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-3,891	0	0
Internal Materials and Services	3,891	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9206 -BTS - Office 365 Implementation**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is focusing on implementing additional Office 365 collaboration tools such as SharePoint, Teams, Groups, Planner and others. The project includes proof of concept efforts, governance model design and implementation, training, user education and communication. This project is funded from BTS Major Maintenance/Technology Reserves.

Service Impacts

Benefits of the project will include increased use of collaboration tools, additional training and user education tools, and out-year investments allowing the City to continue implementing Microsoft tools in its environment.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-54,759	0	0
External Materials and Services	54,759	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9208 -BTS - Cherwell Capability Expansion**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project, also known as the ITSM (Information Technology Service Management) Refresh, is deploying an improved customer self-service portal to improve the effectiveness of BTS/Customer service. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

The existing system, combined with an ever-increasing workload, is overwhelming BTS Support Center resources. The result is unaddressed issues, and delays in projects, procurements and deployments. This project will give the Support Center the resources it needs to improve the services they provide to BTS customers.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-53,332	0	0
External Materials and Services	53,332	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9209 -BTS - Enterprise Mobility**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is implementing an enterprise service that will allow for secure and centralized management of more than 2,500 mobile smartphones and tablet devices deployed across the City outside of public safety. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

An EMM (Enterprise Mobility Management) service includes mobile device procurement and enrollment in the management platform, centralized device management and administration with the option for bureau-standard deployments, mobile device technical support, secure content management, commercial mobile application management, and City-developed mobile application deployment.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-249,247	0	0
External Materials and Services	249,247	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9210 -BTS - SAN Storage Expansion**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This is an ongoing project that provides for lifecycle replacement and increased capacity of centralized storage and enterprise backup, to meet demands from projects and data growth. This project is funded through Major Maintenance/Technology Reserves.

Service Impacts

Benefits of the project include cost-effective storage available for business needs; tiers of storage provided to balance cost and performance; and enterprise backup protection both onsite and at an out-of-region backup site for disaster recovery.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-216,992	0	0
External Materials and Services	216,992	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9211 -BTS - GIS Infrastructure Technology Refresh**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project will keep the GIS (Geographic Information System) server infrastructure maintained at a high level of performance and reliability, and expand existing hardware to manage business growth and demand. The project funding is from BTS GIS Reserves.

Service Impacts

Refreshing hardware on a regular schedule keeps it under manufacturer's warranty and support, resulting in decreased issues and fewer unanticipated expenses.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-86,552	0	0
External Materials and Services	86,552	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9212 -BTS - eSignatures, Forms & Workflow**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project will procure and implement an electronic signature, forms and workflow platform as an enterprise service. The project funding is from BTS Major Maintenance/Technology Reserves.

Service Impacts

Benefits of implementing this system will include supplementing a "wet ink" signature with an electronic signature alternative; creating new electronic forms or converting existing paper forms to digital forms; reducing paper form use; gaining efficiencies through workflow automation; improving end user experience; providing workflow tracking, reporting and notifications; access to digitally stored documents during a disaster; expansion of teleworking capabilities; and enhancing the delivery of digital business services.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-75,000	0	0
External Materials and Services	75,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9214 -BTS - Web Site Replacement**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project is replacing the current in-house developed content management system with a community-oriented website. This project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Replacement of the City's website will result in a community-oriented website where services are easy to find, access and understand; a site that is highly searchable and customized to meet the City's service offerings; increased speed and efficiency; a system that's secure and protects personal information; and is community focused.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-355,380	0	0
External Materials and Services	355,380	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9218 -BTS - Mobile Application Management**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project will establish a mobile application management platform to better deliver mobile applications to City bureaus and employees for meeting the needs of a mobile workforce. This project is funded through BTS Major Maintenance/Technology Reserves.

Service Impacts

Enablement of a mobile workforce will improve delivery of critical services to internal and external customers; make for more efficient operations without having to secure physical space which will allow greater flexibility in the deployment of City staff; improve citizen services with timely, accurate and up to date information; deploy new services to meet the growing demand from bureaus, customers and citizens; and enable two-way collaboration and real time access to information from virtually any location, 24x7.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-324,400	0	0
External Materials and Services	324,400	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9219 -BTS - Success Factors On-Boarding**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses. This project implements SAP's Success Factors On-Boarding and Performance Management modules. The project is funded through EBS Reserves.

Service Impacts

These SAP modules will replace existing manual and disparate processes currently used by Human Resources and other City personnel. The new system will connect new employees to their new team members, online forms and signatures, task list for HR, managers, assignment of required training, etc. The Performance Management module will include 360 reviews, writing and coaching assistant, legal review, goal tracking, etc.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-216,058	0	0
External Materials and Services	216,058	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9220 -BTS - EAM Real Estate Implementation**Package Description**

This request is to carry over the FY 2018-19 project budget balance to cover anticipated expenses, and to add an additional \$150,000 to the budget to cover higher than expected consulting services costs. This project will allow for the City to implement SAP's Flexible Real Estate functionality. Project funding is from EBS Reserves.

Service Impacts

Implementation of SAP's Flexible Real Estate functionality will allow the City to comply with GASB's (Government Accounting Standards Board) new lease accounting requirements. In addition, the City will improve it's ability to track and account for more than 300 leases.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-346,435	0	0
External Materials and Services	346,435	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9221 -BTS - Data Center Move**Package Description**

This request is to carry over a portion of the FY 2018-19 project budget balance to cover anticipated expenses. This multi-year project has moved the Data Center to an appropriate colocation facility to ensure continuity of operations. Project funding is from funds received from customer bureaus held in BTS Technology Reserves.

Service Impacts

The initial phase of the Data Center Move project is nearly completed with only minimal expenses anticipated to be incurred in FY 2019-20. The City's main data center is now located in Hillsboro with a secondary data center located in Colorado. Moving the data center out of the Portland Building to an off-site location, with a secondary system in another state, provides assurances of data safety and continuity of operations in the event of a disaster.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-400,000	0	0
External Materials and Services	400,000	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9222 -BTS - Customer Needs**Package Description**

This request is to reappropriate funds, reducing the budget for Customer Needs - Secure Email and moving it to a new project, Customer Needs - Collaboration. The Collaboration project will work with customers and technical staff via focus groups to gather business requirements around Collaboration Technologies with sufficient detail and participation to determine whether existing tools meet those requirements and to provide prioritized recommendations regarding next steps. These next steps would then be pursued in one or more efforts separate from this project.

Service Impacts

City bureaus have multiple business needs around collaboration. BTS customers have expressed dissatisfaction about collaboration technology tools available. This project will help BTS understand what bureaus need from Collaboration Technologies. That understanding will help with the selection of tools to meet City business requirements.

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	0	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9224 -BTS - Oracle Database Extended Support**Package Description**

This request is to appropriate funds to cover an additional expense from Oracle for extended support of the EBS Oracle database.

Service Impacts

This is a one-time expense to extend the support of the Oracle database. The City will eventually be moving off this database and moving to the HANA database once that EBS project has been completed.

Equity Impacts**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-18,632	0	0
External Materials and Services	18,632	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9226 -BTS - Salary Contingency Allocation**Package Description**

This request is to allocate BTS salary contingency to the default cost centers for each program. In the Adopted Budget BTS appropriates funds in contingency to cover salary CPI increases. Those funds are then typically moved in the Fall BMP since costs incurred during the year include that increase.

Service Impacts

This adjustment has no service impact.

Equity Impacts

Not applicable.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-1,189,052	0	0
Personnel	1,189,052	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9232 -BTS - I-Net Capital Improvements**Package Description**

This request is to appropriate additional funds for the I-Net Capital Improvements project. This project will upgrade all I-Net locations with new hardware. The project is funded through grant funds from the Office of Community Technology.

Service Impacts

Due to the growth of the system, customers on the I-Net system have experienced slower service as a result of bandwidth constraint. This project will increase bandwidth. One of the primary beneficiaries of this change will be I-Net educational customers (school districts).

Equity Impacts

BTS works with its internal City customers to ensure community focused services have the information technology infrastructure tools in place to serve the community without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	155,086	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Intergovernmental	155,086	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9237 -BTS - Technical Changes**Package Description**

This request is to make technical adjustments in Fund 706.

Service Impacts

Not applicable

Equity Impacts

Not applicable

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Charges for Services	-41,090	0	0
Intergovernmental	41,090	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9296 -BTS - Cash Transfer to BOEC**Package Description**

This request is to transfer electronic equipment replacement funds held by BTS to BOEC. BOEC paid replacement funds to BTS for the future replacement of a logging recorder, EMS and instant playback recorder. BOEC is now requesting the use of these funds for partial payment of their Next Generation Recording System. This will be a capital purchase for BOEC, so the funds need to be moved from BTS to BOEC so that all expenses are recorded within BOEC's fund.

Service Impacts

This transaction doesn't involve any service impact to BTS.

Equity Impacts

This transaction doesn't involve any equity impact to BTS.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-96,883	0	0
Fund Transfers - Expense	96,883	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9302 -BTS - BOEC IA Reduction**Package Description**

This request is to reduce the IA between BOEC and BTS in the Telecom Billable account. The BTS estimate is this account was based on prior year actuals. For the current year BOEC will still incur those costs, but they will be a direct expense and not an interagency expense.

Service Impacts

This change will have no service impact to BTS.

Equity Impacts

This change will have no equity impact to BTS.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-250,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	-250,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9328 -BTS - Cash Transfer Replacement Funds**Package Description**

This request is to transfer software replacement funds held by BTS on behalf of BRFS for the Integrated Tax System project. These funds will be transferred to the General Fund. BRFS will then make arrangements with the CBO to get budget approval for the use of the funds.

Service Impacts

This is an adjustment for the benefit of BRFS and has no service impact on BTS.

Equity Impacts

This is an adjustment for the benefit of BRFS and has no equity impact on BTS.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-1,200,000	0	0
Fund Transfers - Expense	1,200,000	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9330 -BTS - IA Increase with Debt Management**Package Description**

This request is to increase the interagency Debt Management has with BTS. Debt Management is double filling a position and adjusting their IA to cover anticipated additional BTS expenses.

Service Impacts

This customer-requested adjustment has no service impacts to BTS.

Equity Impacts

This customer-requested adjustment has no equity impacts to BTS.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	4,728	0	0
External Materials and Services	52	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	4,780	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9340 -BTS - Facilities IA Increase**Package Description**

This request is to increase the interagency Facilities Services has with BTS. Facilities is anticipating additional ongoing expenses to phones, email, pc/laptops and servers. In addition, Facilities is adjusting their IA for Genetech process mapping services and implementation/project management by BTS. This is work related to the Portland Building project.

Service Impacts

This adjustment is covered by existing BTS services and has no service impact on the bureau.

Equity Impacts

This adjustment, covered by existing BTS services, has no equity impact on the bureau.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	199,445	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	199,445	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9342 -BTS - Tech. Adj. IA Project Corrections**Package Description**

This request is to adjust BTS interagencies where the customer bureau budgeted requirements in both the IA funded program and project code, but BTS only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on the BTS side.

Service Impacts

This entry has no service impacts.

Equity Impacts

This entry has no equity impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9365 -BTS - P&D - Beginning Fund Balance**Package Description**

Adjustment to beginning fund balance and contingency so this resource can be used during the fiscal year. Including funding encumbrance carryovers.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	149,352	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	149,352	0	0

MF - Office of Management & Finance DP Type Contingency**Request Name:** 9366 -BTS - P&D - Salary Adjustment Contingency**Package Description**

This request is to move \$85,833 in salary contingency funds to personnel services for cost of living and health care adjustments.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-85,333	0	0
Personnel	85,333	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9367 -BTS - P&D - IA Adjustment with Planning**Package Description**

This request increases interagency agreement with Planning and Sustainability by \$3,121.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	3,121	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	3,121	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9368 -BTS - P&D - DCTU Professional Development**Package Description**

This request increases interagency agreement with Human Resources by \$351 for additional professional development funds for the DCTU contract.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-351	0	0
Internal Materials and Services	351	0	0

MF - Office of Management & Finance**DP Type****Encumbrance Carryover****Request Name:** 9369 -BTS - P&D - Encumbrance Carryover**Package Description**

This budget request reduces the Contingency account. It is a use of money collected through IA rates in the prior year for replacing equipment. It is not a reduction in Operating Reserves.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	12,542	0	0
Contingency	-12,542	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9371 -BTS - CBO IA Increase**Package Description**

This request is to increase the BTS interagency with the CBO for anticipated additional cell phone expenses.

Service Impacts

This budget adjustment will not impact BTS services. Cell phone charges are a pass-through from vendor-provided services.

Equity Impacts

There is no equity impact related to this adjustment.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	700	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	700	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9373 -BTS - P&D - Tech Adj. IA Project Corrections**Package Description**

This request is to adjust P&D interagencies where the customer bureau budgeted requirements in both the IA funded program and project code, but P&D only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on the P&D side.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance DP Type Contingency**Request Name:** 9380 -BTS - P&D - Print Management System**Package Description**

P&D has chosen to fund the Print Management System instead of using a line of credit.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-211,702	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Bond & Note Proceeds	-211,702	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9437 -BTS - P&D - Technical Change**Package Description**

This request is to make technical adjustments in Fund 703.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-16,878	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	-16,878	0	0

MF - Office of Management & Finance**DP Type****Other Adjustments****Request Name:** 9442 -BTS - BES IA Increase**Package Description**

This request is to increase the BTS interagency with the Bureau of Environmental Services. They anticipate additional Business Solutions billable work will be needed this year. This work was budgeted in the previous year, but due to delays was not completed.

Service Impacts

This request will have no service impact on BTS. It will be completed by existing staff assigned to the Business Solutions program.

Equity Impacts

As this additional work will be completed with existing staff, there is no equity impact to BTS.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	50,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	50,000	0	0

Prior Year Fund Reconciliation Report

Office of Management & Finance

706 - Technology Services Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	32,256,337	30,485,395	94.51%
External Materials and Services	29,296,808	22,778,506	77.75%
Internal Materials and Services	3,730,787	3,549,205	95.13%
Capital Outlay	2,433,449	282,678	11.62%
Contingency	21,730,013	0	0%
Debt Service	647,474	643,736	99.42%
Fund Transfers - Expense	6,903,768	6,903,768	100%
TOTAL EXPENDITURES	96,998,636	64,643,289	66.64%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	287,232	241,414	84.05%
Intergovernmental	5,343,547	4,903,363	91.76%
Miscellaneous	611,417	1,003,667	164.15%
Interagency Revenue	58,893,819	57,395,516	97.46%
Beginning Fund Balance	31,257,624	0	0%
Fund Transfers - Revenue	604,997	604,997	100%
TOTAL REVENUES	96,998,636	64,148,956	66.13%

Expenditure Discussion

Both the External Materials and Services and Capital Outlay variances are a result of the same ongoing issue, projects unfinished at year-end. Each year BTS budgets for about 40 projects with the intention of completing each one. Given the demands on their time and the often higher priority of maintaining and supporting daily operations, it's difficult for personnel to find the time to spend on completing projects. The budget approach is often a "best case scenario," and doesn't take into account how long past projects of a similar type have taken. The result is project underspending and budget carryovers.

Revenue Discussion

The line item titled "Charges for Services" includes two accounts, Rents and Miscellaneous. BTS received nearly all the rent revenue that had been anticipated. Miscellaneous represents Corporate GIS revenue for services billed to Prosper Portland. That revenue was budgeted in account 439100, but was received and recorded to account 448200. Account 448200 is part of Intergovernmental revenues.

The line item titled "Miscellaneous" includes mostly Interest on Investments and Sales. The variance is due to an underestimation of interest earnings. BTS budgeted \$250,000 in that account, but actual earnings were \$673,000.

Prior Year Fund Reconciliation Report

Office of Management & Finance

708 - EBS Services Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	2,583,414	2,457,209	95.11%
External Materials and Services	1,926,210	1,431,160	74.3%
Internal Materials and Services	5,390,080	5,106,111	94.73%
Capital Outlay	20,000	0	0%
Contingency	4,709,482	0	0%
Fund Transfers - Expense	184,653	184,653	100%
TOTAL EXPENDITURES	14,813,839	9,179,134	61.96%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	95,000	61,307	64.53%
Interagency Revenue	9,575,986	9,575,986	100%
Beginning Fund Balance	5,142,853	0	0%
TOTAL REVENUES	14,813,839	9,637,293	65.06%

Expenditure Discussion

External Materials and Services (EMS) and Capital Outlay variances are a result of projects not completed at year-end. Budget for projects are created with the expectation that the required work and reporting of related expenses will be completed. Most times this is due to workload demands on their time and the often higher priority of maintenance and support. The result is project underspending and budget carryovers.

Revenue Discussion

Revenue variance for "Miscellaneous" is directly related to Interest on Investments. Effective February 1, 2019, all interest for EBS is posted to Fund 706 for purposes of Fund consolidation of EBS (708) to BTS Fund 706.

Prior Year Fund Reconciliation Report

Office of Management & Finance

703 - Printing & Distribution Services Operating Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	2,020,036	1,772,889	87.77%
External Materials and Services	4,505,964	3,864,723	85.77%
Internal Materials and Services	899,116	713,332	79.34%
Capital Outlay	410,000	50,011	12.2%
Contingency	1,917,830	0	0%
Debt Service	184,611	183,547	99.42%
Fund Transfers - Expense	297,752	297,752	100%
TOTAL EXPENDITURES	10,235,309	6,882,254	67.24%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	227,196	205,358	90.39%
Intergovernmental	1,059,338	754,714	71.24%
Miscellaneous	284,593	80,579	28.31%
Interagency Revenue	6,875,615	6,277,037	91.29%
Beginning Fund Balance	1,788,567	0	0%
TOTAL REVENUES	10,235,309	7,317,688	71.49%

Expenditure Discussion

All expense categories were within budget appropriation.

Revenue Discussion

Intergovernmental and Miscellaneous Revenues were under collected primarily due to the unpredictability of customers' needs for printing and distribution (P&D) services. P&D's services are mostly variable and are provided when the customers specifically request services.

**Office of the
Chief Administrative Officer**

Office of Management & Finance
Prior Year Performance Reporting

Run Date: 9/9/19
Run Time: 1:47:09 PM

Bureau Performance Narrative

In FY 2018-19, the Office of Management and Finance added several metrics to its portfolio of performance measures. The Homelessness/Urban Camping Impact Reduction Program, or HUCIRP, is one of OMF's most public facing programs. HUCIRP established several performance metrics related to homeless campsite cleanups and associated costs. OMF-Facilities services implemented several new measures in FY 2018-19. Facilities new measures are related to asset management, workorder timeline, and metrics that acknowledge energy, resource, and space efficiencies.

OMF's Bureau of Human resources significantly decreased the number of HR Investigations conducted. This reduction can be attributed to its Human Resources Business Partners (HRBPs) adopting a proactive service delivery model, which reduced the total amount of HR investigations. The average time to complete a recruitment (posting to fill) was 94 days, eliminating an average of 2 days in comparison to FY 2017-18.

In FY 2018-19, OMF's Bureau of Revenue and Financial Services created several service delivery metrics in its Procurement Services Division. Procurement surpassed their contract solicitation processing goals for Invitations to Bid and Requests for Proposals (RFPs). This was the result of a recent Procurement reorganization and efficiencies created through their new BuySpeed software. Risk Management Division decreased the cost of general liability claims over the prior four-year average by a noteworthy 45%.

In FY 2018-19, OMF's Bureau of Technology Services continued to meet operations and maintenance goals related to connectivity to critical networks and infrastructure.

	Key Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1180	Percentage of sedans that are electric or plug-in hybrid	EFFICIENCY	39%	44%	44%	41%	47%	50%	Electric and plug-in hybrid vehicles as a percentage of the City's total sedan and compact vehicle fleet, excluding police vehicles.

	Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1179	Percentage of vehicles meeting industry utilization standards	OUTPUT	91%	97%	95%	96%	90%	90%	This performance measure evaluates the percentage of vehicles registering at least 3,600 annual miles and the percentage of seasonal/specialty equipment registering at least 360 annual hours of operation.
MF_1196	Percent of Accounts Payable within 30 days	OUTPUT	82%	80%	90%	83%	90%	90%	

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1200	Percentage change in sedan class unleaded fuel use over the prior year	EFFICIENCY	-5.00%	4.20%	-.50%	-3.80%	-.50%	-.50%	CityFleet began including police SUVs in this calculation for consistent comparison to historical sedan usage. This metric will be adjusted in the upcoming budget development process.
MF_1220	Number of campsite reports received and processed	WORKLOAD	0	N/A	0	35,005	29,000	N/A	

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1221	Number of campsite cleanups performed	0	N/A	0	2,828	3,200	4,800	In FY 2018-19, HUCIRP received more reports than ever but executed fewer cleanup – with 3,122 in FY 2017-18 and 2,828 in FY 2018-19. The reason for this is the increased investment in Clean Start (CS PDX). CS PDX engages with the persons living in campsites and removes camper-identified garbage and debris (impact reduction). This reduces the need for HUCIRP to conduct full cleanup/removal of personal property. This approach successfully increased the amount of trash and debris HUCIRP removed from City/ODOT properties from 1,301 tons in FY 2017-18, to 1,954 tons in FY 2018-19. This allowed HUCIRP to focus on areas that required more time and resources, like many of the camps on ODOT properties. Initially, these cleanups were more time and resource intensive and required HUCIRP's vendor to work those locations longer. Other factors that prevented full cleanups and the removal of personal property include 20 severe weather days which prohibited HUCIRP from conducting personal property rem

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1222 Total cleanup costs	EFFICIENCY	0	N/A	0	\$2,155,030	\$2,500,000	\$1,875,000	Program capacity was significantly increased, enabling faster response times. HUCIRP was given access to the solid waste fund and the general fund, allowing cleanups to amplify. The FY 2018-19 budget actuals includes costs that were ultimately recovered through the City's IGA with ODOT to conduct campsite cleanups on ODOT property and rights-of-way.
MF_1223 Tons of garbage collected	WORKLOAD	0	N/A	0	1,954	2,000	3,500	
MF_1225 Change in average energy use intensity over the prior year average	EFFICIENCY	0	N/A	0	159%	-100%	-100%	Overall usage was up due to 24x7 heat/lighting at City Hall and repairing non-operational HVAC equipment at several buildings. Expect significant improvement in FY 2019-20 due to more hands-on approach and several significant Strategic Energy Management projects.
MF_1226 Average customer demand workorder turnaround time	OUTPUT	0	N/A	0	28	30	10	Measures the average number of days it takes to complete a work order.
MF_1227 Percent of on-time preventive maintenance compliance	OUTPUT	0	N/A	0	53%	40%	80%	Measures OMF-owned buildings per the Facilities Monthly Report Dashboard.

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Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1228	Average maintenance and operations cost per square foot	0	N/A	0	\$14.99	\$14.50	\$12.00	This performance actual is weighted by square footage for OMF-owned standard office space only (currently 1900 and City Hall), excluding police facilities, other 24/7 operations, and other specialty facilities. The value excludes the Portland Building, due to its reconstruction, and the strategic target includes the Portland Building. Costs are expected to drop once the Portland Building is back online. Inflation is also a factor in this metric.
MF_1229	Percentage of construction projects completed on-time	0	N/A	0	80	80	90	Calculates the percent of construction projects completed on time, allowing for customer change orders, amendments, and unanticipated factors.
MF_1230	Percentage of construction projects completed under budget	0	N/A	0	80%	80%	90%	Calculates the percent of construction projects completed under budget, allowing for customer change orders, amendments, and unanticipated factors.
MF_1231	Average occupancy rate	0	N/A	0	75%	95%	98%	This metric includes Union Station – which is not a marketable property due to location and lack of amenities. Currently, Union Station has 23 vacancies.
MF_1232	Average Facilities Services Customer Satisfaction score	0	N/A	0	2.50	3.00	4.00	Facilities did not conduct a customer service survey in FY 2018-19. Value is based on the survey's standard Likert scale.

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Prior Year Performance Reporting

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
MF_1233	Average Facilities Services Employee Satisfaction score	OUTCOME	0	N/A	0	3.70	3.60	4.00	Value is based on the survey's standard Likert scale.
MF_1236	Percentage of minimum Spectator Venue & Visitor Activities Fund operating reserved maintained	OUTCOME	0	N/A	0	100.00%	100.00%	100.00%	

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9202 -CAO's Office - Technical Adjustments**Package Description**

This technical adjustment moves \$20,000 from External Materials and Services to Personnel Services to better align budget with projected spending.

Service Impacts

NA

Equity Impacts

NA

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-20,000	0	0
Personnel	20,000	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9228 -Bus Ops - IA Admin Services**Package Description**

This request increases both the Fleet and Risk interagencies with Business Operations by \$30,000 to pay for additional administrative support which both of the funds requested.

Service Impacts

Business Operations hired a limited-term Administrative Specialist 1 to respond to Fleet and Risk's request for additional administrative support. This request ensures that Business Operations has the funding to pay for this position.

Equity Impacts

NA

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Personnel	60,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	60,000	0	0

MF - Office of Management & Finance**DP Type****Encumbrance Carryover****Request Name:** 9240 -CAO's Office - Encumbrance Carryovers**Package Description**

The CAO's Office is requesting the following encumbrance carryovers within Business Operations: PO#22258919-Citywide Space Study-\$260,000 and PO#22259305-Equity Consulting-\$64,873. The CAO's Office underspent their FY 2018-19 budget in excess of these requests.

Service Impacts

Approving this request will allow Business Operations to both complete the Citywide Space Study and conduct extensive equity training for the staff.

Equity Impacts**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	328,238	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	328,238	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9251 -Facilities - Fleet IA**Package Description**

This request decreases the Fleet IA with Facilities by \$92,607 for a major maintenance project at the Kerby Garage that was paid for by Fleet in FY 18-19 and that Fleet has requested reimbursement.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-92,607	0	0
External Materials and Services	0	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	-92,607	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9284 -Facilities - BES IA**Package Description**

This request is to create an IA with BES for \$8,402 in order for BES to fund a portion of the eco roof monitoring vault at the 4th & Montgomery building.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	8,402	0	0
Internal Materials and Services	0	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	8,402	0	0

MF - Office of Management & Finance**DP Type****New GF Request****Request Name:** 9310 -Bus Ops - Build Portland Funding Request**Package Description**

This request transfers \$100,000 from Building Portland resources in FY 2019-20 into the Office of Management and Finance, Business Operations-SPOT, to fund program administrative and services costs. These costs include materials and services expenditures related to branding, outreach, and interbureau coordination. This request is the follow-up on a budget note in the FY 2019-20 budget.

Service Impacts

Funding this request will allow the start-up work to begin such as branding, outreach, and interbureau coordination.

Equity Impacts

Build Portland is connected to the broader equity vision of the City to benefit communities by implementing components of the Citywide Racial Equity Goals and Strategies Plan as well as OMF's Racial Equity Plan. The \$100,00 includes a Professional and Technical Expertise contract, providing an opportunity in contracting to meet or exceed the City's target rate of 20% MWESB. The Build Portland work requires staff to collaborate with other staff and leadership throughout City government, with elected officials and their staff, and with community stakeholders to plan and implement the Build Portland program providing opportunities to integrate equitable and effective policies into the program.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	100,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Revenue	100,000	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9311 -Facilities - PTE-17 IA**Package Description**

This is to carry forward \$47 of last fiscal year's under expenditures under the PTE-17 contract for professional development.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-47	0	0
Internal Materials and Services	47	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9312 -Facilities - DCTU IA**Package Description**

This is to carry forward \$344 of last fiscal year's under expenditures under the DCTU contract for professional development.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-344	0	0
Internal Materials and Services	344	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9315 -Spectator - Beginning Fund Balance**Package Description**

Adjustment to beginning fund balance and contingency to match CAFR.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	6,273,384	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	6,273,384	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9317 -Facilities - Auditor IA**Package Description**

This request is to increase the IA by \$130K with the Auditor's Office for the security enhancement project. This project was started in FY 18-19 and work has continued on into FY 19-20.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	130,000	0	0
Internal Materials and Services	0	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	130,000	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9319 -Spectator - Debt IA Adjustment**Package Description**

This request is to increase the Debt Management IA with the Debt Management Division for staff succession planning and updated IA methodology.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-9,316	0	0
Internal Materials and Services	9,316	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9329 -Facilities - BTS IA**Package Description**

This is to request an increase in IA with BTS to provide computers, phone and server support for the first six months at The Portland Building.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-65,045	0	0
Internal Materials and Services	65,045	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9337 -Facilities - Debt Management**Package Description**

This is a request to increase Facilities IA with Debt Management to address changes in Debt Management's budget due to staff succession planning and a change in their rate methodology.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-20,729	0	0
Internal Materials and Services	20,729	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9338 -Facilities - Beginning Fund Balance**Package Description**

Increasing beginning fund balance and contingency to match actual beginning fund balance to fund major maintenance and other capital projects.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	5,096,121	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	5,096,121	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9341 -Facilities - Major Maintenance Carry Forward**Package Description**

This is to re budget major maintenance projects that were planned for FY 18-19 and not completed in 19-20 and that are still priority projects.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-5,076,426	0	0
External Materials and Services	5,076,426	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9347 -DAM - CityFleet - Beginning Fund Balance True-up**Package Description**

This request increases the beginning fund balance by \$14,322,312 to true-up ending fund balance for FY 2018-19 and to provide resources to use this fiscal year mostly for carryover purchases for the prior year.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	14,322,312	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	14,322,312	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9349 -DAM - CityFleet - Purchase Order Encumbrance Carryover**Package Description**

This budget request reduces the Contingency account for Major Maintenance/Replacement Reserves. It is a use of money collected through IA rates in the prior year for replacing vehicles/equipment. It is not a reduction in Operating Reserves.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	10,080,749	0	0
Contingency	-10,080,749	0	0

MF - Office of Management & Finance DP Type Contingency**Request Name:** 9350 -DAM - CityFleet - Salary Adjustment Contingency**Package Description**

CityFleet requests to move \$343,922 in salary and COLA contingency funds budgeted for cost of living and health care increases. This was factored into the preparation of the IA rates and is projected to be needed.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-343,922	0	0
Personnel	343,922	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9351 -DAM - CityFleet - DCTU Professional Development**Package Description**

CityFleet requests to increase the interagency agreement with Human Resources by \$1,174 for unexpended professional development funds in FY 2018-19 under the DCTU contract.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-1,174	0	0
Internal Materials and Services	1,174	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9353 -DAM - CityFleet - IA adjustment with Debt Management**Package Description**

This request increases the interagency agreement with Debt Management by \$15,573 for their succession planning and revised interagency charges for their updated funding methodology.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-15,573	0	0
Internal Materials and Services	15,573	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9354 -DAM - CityFleet - IA Adjustment with Business Operations**Package Description**

This request increases the interagency agreement with Business Operations by \$30,000 for an increase in administration services primarily for timekeeping and personnel administration.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	-30,000	0	0
Internal Materials and Services	30,000	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9355 -DAM - CityFleet - IA Adjustment with Facilities**Package Description**

This request decreases the interagency with Facilities by \$92,607 for maintenance and repair of the Kerby Shop Floor that occurred in FY 2018-19. Expenses were paid directly from Fleet EMS accounts but was a major maintenance project with Facilities.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	0	0	0
External Materials and Services	92,607	0	0
Internal Materials and Services	-92,607	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9356 -DAM - CityFleet - Technical Adjustment**Package Description**

This request moves \$45,000 from External Materials and Services into Personnel Services. CityFleet will be having a limited term OSSII to cover administrative services instead of a contracted employee.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-45,000	0	0
Personnel	45,000	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9375 -DAM - CityFleet - Tech Adj. IA Project Corrections**Package Description**

This request is to adjust CityFleet interagencies where the customer bureau budgeted requirements in both the IA funded program and project code, but CityFleet only referenced the funded program when budgeting the resources. This adjustment will balance the entries by entering both the funded program and project code on CityFleet's side.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9417 -DAM Facilities - Re-budget LT Building Coordinator**Package Description**

The purpose of this budget adjustment request is to budget for a limited-term position that was approved in the FY 2018-19 Fall BMP. The position was approved as a Furniture Program Coordinator. As a result of not being able to decide on the work of the position it was not created in SAP, nor filled. Since it wasn't in SAP it did not get into BFM as a position. Due to an oversight it was not added during the budget process. The work of the position has now been defined and instead of just managing furniture will manage more building functions in the reconstructed Portland Building. As in the Fall FY 2018-19 budget, the costs are funded through Facilities Operating Reserves.

Service Impacts

The position will manage the furniture program and other building functions and ensure a smooth opening for the reconstructed building and its many new services.

Equity Impacts**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-82,965	0	0
Personnel	82,965	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000464 - Program Coordinator	1.00	54,000	0	4,131	24,834	82,965
Total	1.00	54,000	0		24,834	82,965

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9419 -Public Safety GO Bond - Appropriate Beg Fund Bal**Package Description**

The purpose of this budget adjustment request is to appropriate beginning fund balance in the Public Safety GO Bond Fund. It was anticipated that Fire would spend the balance of the fund on apparatus replacement in FY 2018-19, but \$12,099 remains. This \$12,099 is being appropriated so that it can be spent. If it isn't spent then it will be transferred to fund 302 in the Spring BMP for use making debt service payments.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Debt Service	150	0	0
External Materials and Services	12,227	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	12,099	0	0
Miscellaneous	278	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9420 -DAM Fleet - Fuel Stations Project True Up**Package Description**

The purpose of this budget adjustment request is to align the budget for Fleet's fuel station replacement project with the latest projection. A vendor has been selected and construction will start in the Fall for phase 1 to replace four City tanks so we have a much more accurate projection. This increases the budget by \$263,185, but this is within the overall project's budget. The request also increases note sale proceeds to recognize the reimbursement to the fund for costs in the prior year to be funded with debt proceeds. Phase 2 to construct tanks at an east side location and the Sears facility are not included in this budget adjustment request, nor the FY 2019-20 budget.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	1,688,666	0	0
Contingency	-1,328,130	0	0
Debt Service	16,500	0	0
External Materials and Services	628,295	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Bond & Note Proceeds	1,005,331	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9421 -DAM Facilities-Fourth and Montgomery True Up**Package Description**

The purpose of this budget adjustment request is to align the budget for Facilities Fourth and Montgomery Building project with the latest projection. Costs unique to the City's space were not incurred as quickly as anticipated. So, this request includes a transfer of appropriation from contingency were the bond proceeds/appropriation is after not being used in FY 2018-19.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	1,229,851	0	0
Contingency	-950,607	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Bond & Note Proceeds	279,244	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9422 -DAM Facilities-Correct fund revenues loaded in**Package Description**

The purpose of this budget adjustment request is to correct the fund used for a decision package in the FY 2019-20 budget process. The package for Facilities to have an IA with ONI for services in the reconstructed Portland Building and increase rental rates was loaded to fund 700001 when it should have been loaded to 701000.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Internal Materials and Services	-103,500	0	0
Internal Materials and Services	103,500	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	-103,500	0	0
Interagency Revenue	103,500	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9423 -DAM Facilities-Add POBS debt service**Package Description**

The purpose of this budget adjustment request is to budget for Facilities share of Pension Obligation Bond debt service. This was mistakenly not included in the Requested Budget and not identified until after it could be included in the Adopted Budget as a technical adjustment.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-245,907	0	0
Debt Service	245,907	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9424 -DAM Facilities-Transfer asset management resources**Package Description**

The purpose of this budget adjustment request is for Facilities to increase its IA with DAM for asset management services. Facilities has a budgeted position of an Asset Manager that has not been filled as the fund has focused on building the foundation for an asset management program and more immediate needs. With the vacancy savings, Facilities will be increasing its IA with DAM to fund various asset management related minor projects to build the foundation of an asset management program.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-2,164	0	0
Internal Materials and Services	130,500	0	0
Personnel	-128,336	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9425 -DAM-Additional asset management resources**Package Description**

The purpose of this budget adjustment request is for Facilities to increase its IA with DAM for asset management services. Facilities has a budgeted position of an Asset Manager that has not been filled as the fund has focused on building the foundation for an asset management program and more immediate needs. With the vacancy savings, Facilities will be increasing its IA with DAM to fund various asset management related minor projects to build the foundation of an asset management program.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	130,500	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	130,500	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9426 -DAM Facilities Increase BTS IA for Portland Bldg recon**Package Description**

The purpose of this budget adjustment request is for Facilities to increase its IA with BTS for process mapping services and project management/implementation services associated with the new access controls system for the reconstructed Portland Building. The project budget includes resources for this work so the IA is funded by an internal transfer from the capital construction account.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	-134,400	0	0
Internal Materials and Services	134,400	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9427 -DAM Facilities - Budget for internal FMT charges**Package Description**

The purpose of this budget adjustment request is budget for the internal billing that takes place from the Facilities Maintenance Technician's work order billing system to the fund's owned buildings. This cost shows up as an IA charge in account 651307 in each building's budget. The cost was built into each building's rental rate, but was not included in the Requested Budget and we were not able to correct as a technical adjustment in the Adopted Budget.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Internal Materials and Services	1,904,235	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	1,904,235	0	0

MF - Office of Management & Finance**DP Type****Contingency****Request Name:** 9428 -HUCIRP-Sanctioned camps relocations**Package Description**

The purpose of this budget adjustment request is to appropriate \$51,633 received by the HUCIRP in FY 2018-19 for the relocation of a City-sanctioned campsite. Funding was originally approved in the Spring FY 2018-19 BMP.

Service Impacts

The funding will allow for the relocation of a City-sanctioned campsite.

Equity Impacts**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Contingency	-51,633	0	0
External Materials and Services	51,633	0	0

MF - Office of Management & Finance**DP Type****New GF Request****Request Name:** 9429 -HUCIRP - Request Gen Fund \$ for settlement**Package Description**

The purpose of this budget adjustment request is to request from the General Fund \$175,000 to pay the potential costs of a lawsuit settlement that is currently pending. The lawsuit stems from an accident that occurred at a campsite on City Property. The \$175,000 is available in the General Fund's ending fund balance because the HUCIRP underspent its FY 2018-19 budget.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	175,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Revenue	175,000	0	0

MF - Office of Management & Finance**DP Type****New GF Request****Request Name:** 9430 -HUCIRP-Req Gen Fund \$ for Pioneer CS restrooms**Package Description**

The purpose of this budget adjustment request is to request from the General Fund \$31,000 to pay for the costs of Pioneer Square restroom cleaning/upgrades that Parks does not have sufficient budget to cover. The \$31,000 is available in the General Fund's ending fund balance because the HUCIRP underspent its FY 2018-19 budget.

Service Impacts

The public will have better restrooms at Pioneer Courthouse Square.

Equity Impacts**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	31,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Revenue	31,000	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9443 -DAM - CityFleet - IA Adjustment with BES**Package Description**

Bureau of Environmental Services request to increase their interagency by \$19,200 to alter four pump station vehicles to address overweight (GVW) issues. This request matches their increase.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	19,200	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	19,200	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9447 -Facilities - Housing IA**Package Description**

This is to increase IA with Housing for Carey Blvd property management.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-30,000	0	0
Internal Materials and Services	30,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9449 -DAM - CityFleet - IA adjustment with Parks Bureau**Package Description**

This request matches Parks IA increase.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	1,523,212	0	0
External Materials and Services	13,200	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	1,536,412	0	0

MF - Office of Management & Finance**DP Type****Technical Adjustments****Request Name:** 9450 -Facilities - Tech Adj. IA Project Corrections**Package Description**

The purpose of this budget adjustment request is to add project numbers to IA revenues to balance to bureaus at the project and funded program level.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	0	0	0

MF - Office of Management & Finance**DP Type****New Revenue****Request Name:** 9451 -DAM - CityFleet - IA adjustment with PBOT**Package Description**

This request matches the IA increase of the PBOT decision package for new vehicles.

Service Impacts**Equity Impacts****CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Capital Outlay	2,372,000	0	0
External Materials and Services	205,489	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Interagency Revenue	2,577,489	0	0

Capital Program Status Report

Office of Management & Finance - MFDR

CIP Program Name	2018-19 Adopted Budget	2018-19 Revised Budget	2018-19 Actuals	PY Variance	PY Percent of Actuals to Revised	2019-20 Adopted Budget	2019-20 FALL Requested Total	2019-20 Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
CityFleet	17,794,205	21,685,934	10,297,397	-11,388,537	47.48%	13,912,212	24,928,055	1,155,731.1	11,015,843	44.19%
Facilities	96,863,558	121,290,558	112,139,885	-9,150,673	92.46%	76,375,088	77,604,939	-4,312,481.11	1,229,851	1.58%
Sum:	114,657,763	142,976,492	122,437,283	-20,539,209	-14.37%	90,287,300	102,532,994	-3,156,750.01	12,245,694	11.94%

Prior Year Variance Description

CityFleet- CityFleet's capital budget was underspent due to the timing of the receipt of vehicles and equipment that are on order and will be carried over into FY 2019-20.

Facilities - The budgets for three of Facilities major projects, Portland Building reconstruction, Space optimization, and City Hall Exteriors, were based on optimistic and aggressive schedules to make sure we did not run out of appropriation for these in FY 2018-19 which due to their size could have negatively impacted the Facilities Fund. The projects are on track to come in within their overall project budgets when completed in FY 2019-20.

Current Year Variance Description

CityFleet – In the Fall BMP a budget adjustment request was submitted to increase CityFleet's capital programs due to a carryover from FY 2018-19. This added \$10,080,748 to the capital programs budget.

Facilities - In the Fall BMP a budget adjustment request was submitted to true up the Fourth and Montgomery building project budget to match the latest projection. This added \$1.2M to the project's FY 2019-20 budget. Most of this was a carryover from FY 2018-19.

Capital Program Status Report

Prior Year Fund Reconciliation Report

Office of Management & Finance

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	5,401,241	5,046,217	93.43%
External Materials and Services	663,288	277,682	41.86%
Internal Materials and Services	658,008	583,035	88.61%
TOTAL EXPENDITURES	6,722,537	5,906,935	87.87%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	0	923	
Intergovernmental	18,971	17,835	94.01%
General Fund Discretionary	1,234,602	0	0%
General Fund Overhead	1,279,389	0	0%
Miscellaneous	0	16,213	
Interagency Revenue	4,189,575	3,803,451	90.78%
TOTAL REVENUES	6,722,537	3,838,423	57.10%

Expenditure Discussion

External Materials and Services spending was low to allow for capacity to cover the encumbrance carryover requests for the City-wide Space Study and Equity Training.

Revenue Discussion

The Miscellaneous Revenue is reimbursement revenue from the Charitable Campaign Program which is run by Business Operations. The \$923 in Charges for Services are for public records request reimbursements.

Prior Year Fund Reconciliation Report

Office of Management & Finance

702 - CityFleet Operating Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	8,969,541	8,310,826	92.66%
External Materials and Services	14,960,648	13,732,092	91.79%
Internal Materials and Services	2,538,727	2,282,791	89.92%
Capital Outlay	23,959,984	9,528,576	39.77%
Contingency	7,085,728	0	0%
Debt Service	623,905	541,628	86.81%
Fund Transfers - Expense	1,270,393	1,270,393	100%
TOTAL EXPENDITURES	59,408,926	35,666,307	60.04%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	0	0	
Intergovernmental	1,401,147	826,626	59%
Miscellaneous	1,163,378	1,475,910	126.86%
Interagency Revenue	38,202,500	37,523,914	98.22%
Beginning Fund Balance	18,641,901	0	0%
TOTAL REVENUES	59,408,926	39,826,450	67.04%

Expenditure Discussion

CityFleet Capital Outlay was under spent due to the timing of the receipt of vehicles and equipment that are on order and are carried over into the next fiscal year.

Revenue Discussion

Intergovernmental Revenues are under collected due to the unpredictability of customers' needs for services. Auction proceeds and interest revenue contribute to the greater than budget amount in miscellaneous revenue.

Prior Year Fund Reconciliation Report

Office of Management & Finance

701 - Facilities Services Operating Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	6,288,656	5,114,999	81.34%
External Materials and Services	53,755,387	44,235,048	82.29%
Internal Materials and Services	5,081,143	4,372,620	86.06%
Capital Outlay	100,917,342	87,232,108	86.44%
Contingency	20,458,732	0	0%
Debt Service	6,854,305	49,559,831	723.05%
Fund Transfers - Expense	1,063,909	1,063,909	100%
TOTAL EXPENDITURES	194,419,474	191,578,515	98.54%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	1,463,149	1,526,719	104.34%
Intergovernmental	15,000	764,180	5,094.53%
Miscellaneous	1,145,047	2,139,560	186.85%
Interagency Revenue	30,695,977	30,646,824	99.84%
Beginning Fund Balance	41,635,861	0	0%
Bond & Note Proceeds	114,290,373	143,193,331	125.29%
Fund Transfers - Revenue	5,174,067	4,795,402	92.68%
TOTAL REVENUES	194,419,474	183,066,015	94.16%

Expenditure Discussion

Debt Service was over budget due to bond refinancing and offset due to underspending on major maintenance and capital projects.

Revenue Discussion

Intergovernmental revenues were over budget due to unanticipated agreements with state and county. Interest drove miscellaneous revenues to be higher. Bond & Note Proceeds were higher due to bond refinancing.

Prior Year Fund Reconciliation Report

Office of Management & Finance

400 - BFRES Facilities GO Bond Construction Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Internal Materials and Services	1,921	1,921	100%
Fund Transfers - Expense	11,491	11,491	100%
TOTAL EXPENDITURES	13,412	13,412	100.00%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	2,879	13,423	466.25%
Beginning Fund Balance	10,533	0	0%
TOTAL REVENUES	13,412	13,423	100.08%

Expenditure Discussion

Revenue Discussion

Interest earnings were greater than anticipated because Fire did not spend the remaining \$600,000 of the fund's balance as was anticipated.

Prior Year Fund Reconciliation Report

Office of Management & Finance

403 - Public Safety GO Bond Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Internal Materials and Services	0	0	
Debt Service	0	54,687	
Fund Transfers - Expense	159,887	159,887	100%
TOTAL EXPENDITURES	159,887	214,574	134.20%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Miscellaneous	0	12,098	
Beginning Fund Balance	159,887	0	0%
Bond & Note Proceeds	0	57,475	
TOTAL REVENUES	159,887	69,573	43.51%

Expenditure Discussion

The fund refunded bonds this fiscal year. This is budget exempt.

Revenue Discussion

The fund did not anticipate have a significant balance this fiscal year as it was incurring the final costs of apparatus replacement. This took longer than anticipated and so the fund earned interest on its balance.

The fund received bond proceeds for a refunding of bonds. This is budget exempt.

Prior Year Fund Reconciliation Report

Office of Management & Finance

607 - Spectator Venues & Visitor Activities Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	480,790	343,595	71.46%
External Materials and Services	3,542,464	2,140,559	60.43%
Internal Materials and Services	320,431	255,025	79.59%
Capital Outlay	2,457,000	959,379	39.05%
Contingency	7,730,539	0	0%
Debt Service	3,441,592	3,441,591	100%
Fund Transfers - Expense	210,338	210,338	100%
TOTAL EXPENDITURES	18,183,154	7,350,487	40.42%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	6,143,126	10,321,932	168.02%
Intergovernmental	1,817,409	1,834,152	100.92%
Miscellaneous	35,000	280,166	800.47%
Beginning Fund Balance	10,187,619	0	0%
TOTAL REVENUES	18,183,154	12,436,250	68.39%

Expenditure Discussion

All expense categories were within budget appropriation.

Revenue Discussion

Charges for Services were 68 percent above budget due to increased parking and user fees for the Portland Trail Blazers games and concert events.

Miscellaneous revenues include interest earnings which are higher than budgeted.