

## New GF Request

### Portland Fire & Rescue | COVID Leave Overtime Costs

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$1,700,000	\$0	\$1,700,000

### CBO Analysis

In total, Portland Fire & Rescue is currently projecting to overspend its FY 2021-22 General Fund budget by \$5.7 million primarily due to overtime costs. In total, the City has awarded Portland Fire Fighters Association members more than 100,000 additional leave hours since the beginning of the fiscal year in the form of COVID Emergency Paid Sick Leave and vacation over maximum carryover. In addition, the City has also made expanded bereavement and parental leave options available to all employees. Vacation, sick, and dependent sick leave usage have all gone up at Portland Fire & Rescue, and this trend is likely to continue through 2024\*. Additionally, anticipated retirements may exacerbate this dynamic. Unlike other services, Fire does not have the option to scale back coverage, so any leave taken will result in mandatory overtime hours to ensure that each shift is fully staffed.

This specific request would bridge the gap between the resources in the other decision packages and the total projected budget shortfall. The bureau has worked to identify all other resource strategies and does not have the ability to limit personnel expenditures while maintaining emergency operations. CBO recommends allocating \$1.7 million in General Fund contingency resources for this purpose to ensure that Portland Fire & Rescue ends the year within budget. CBO will work with Fire to closely monitor expenditures and make additional adjustment as needed in the Over-Expenditure Ordinance

\* Per Ordinance 190577 authorizing employees to carry over vacation over maximum accrual limits due to extraordinary circumstances of the pandemic.

## New GF Request

### Portland Police Bureau | [RETURN] — Fall BMP Allocation for Accelerated Hiring

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$2,632,000)	\$0	(\$2,632,000)

#### CBO Analysis

The bureau received \$5,264,000 in one-time General Fund discretionary resources in the FY 2021-22 Adopted Budget, intended to support the accelerated hiring of 30 officers. Half of these resources were allocated for use in FY 2021-22, and the other half were set-aside in contingency for use in FY 2022-23. The Portland Police Bureau was directed to use this funding only for the personnel costs related to 30 new Police Officer hires and no other bureau expenses.

PPB is returning the \$2,632,000 in one-time General Fund resources allocated for accelerated hiring in the FY 2021-22 Adopted Budget as the funds have not been used. The Police Bureau has not reached a level of hiring where the one-time funds are needed as a significant number of sworn officer vacancies funded with ongoing resources remain unfilled. Given this, CBO recommends the bureau's request to return resources to the General Fund.

## New GF Request

### Prosper Portland | Small Business Relief Repair Grants

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

### CBO Analysis

Prosper Portland notes that many Portland businesses have experienced an unprecedented level of stress and anxiety as a result of recent economic shocks and is requesting \$500,000 in one-time General Fund resources to double the amount of funding for grants to support businesses with immediate physical repair needs and provide an urgent intervention for the City's neighborhoods and commercial corridors.

Based on the overwhelming need from businesses, Prosper believes that the agency would be able to spend down the entire \$500,000 before the end of the fiscal year. Prosper states that these additional funds would be encumbered in its own system in FY 2021-22 and allow the agency to respond to the 45 businesses currently on the waiting list and address additional business needs between now and June 2022 based on its recent application intake rate per month.

Prior allocations of General Fund resources for repair grants include \$550,000 in FY 2020-21 and an additional \$500,000 in this year's Adopted Budget. As of March 2022, all funding has been encumbered for business repair grants. Although prior rounds of General Fund resources were disbursed based on a first come, first serve basis, Prosper states that it administered the funds with an equity lens and will continue to do so. As noted by the agency, of the 184 small businesses served so far in FY 2021-22, approximately 50% of the grantees are businesses owners that identify as Black, Indigenous, or Persons of Color.

Businesses first apply for the grant and indicate a general cost area where they will use the grant funds. Once eligibility is confirmed, the business submits receipts for those expenditures and is reimbursed based on the final eligible cost. If a business submits through its insurance to align the amount of grant funding with the deductible, Prosper staff requests a copy of the insurance claim. It is not a requirement of the program as several businesses, particularly in the downtown area, have opted not to go through insurance in fear of rate increases or inability to renew their policy. Prosper has indicated that most of the grant amounts are less than the deductibles on the insurance. The agency states that many small businesses have reported increasing difficulty in securing property insurance, particularly if they have had multiple break-ins within a single year period as was experienced in 2020.

In terms of tracking on returns on investment, Prosper had, in the past, considered issuing follow-up surveys to gauge how the funds have impacted the businesses, but the agency has recently indicated that it is not tracking the businesses after providing them with the grants. CBO recommends that Prosper conduct these follow-up surveys to determine impact and long-term effectiveness, potentially requiring the grantees to report back as a condition of receiving the grants.

In addition to this request, Prosper Portland is reviewing potential Tax Increment Financing resources to see what is available to match the General Fund resources. In the past, matching funds have been provided through the Central Eastside, Downtown Waterfront, Gateway, Interstate, Lents, and River Districts. Another potential resource to fund repair grants may be American Rescue Plan Act (ARPA) funding. However, Prosper states that the key issue for the repair grants is how ARPA tracking and reporting requirements would impact the existing repair grant application and approval process. The agency has indicated that it does not have the staffing to make any major program adjustments.

CBO notes that the repair grants address a clearly defined and pressing need and while disbursed on a first come, first serve basis, would have an impact on BIPOC-owned businesses. However, CBO does not recommend General Fund contingency for this proposal based on guidance to limit requests for new General Fund resources for compensation set-aside, approved labor bargained agreements, one-time program carryovers, or other concerns that the bureau may not end the year within budget. Council can consider adding new resources for repair grants as a part of FY 2022-23 budget development.

## New GF Request

### Special Appropriations | [RETURN] — DCTU & PROTEC 17 CAL Target True-Up

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$9,799)	\$0	(\$9,799)

### CBO Analysis

This request trues up the actual Current Appropriation Level Target for the District Council of Trade Unions and Professional & Technical Employees Local 17 professional development stipends, returning \$9,799 to the General Fund. CBO recommends as requested.

## Compensation Set-Aside

### Bureau of Emergency Communications | Compensation Set Aside

General Fund Request	Requested	CBO Adjustments	Recommended
Fund Transfers - Revenue	\$197,856	\$0	\$0

### CBO Analysis

BOEC is requesting \$197,856 in Compensation Set-aside resources, comprised of \$8,529 in DCTU bargaining costs and \$189,327 in personnel costs for non-represented employees. CBO projects the bureau will underspend its personnel services budget by \$1,794,894, and the bureau projects it will underspend their external materials services budget by \$682,500. Additionally, the bureau has reduced its personnel services budget by \$565,000 in its Spring BMP technical adjustment package to allocate funding for other capital materials and services costs, indicating they have planned underspending.

Because of the projected underspending in both personnel services and external materials and services, and because the bureau projects to collect 99% of all its projected revenue, CBO does not recommend this package. CBO acknowledges the bureau's need to fund operations and maintenance, major maintenance, and asset replacement costs of its capital assets per FIN 2.03 but notes that the bureau has sufficient resource within its existing budget to fund the costs while still being able to absorb its projected external materials & services and personnel costs.

## Compensation Set-Aside

### Bureau of Planning & Sustainability | Compensation Set-Aside

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$154,777	\$0	\$154,777

### CBO Analysis

The bureau has requested compensation set-aside resources due to a significant and unanticipated director severance package. CBO recommends this request, as projections indicate that these resources are necessary for the bureau to end the year within budget while advancing significant work related to equity and the largely unfunded Emergency Climate Declaration mandate with program carryover

## Compensation Set-Aside

### Office of Government Relations | Request for Compensation Set-Aside

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$27,778	\$0	\$0

### CBO Analysis

The bureau has requested compensation set-aside resources due to current year personnel needs, most notably a mid-year director severance package. However, both CBO and the bureau's projections indicate that there are sufficient vacancy and EMS savings to offset these expenses. As such, CBO recommends retaining these resources in policy set-aside for other current year budget needs.

## Compensation Set-Aside

### Office of Management & Finance | OMF - GF Compensation Set Aside

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$754,270	\$0	\$754,270

### CBO Analysis

This request is for \$754,270 in General Fund Compensation set aside allocated in the following way amongst OMF bureaus: \$314,035 to BRFS; \$157,143 to CAO; \$283,092 to BHR. While the amount requested by OMF for General Fund Compensation Set-aside (\$754,270) is much higher than the amount set-aside to the bureau for this purpose (\$312,930), the total requested by the bureau from the set-aside and from the contingency for DCTU (\$834,110) is less than the combined amount allocated to the bureau for those purposes (\$850,980).

BHR and the CAO's portion of the request for Compensation Set-Aside totals \$440,235 which CBO recommends. This funding is needed to prevent overspending as the bureau has requested to carryover fund several FY 2022-23 budget requests. Without this funding, sufficient funds would not be available.

While the amount requested by OMF for General Fund Compensation Set-aside (\$754,270) is much higher than the amount allocated to the bureau for that purpose (\$312,930), the total requested by the bureau from the set-aside and from the contingency for DCTU (\$834,110) is less than the combined amount allocated to the bureau for those purposes (\$850,980).

BRFS's portion of the requests for Compensation Set-Aside and DCTU Contingency together totals \$364,035, which CBO recommends. Traditionally, compensation set-aside is used to prevent overspending in personnel services, and CBO usually only recommends the appropriation if it is needed and the bureau does not transfer personnel services savings to other categories of spending such as materials and services. In this particular case, BRFS is transferring \$2,251 to materials and services in its technical adjustment request. More importantly, the bureau is requesting to carry over into the next year \$400,000 of personnel services savings to help fund the interagency agreement with PBOT for Design & Construction services (see CBO's analysis of the Procurement Carryforward for D&C request). Thus, essentially, if approved, the Compensation Set-aside and DCTU contingency resources will be funding next year's interagency agreement with PBOT. While in this particular case, the funds that are carried over will be budgeted back into personnel services, this use of compensation set-aside and DCTU resources is nevertheless unusual as the resources will essentially be used next year and not in the current year.

Therefore, CBO only recommends the appropriation of the compensation set-aside and DCTU contingency for BRFS if the carryover request is also approved; if the carryover request is not approved, the resources from the compensation set-aside and DCTU contingency are not needed as the bureau will have adequate resources to fund personnel costs in the current year. While BRFS's request does not meet the usual criteria that CBO uses to recommend compensation set-aside requests, it should be noted that BRFS's particular situation with the funding disagreement with PBOT is critical, and the bureau is making a good faith effort to solve it. For these reasons, CBO is recommending the allocation of the compensation set-aside and DCTU contingency amounts for BRFS.



## Compensation Set-Aside

### Office of the City Attorney | Compensation Set Aside

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$117,593	\$0	\$117,593

### CBO Analysis

Current projections show the Attorney's Office is on track to over expend its CY 2021-22 personnel services budget, driven primarily by being nearly fully staffed and two anticipated retirement leave payouts. CBO is recommending the full amount, noting that anything not expended by the bureau will fall to General Fund ending fund balance at year-end.

## Compensation Set-Aside

### Portland Fire & Rescue | Compensation Set-Aside Request

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$1,778,336	\$0	\$1,778,336

### CBO Analysis

In total, Portland Fire & Rescue is currently projecting to overspend its FY 2021-22 General Fund budget by \$5.7 million, primarily due to overtime costs driven by additional leave time and vacancies. This package is one of four addressing the projected budget shortfall; additional information is provided under DP 13445, COVID Leave Overtime Costs. This specific request would allocate resources from Compensation Set-Aside to cover overtime costs. CBO recommends this request, which allocates the full amount budgeted for Fire for this purpose in FY 2021-22.

## Compensation Set-Aside

### Portland Parks & Recreation | Compensation Set Aside - General Fund

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$917,233	\$0	\$0

#### CBO Analysis

Compensation Set-aside contingency resource is typically reserved for bureaus who were at or close to full-staffing for the entire fiscal year and thus cannot absorb current year cost of living adjustment (COLA) costs with vacancy personnel vacancy savings, or for other exigent circumstances related to personnel services spending such as unanticipated significant leave payouts or overtime and premium costs over budget. Currently, it does not appear to be the case that PP&R is experiencing any of these issues. For this reason, CBO does not recommend PP&R's \$917,233 request for one-time General Fund resources from Compensation Set-aside, due to projected vacancy savings to cover this expense.

This request and recommendation is somewhat complicated by the interaction between Parks Levy resources and General Fund resources. For reasons related to administrative and operational efficiency, CBO has recently learned that Parks has opted in its recent budgeting of Levy resources to pursue a 'blended' resource model which combines both Levy and General Fund resources in the General Fund "Fund 100" account, jointly funding activities and services with the combined resources. Generally speaking, when bureaus opt to budget non-General Fund resources in Fund 100, the General Fund is the last dollar spent and year-end unspent balances return to the General Fund. Due to the magnitude and importance of Levy resources, the bureau proposes the opposite practice, with the Levy resources being the last dollar spent and any underspending in Fund 100 being retained for the Levy. Commissioner Rubio's office disseminated a memorandum also requesting the deployment of Compensation set-aside allocation to ensure full support of the Levy.

CBO's strong preference would be to account for Levy resources and General Fund resources separately which would avoid confusion around whether underspending should be retained or fall to General Fund balance and would be a consistent practice with other bureaus. Over the past five years, Parks has underspent its annual General Fund allocation by an average of \$2.6 million; in the three years before the pandemic the bureau's General Fund underspending averaged \$1.6 million. It is reasonable to presume that the Parks bureau would continue to have some level of similar underspending returning to the General Fund in the future; indeed, underspending in aggregate is assumed in the City's annual General Fund forecasts with Parks as an important component as the City's third largest General Fund bureau. Should the Council accept the proposal of having the Levy resource be the last resource spent in Fund 100, there would be less available one-time General Fund and Capital Set Aside resources as a result. The benefit of this proposal would be to ensure maximum resources would be available to support activities funded by the General Fund and the Levy.

CBO notes that the practice of automatically allocating Compensation Set Aside annually, as well as the practice of allocating General Fund before other resources in Fund 100, are both likely to lead to many other bureaus requesting a similar practice which could significantly reduce available annual one-time resources and capital set aside resources.

CBO acknowledges that accounting for the Levy resources separately from General Fund could create administratively burdensome and/or ineffective requirements on program managers. Should the bureau and Council not want to account for resources separately, CBO recommends the bureau and Council consider an assumption that any annual Fund 100 underspending be presumed to be attributed proportionally in line with the budgeted allocation of each respective resource in Fund 100. Given that the bureau significantly increased its budget in the current year due to the roll-out of Levy Resources, it would be reasonable to presume a majority of unspent resources in the current year could be attributable to budgeted Levy funds; however, in future years a proportional allocation of underspending would make more logical sense.

## Policy Set-Aside

### Bureau of Planning & Sustainability | Non-Rep Merit & DCTU COLA

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$79,459	\$0	\$79,459

### CBO Analysis

The bureau has requested contingency resources due to a significant and unanticipated director severance package. CBO recommends this request, as projections indicate that these resources are necessary for the bureau to end the year within budget while advancing significant work related to equity and the largely unfunded Emergency Climate Declaration mandate with program carryover.

## Policy Set-Aside

### Office of Management & Finance | CAO - Bus Ops-Merrick Settlement

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

### CBO Analysis

CBO recommends this request.

## Policy Set-Aside

### Office of Management & Finance | OMF - GF DCTU Contingency

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$79,840	\$0	\$79,840

### CBO Analysis

Please see CBO Analysis on OMF's Compensation Set-Aside request.

## Policy Set-Aside

### Office of the City Attorney | Non-Rep Merit & DCTU COLA

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$100,000	\$0	\$100,000

### CBO Analysis

The Attorney's Office is requesting \$100,000 out of \$226,694 set aside for non-represented employee merit increases. The bureau requested only a portion of their set-aside as it reduced an external materials and services line item for consulting costs by \$50,000 (in its "Technical Adjustments" package) to buy down the remaining portion of its merit costs. CBO recommends this request.

## Policy Set-Aside

### Portland Fire & Rescue | Non-Rep Merit & DCTU COLA

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$216,275	\$0	\$216,275

### CBO Analysis

This specific request is for funding that was set aside for General Fund bureaus to cover District Council of Trade Unions (DCTU) and non-represented employee merit costs in FY 2021-22. CBO recommends this request, as Fire does not have the ability to absorb these additional costs within its existing budget.



## Policy Set-Aside

### Portland Housing Bureau | DCTU Costs

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$9,714	\$0	\$9,714

### CBO Analysis

The Housing Bureau is requesting \$9,714 in ongoing General Funds to cover expenses associated with the DCTU agreement. These ongoing costs from the recent bargaining agreement for DTCU related expenses have already been set aside for each bureau. CBO recommends this decision package as requested.

## Policy Set-Aside

### Portland Parks & Recreation | Non Rep Merit/DCTU COLA - GF Contingency

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$366,607	\$0	\$366,607

#### CBO Analysis

Portland Parks & Recreation has requested its full allocation of policy set-aside resources for DCTU cost of living adjustments (COLA) and non-represented employee merit costs. The bureau currently has 181 regular, non-represented employees and 572 casual, non-represented employees in addition to 23 regular, DCTU employees. CBO recommends this request.

## Policy Set-Aside

### Portland Police Bureau | Current Year PPA Costs

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$4,500,000	\$0	\$4,500,000

### CBO Analysis

In February 2022, City Council ratified the Collective Bargaining Agreement between the City and the Portland Police Association (PPA). The agreement included multiple increases to officer pay, including cost of living adjustment, step increases, and additional premium pay incentives focusing on training and education for qualifying PPA members. This decision package would release \$4.5 million in funds from policy set aside to meet the increased costs from the new contract that cannot be covered with the current budget.

CBO recommends this request.

## GF Program Carryover

### Bureau of Planning & Sustainability | Clean Industry Hub

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$503,000)	\$0	(\$503,000)

### CBO Analysis

This is a carryover request for \$503,000 to do the Clean Industry Hub Study allocated in the Fall BMP (\$211,060) and \$300,000 allocated in the Fall BMP amendments to do Climate Emergency Declaration work. The Clean Industry Hub Study work seeks to support a study to explore options for a clean energy hub, which would facilitate public private partnership to develop new technology and clean production practices. The bureau cites delay in processing with procurement for the RFP which is not expected to be completed until July 2022. The Climate Emergency Declaration work supports two positions that will 1) provide analytical and policy development support to buildings and energy decarbonization work and 2) implement building reporting programs to establish data points to help the City develop energy performance standards for buildings.

The Clean Industry Hub project is one-time in nature, though, depending on the study's results, could create additional projects or programs that would require additional funding. The Climate Emergency Declaration work supports specific projects and outcomes but would like to see a series of projects along this body of work performed and implemented. There remains a significant unknown funding gap in the City's climate and sustainability work as BPS has stated it does not have the resources necessary to achieve the goals outlined in the Council-adopted Climate Emergency Declaration. Once the study is complete, it will likely inspire and initiate future one-time projects related to clean technology requiring future General Fund requests unless an alternate funding source materializes in the meantime. CBO continues to encourage BPS to scope out future projects related to this work and to communicate priorities to decision makers to help prioritize future resources needed to do this work.

CBO recommends this request, as there are current year resources available to carry forward and this work helps advance the Council-adopted Emergency Climate Declaration. Due to some challenges outside of the bureau's control, additional time is needed to complete these projects funded in the FY 2021-22 Adopted Budget

## GF Program Carryover

### Bureau of Planning & Sustainability | Climate Emergency

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$300,000)	\$0	(\$300,000)

### CBO Analysis

This package requests carryover funding of \$300,000 to fund decision package work initially asked for in the Requested Budget to decarbonize the grid and transportation systems. These resources would fund one position across two fiscal years. The bureau is currently in the process of determining which policy (grid or transportation) gets the greenlight to advance implementation.

If the bureau chooses to advance work to decarbonize the grid, one FTE would help implement HB2021 which provides local jurisdictions with a specific path to reach emissions-free electricity by 2030 through community green tariffs.

If the bureau chooses to advance work to decarbonize transportation systems, one FTE would support the Pricing for Equitable Mobility (POEM) implementation program, advance the EV-ready code project to another phase, and work on the first-last mile project.

CBO recommends this request as there are current year resources available to carry forward and this work helps advance the City Council's priority to do work related to promote and the Council-adopted Emergency Climate Declaration. CBO notes that this work will likely result in a need or desire for ongoing resources as other projects emerge, particularly as the POEM staffing, funding, and implementation timeline remains unclear and the EV-ready code still has multiple phases ahead. BPS recognizes that carryover funds are not appropriate for ongoing work of this nature and estimates a multi-year proposal that funds 20-25 FTE along with programmatic expenses is needed to make adequate progress to meet City Council's commitments in the Climate Emergency Declaration. Should this proposal be funded, CBO recommends the bureau institute a transparent plan to integrate the on-going nature of the work into their base budget and/or the Council prepares to prioritize ongoing resources for this program over other services and needs. CBO continues to encourage BPS to scope out future projects related to this work and to communicate priorities to decision makers to help prioritize future resources needed to do this work.

## GF Program Carryover

### Bureau of Planning & Sustainability | Equitable Historic Preservation

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

### CBO Analysis

This request will carryover \$90,000 and will expand the Planning Program’s capacity to advance equitable historic preservation projects in response to public testimony submitted to the City Council during the adoption of the Historic Resources Code Project. The resources will support a Community Service Aide III who will assist with outreach, research, and reviewing content for Historic, Conservation, and/or National Register Landmark nominations prepared with the assistance of an outside consultant. These projects aim to preserve historically significant history through landmark designations.

This request advances strategic equity work and aligns with the stated goals of the City’s Comprehensive Plan and BPS’s 2021-24 strategic plan, particularly the following:

- Comprehensive Plan Policy 4.35, Preservation equity, states “Expand historic resources inventories, regulations, and programs to encourage historic preservation in areas and in communities that have not benefited from past historic preservation efforts, especially in areas with high concentrations of under-served and/or under-represented people.”
- Comprehensive Plan Policy 4.54, Cultural diversity, states “Work with Portland’s diverse communities to identify and preserve places of historic and cultural significance.”
- Comprehensive Plan Policy 4.55, Cultural and social significance, states “Encourage awareness and appreciation of cultural diversity and the social significance of both beautiful and ordinary historic places and their roles in enhancing community identity and sense of place.”
- A key equity strategy in the BPS strategic plan is to “Undertake planning and historic preservation projects to address past harms and deliver benefits to the Black community.”

CBO recommends this package because the bureau submitted this decision package following guidance from CBO analysis during the requested budget. CBO recommended that they use carryover to fund this request and it falls under the category of Spring BMP guidance for new resources in FY 2022-23 that advances City Council’s priorities.

## GF Program Carryover

### Bureau of Planning & Sustainability | Floodplain

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$276,680)	\$0	(\$276,680)

### CBO Analysis

This request will carryover \$276,680 of discretionary General Fund from FY 2021-22 to FY 2022-23. The bureau plans to use GF personnel savings incurred by high staff turnover and slower recruitment and procurement timelines to fund the completion of the Floodplain Resilience Plan and identified follow-up work. The Floodplain project lives within BPS's River and Environmental Planning Team. The Floodplain work has primarily been funded by General Fund one-time appropriation across several years. This was initially submitted as a request for new resources, though this is ongoing work scoped as a series of projects. The initial Floodplain Resilience Plan is projected to be completed in 2022 and will serve as a basis for updating the City's floodplain regulations. These resources will fund follow-up work focusing on Johnson Creek, an area with a large floodplain where vulnerable populations live. CBO continues to encourage BPS to scope out future projects related to this work and to communicate priorities to decision makers to help prioritize future resources needed to do this work.

CBO recommends this request as there are current year resources available to carry forward and this work helps advance the City Council's priority to do work related to promote equity and the Council-adopted Emergency Climate Declaration. These resources would create an updated plan with revised regulations, along with potential new programs to support vulnerable populations from flood impacts. Once this project is completed, the bureau cites those remaining floodplains are on industrial land and work in these areas will follow updates to the City's Economic Opportunities Analysis.

## GF Program Carryover

### City Budget Office | Carryover Portland Insights

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

### CBO Analysis

This request is to carryover \$100,000 of current year appropriations for the Portland Insights Survey, which is underway but not expected to be complete by June 30, 2022. FY 2021-22 is the first full year of the Portland Insights Survey. CBO has hired the Community Budget Analyst position, and the vendor selection and contracting process is underway, with work expected to begin in May of 2022. As such, the bureau anticipates the majority of the contract expense will be incurred during the summer of 2022. CBO recommends this request as it adheres to carryover guidance for the General Fund, and it is a matter of timing for receipt of services included in the FY 2021-22 Adopted Budget.



## GF Program Carryover

### Office for Community Technology | Comcast Internet Essentials Sponsored Service

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$9,685)	\$0	(\$9,685)

### CBO Analysis

In June 2020, the Office for Community Technology entered into an agreement to provide 100 Portland households, many with students enrolled in Portland Public Schools, with internet essentials service payment assistance. The agreement goes through December 2022. CBO recommends this carryover request to complete the contract.

## GF Program Carryover

### Office of Community and Civic Life | Carryover one-time EPCO move costs

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$137,450)	\$0	(\$137,450)

#### CBO Analysis

Civic Life is requesting to process \$137,450 in one-time General Fund carryover to support expenses related to a coalition office relocation to a new site. The bureau's East Portland District Coalition Office was previously required to move from the Hazelwood building. Due to this, Civic Life had been searching for a new site to serve the East Portland community. The carryover funds requested would pay for the costs to move, fund tenant improvements, technology infrastructure and cover occupancy related rent in their new office. CBO recommends this carryover to fund the one-time move costs anticipated in FY 2022-23.

## GF Program Carryover

### Office of Community and Civic Life | Carryover savings for 2-year Strategic Planning

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$648,459)	\$0	(\$648,459)

#### CBO Analysis

Civic Life is requesting a carryover of \$648,459 in one-time General Funds stemming from personnel vacancy savings. Civic Life staff has been managing challenges such as leadership and staff turnover and engagement inefficiencies which the bureau states have led to disconnection, distrust, complaints, and programmatic inefficiencies. To address these issues, Civic Life is requesting to fund the development of a strategic plan that would attend to current and future gaps in Portland's civic engagement infrastructure.

Civic Life began a strategic planning process in FY 2021-22 and is now requesting carryover to help fund this work through FY 2023-24. In total, Civic Life proposes to spend \$800,000 on the following:

\$600,000 to contract with two consulting firms for Strategic Planning: Civic Life will use funds to contract with two consulting firms. One is anticipated to conduct strategic planning work inside City government, and another will conduct strategic planning work with an array of stakeholders external to City government. The bureau adds that both contracts are needed to properly engage all stakeholders. Each individual contract with the two consulting firms is estimated at approximately \$150,000 each for the next two fiscal years, totaling \$600,000.

While Civic Life is unique in the breadth of stakeholders (110 Advisory Boards, 27 bureaus, 95 Neighborhood Associations, 200 past and present grantee partners, 1000s of licensees, a wide and diverse swath of Portland residents) required to update and improve the 50-year-old engagement infrastructure for the entire City, CBO notes that this request is significantly higher than what other bureaus have put forward for strategic planning contracts. CBO also notes that the carryover of this resource could also support priority bureau FY 2022-23 one-time General Fund budget requests. As a result, CBO is recommending a total of \$400,000 for the overall carryover request, including \$200,000 for these contracts, and recommends allowing for \$248,459 to be carried over to support the FY 2022-23 budget request for neighborhood small grants. Provided the recommendation for the two components below, this yields \$200,000 to support contracted costs in the upcoming fiscal year.

\$115,000 to contract with two Portland State University (PSU) research centers next fiscal year: The bureau anticipates contracting with the Center for Public Service at PSU for \$75,000 to organize a summit on urban co-governance and equitable engagement focused on creating common vocabulary for Civic Life's strategic planning, building global best practices, and local practitioner expertise. Civic Life also desires to contract with the Center for Population Research at PSU for \$40,000 to generate end-user dashboards and visuals that would be publicly accessible from existing Civic Life's data rich mapping.

CBO recommends these requests, which are supplementary strategic planning costs that are unique to the needs of Civic Life. The data mapping will also likely have benefits to the larger City as well, especially since Civic Life is coordinating with multiple bureaus in the development of this data rich map, and CBO recommends that Civic Life work with the Smart Cities program and other data practitioners to leverage this work.

\$85,000 will be used to pay for continued communications support: the bureau has temporarily hired an additional Communications Coordinator to assist with a large messaging undertaking to support their engagement processes.

CBO recommends this request, as this position is already filled and is supporting the bureau in its transitional phase. CBO is recommending that the remaining \$248,459 be carried over to support Civic Life's FY 2022-23 budget request to continue one-time funding for Neighborhood Small Grants. CBO has entered a separate decision package recognizing these resources as carryover.

## GF Program Carryover

### Office of Community and Civic Life | Graffiti one-time funding program carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$2,410,880)	\$0	(\$2,410,880)

### CBO Analysis

Civic Life asks for a Graffiti Reduction Program carryover of \$2,410,880 in one-time General Funds. This comes from \$3.4 million allocated in the FY 2021-22 Adopted Budget, of which \$636,000 was transferred to PBOT to remove abandoned vehicles as part of City cleanup efforts. Civic Life anticipates spending this program's balance in FY 2023 and FY 2024. The bureau highlights that it has more than doubled Graffiti removal in terms of square footage, added four additional contractors, and participated in various coordination meetings. Civic Life is also looking to hire more staff to streamline and coordinate City-wide graffiti complaint processing systems. This carryover of \$2.4 million is the full amount of the one-time graffiti funds expected to be remaining at the end of this fiscal year. A submitted FY 2022-23 requested budget decision package which included a budget for \$1.1 million for Graffiti removal was reflective of the amount the bureau anticipates using FY 2022-23 only. CBO recommends this decision package as requested.

## GF Program Carryover

### Office of Equity & Human Rights | Carryover - Spring

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$399,500)	\$0	(\$399,500)

### CBO Analysis

The Office of Equity is expected to end the year within FY 2021-22 appropriations (10% less current year allocation). The bureau is projected to end the fiscal year with significant savings in its external materials and services (EMS). EMS underspending is due in part to large amounts of staff turnover and transition during the fiscal year. The Office's personnel budget is also projected to be underspent roughly in line with five-year historical underspending (90% expenditure rate). However, IMS are likely to be slightly overspent due to a large amount of life cycle replacement for technology within the Office. There is a proposed technical adjustment to account for the increased expenditure this year.

The Office of Equity requests to carry over \$399,500 in one-time General Fund resources that were originally appropriated in FY 2021-22 Budget and during the FY 2021-22 Fall BMP for the following:

- LGBTQIA+ Equity Carryover (\$180,000): Currently, the LGBTQIA+ Equity initiative is being led by one staff person, which limits capacity for planning and implementation. According to the bureau, the LGBTQIA+ Equity initiative will involve several levels of engagement and education across the City. In addition, the Office notes that a plan for Transgender Inclusion trainings, LGBTQIA+ Equity Summit, and Focus Groups has been developed. With a more robust understanding of LGBTQIA+ history, unique issues, and needs, the Bureau of Human Resources (BHR), Bureau Directors, Equity Managers, and public-facing staff will be better equipped to serve, hire, and retain LGBTQIA+ community and staff members.

- Black Reparations Study Carryover (\$50,000): According to the Office, there will be a collaborative process with Mayor's Office on a local reparations study to pursue and improve initiatives that take a reparatory approach to confronting and dismantling structural and institutional racism. The Office notes that the process could take up to four or five months.

- Diverse and Empowered Employees of Portland (DEEP) Leadership Development Program (LDP) Carryover (\$90,000): The LDP launch is taking longer than anticipated due to planning capacity. DEEP has assembled a committee to re-imagine the LDP from the first pilot that only represented three affinity groups. This time the committee organizing the LDP has about 25 members that represents all 12 affinity groups. In addition, the group has been developing the curriculum, the application and process, the length and duration of trainings, the mentorship portion, and the RFP process to hire consultants. Although the LDP will not be an ongoing program due to limited volunteer hours and one-time funding from Mayor's Office, the Office is in discussion with BHR in the future to combine the LDP and the existing Path to Leadership Program.

- Position Savings to Offset Disability Program Consultant Decision Package (\$70,000): The position savings will help offset costs related to Decision Package 13155 – Disability Program Consultant approved in the FY 2022-23 budget.

- Anti-white Supremacy Training Carryover (\$9,500): The funding from current year underspending will cover the proposed Anti-white Supremacist Training proposal, a workshop assigned to be developed by the Office of Equity in a FY 2021-22 Council budget note.

CBO recommends the carryovers as submitted.

## GF Program Carryover

### Office of Government Relations | Program Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$60,000)	\$0	(\$60,000)

### CBO Analysis

This request will carryover \$60,000 of General Fund discretionary resources from FY 2021-22 into FY 2022-23. The resources represent plans to develop a new strategic plan and a new equity plan to be developed by the new bureau director once the position is hired. The bureau had previously submitted a \$60,000 carryover request in the FY 2020-21 Spring BMP to be expended in FY 2021-22 but decided to hold off due to leadership turnover. The bureau feels the need to develop a new strategic plan for at least two reasons: to integrate newly created programs since the development of their previous plan and to create performance measures that can better capture OGR's workload and commitment to diversity and equity.

CBO recommends this request as there are current year resources available to carry forward, noting unanticipated leadership turnover. OGR plans to expend these resources once a new director is in place, which will happen in the next Fiscal Year.

## GF Program Carryover

### Office of Management & Finance | BHR - Recruiter Carryforward

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$352,739)	\$0	(\$352,739)

#### CBO Analysis

This request is to carryover \$352,739 of current year General Fund appropriation for 2.0 limited term (LT) Human Resource Analyst II positions to support recruitment, selection, outreach, and consultation in the Bureau of Human Resources (BHR) in FY 2022-23. The Bureau received \$490,684 in one-time General Fund resources for 5.0 limited term positions in the FY 21-22 Fall BMP (3.0 LTE to provide Citywide recruitment support and 2.0 LTE to support the PPB). As of March 29, 2022, 3.0 of the 5.0 limited term recruiter positions have been hired. Of the 2.0 recruitment positions intended to support the Police Bureau with sworn and non-sworn recruitment, BHR has reassigned two existing staff to support this work. In addition to support from BHR, PPB is devoting internal resources to recruitment through reassignments of personnel. Currently, there are two officers assigned to police recruitment full time, attending job fairs, universities, and other recruitment events. A sergeant and captain also augment the team on a rotational basis.

The bureau also requested one-time resources in the FY 2022-23 Requested Budget to continue to support the 4.0 of the 5.0 LT positions added in the FY 21-22 Fall Supplemental Budget. CBO did not recommend BHR's FY 2022-23 request due to limited General Fund resources but recommended the bureau carryover current year underspending and resources to support the limited term recruitment positions.

As noted in CBO's FY 2021-22 Fall Supplemental Budget review, the five limited term positions added capacity to BHR after the bureau lost position authority for 2.0 FTE Senior Recruiters and a third non-recruitment related position in the FY 2021-22 Adopted Budget. The cuts were made in response to the Mayor's FY 2021-22 Budget Guidance. CBO notes that while the bureau lost position authority for three FTE, the FY 21-22 Adopted Budget included \$411,403 in ongoing General Fund resources to support critical initiatives and service delivery improvements at BHR. However, the bureau used this funding to address a multi-year budget gap that was highlighted in previous CBO budget reviews.

CBO recommends this request as it adheres to CBO's guidance that BHR carryover current year underspending and resources to support the limited term recruitment positions.

## GF Program Carryover

### Office of Management & Finance | BRFS - Clean Air Construction Carryforward

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$154,916)	\$0	(\$154,916)

#### CBO Analysis

BRFS requests \$154,916 of program carryforward for the Clean Air Construction (CAC) Program in the Procurement Services Division. The carryforward request is in accordance with section 3.C of the IGAs signed with partner agencies that states that \$30,000 of unused funds will be set aside in a "Rainy Day Fund" and any remaining amount in excess of \$30,000 will be carried over to the subsequent fiscal year for use on one-time Program activities. Due to complications precipitated by the COVID-19 pandemic, crucial front-end work necessary to ensure the CAC program's success has been delayed, resulting in less expenses anticipated for the current fiscal year. CBO recommends this carryover request because it is a contractual obligation laid out in the IGA. Although in the General Fund, the carryforward amount also contains funding that was originally from other jurisdictions.



## GF Program Carryover

### Office of Management & Finance | BRFS - Procurement Carryforward Fall BMP G&S FTE

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

#### CBO Analysis

This request is for an \$85,000 General Fund carry forward to fund a one-year limited-term procurement specialist in FY 2022-23. The original one-time funding of \$250,000 was allocated in the Fall BMP to support the creation of three limited term procurement specialists for approximately half a year. Given the lead time to classify and recruit for positions and the fact that a six-month offer has lessened appeal to candidates in the current labor market, the division has looked to deploy these resources in different ways to achieve the goal of accelerating the pace of Goods & Services (G&S) procurement. The division is requesting approval carry over funds for a one-year limited-term procurement specialist in order to retain a high-performing temp or summer intern at the end of their placement this coming summer. CBO recommends this carryover request as the funding will be used for the original purpose that it was allocated for and the funded position should have a positive impact on G&S procurement cycle times.

## GF Program Carryover

### Office of Management & Finance | BRFS - Procurement Carryforward for D&C

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$400,000)	\$0	(\$400,000)

#### CBO Analysis

BRFS requests to carry over \$400,000 in General Fund resources to offset the interagency charge associated with the Procurement Design & Construction team. The interagency cost allocation model using bureau contract data and future estimates resulted in a \$1.2 million increase to PBOT that the bureau has not matched (or agreed to fund) in FY 2022-23. OMF is submitting this request as one of a number of good faith efforts to encourage PBOT to match this interagency charge for service. OMF is requesting this package to offset the volatility of the FY 2022-23 interagency and commits to analyzing this service provision and cost allocation model to improve the funding mechanism for future budget cycles, or other actions depending on elected, executive, and bureau support.

PBOT's IA for Procurement Design & Construction (D&C) services is \$2,073,088, and the bureau has matched \$851,693, leaving \$1,221,395 unmatched. CBO believes that its role in this disagreement is not to weigh in on the benefits and drawbacks of the various models, but the office does encourage and recommend that all parties involved, i.e., Procurement and the customer bureaus, to not only come to an agreement on the model to be used, but also to commit to it. CBO believes that it is the responsibility of all parties involved, and not only Procurement, to develop policies and procedures that adequately and satisfactorily address different circumstances, including the drawdown of requested services by bureaus. In the event that the policies and procedures do not address an unforeseen circumstance, all parties should still commit to the model while actively working to improve it; a change to the model should not benefit only one particular bureau for one particular year.

CBO recommends this request as it is a good faith effort on the part of Procurement to encourage PBOT to match this interagency charge for service. However, CBO also recommends that a budget note be developed directing Procurement and the customer bureaus to come up with a funding allocation model that adequately and satisfactorily address the concerns of all parties involved before the budget development process for FY 2023-24 begins. Furthermore, CBO recommends that customer bureaus be required to communicate their dissatisfaction with rate charges, the funding model, policies, and/or procedures earlier in the process with Procurement.

It should be noted that this carryover request should not and cannot proceed without funding from the City's compensation set-aside and contingency for DCTU as requested by OMF during this Spring BMP. If funding from these personnel services set-asides are not provided, CBO does not recommend the carryover request because Procurement would then not have enough resources to cover current year expenditures. Please see CBO's recommendation on OMF's requests for compensation set-aside and DCTU contingency for more details.

## GF Program Carryover

### Office of Management & Finance | BRFS - Procurement Carryforward Social Equity Contracting

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$183,750)	\$0	(\$183,750)

#### CBO Analysis

During the Spring BMP of 2021, \$305,000 was set aside to support efforts to improve and expand the City's social equity in contracting programs and outcomes. Procurement is deploying these funds in the following ways: (1) \$100,000 is contracted with Equity in Results to facilitate the division and community partners in an anti-racist process of identifying true systemic root causes and crafting targeted policy to address them; (2) \$85,000 will fund a one-year Limited Term Analyst I position to continue recent division efforts to develop and implement new processes that increase BIPOC contractor utilization in Goods & Services procurement; (3) \$120,000 is currently unallocated. The amount requested for carryover is \$183,750, which represents nine months of the limited term analyst I (\$63,750) and the unallocated \$120,000. While \$120,000 of the \$183,750 requested to be carried has not been identified for a specific use, CBO is recommending this request because the bureau has indicated that the funds requested to be carried over will be used for the original purposes which they were initially appropriated for, i.e., to implement new processes and procedures to increase the percentage of goods and service contracts awarded to BIPOC-owned businesses and more generally, to support efforts to improve and expand the City's social equity in contracting programs and outcomes.

## GF Program Carryover

### Office of Management & Finance | CAO - 311 Program Carryforward

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

#### CBO Analysis

This request is to carryover \$250,000 of current year appropriation to fund a software system implementation (\$100,000) and the Call Center buildout (\$150,000) that was allocated on a one-time basis in the FY 21-22 Adopted Budget. Funding for these discrete projects is not included in OMF's FY 2022-23 Requested Budget. The efforts were intended to commence during the fiscal year but encountered delays. Both projects are expected to be completed in FY 2022-23.

CBO recommends this request as it adheres to carryover guidance for the General Fund, and it is a matter of timing for receipt of services included in the FY 2021-22 Adopted Budget.

## GF Program Carryover

### Office of Management & Finance | CAO - Bus Ops-Facilities Master Plan Carryover

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

#### CBO Analysis

This request is to carryover \$250,000 in General Fund underspending and resources for Phase 2b of the Long-Range Facilities Master Plan. Phase 2b is focused on space and location needs, and real-estate feasibility for multi-bureau shared facilities with an emphasis on maintenance, operations, community safety, and emergency response facilities. The Citywide Long-Range Facilities Plan is a three-phase comprehensive assessment of the facilities needed to support the delivery of City services over the next thirty years. The cost of the subsequent phases is undetermined, however, at the end of the multi-phase project, the city will have a comprehensive needs assessment of the City's current and future space needs, a Master Plan outlining how to address the needs, and an Implementation Plan.

CBO recommends this request as it adheres to CBO's guidance that OMF carryover current year underspending and resources to support the continuation of the Long-Range Facilities Master Plan.

## GF Program Carryover

### Office of Management & Finance | CAO - Bus Ops-Unified Comms Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$120,000)	\$0	(\$120,000)

#### CBO Analysis

This request is to carryover \$120,000 in General Fund underspending to support Citywide communications, including the creation and translation of content that improves access to government services and media and software subscriptions that are available across bureaus. This request builds upon the Unified Communications pilot that was launched in 2021 and is funded with American Rescue Plan resources. The pilot is staffed by two limited term positions and is guided by a Citywide steering committee. The request would utilize the existing Communications Team pilot team to allocate the additional resources to improve citywide communications.

CBO recommends this request as it adheres to CBO's guidance that OMF carryover current year underspending and resources to support the communications plan.

## GF Program Carryover

### Office of Management & Finance | CAO - CSD Carryforward Call Allocation and Staffing Study

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$600,000)	\$0	(\$600,000)

#### CBO Analysis

This request carries over \$600,000 of a combined \$700,000 in General Fund resources allocated to the Community Safety Division in FY 2021-22 for a Community Safety Strategic Plan and a consultant review of the police staffing model and re-appropriates the funds for an expanded Public Safety Service Provider Call Allocation Study (\$300,000) and a Public Safety Staffing Study (\$300,000). A separate carryover request was submitted for the Community Safety Strategic Plan using underspending from the bureau's significant vacancy savings (see decision package #13482 for details).

The purpose of the studies is to provide an assessment of the call types that are dispatched to public safety service providers and the modeling of the type and number of public safety providers that are needed, including alternative response service models, to respond to various call types. According to CSD, the Public Safety Staffing Study will also incorporate findings from the Fire Bureau's CityGate staffing study. The Community Safety Division anticipates that the request for proposals for the Public Safety Call Allocation and Staffing Study will post by the end of this fiscal year; however, the contract is not expected to be executed prior to July 1, 2022. Lastly, the studies are expected to be completed in the Fall of 2023 to inform the FY 2023-24 budget development process.

If successful, these studies, in conjunction with the completion of a Community Safety Strategic Plan (as outlined in the Bureau's FY 21-22 Spring BMP request #13482) will serve as essential inputs in the City's efforts to re-envision the public safety system, including defining the role of alternative response models. Together these requests, along with the other significant deliverables charged to CSD as outlined CBO's review of OMF's FY 2022-23 Requested Budget, represent a significant undertaking as they seek to address some of the most complex challenges facing community and public safety agencies locally and elsewhere. Thus, for this work to be completed in a timely and meaningful manner, CSD must work expeditiously to fill both the new and vacant positions that have been realigned to CSD from the public safety bureaus in previous budget cycles.

CBO recommends this request.

## GF Program Carryover

### Office of Management & Finance | CAO - CSD Carryforward Strategic Plan

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

#### CBO Analysis

This request is to carryover \$200,000 in General Fund underspending for a Comprehensive Community Safety Strategic Plan. The strategic plan will build upon bureau-specific plans that are in operation and will provide capacity for public safety bureaus that are operating without a strategic plan. CBO notes that the bureau received \$400,000 in the FY 2021-22 Adopted Budget for a community safety plan; however, the bureau is requesting to carryover \$300,000 of these resources for a Public Safety Provider Call Allocation Study (see DP #13430). Thus, funding for this request comes from underspending from the bureau's significant vacancy savings.

If successful, the Community Safety Strategic Plan in conjunction with Service Provider Call Allocation Study and a Staffing Study for all public safety bureaus decision package (as outlined in the Bureau's FY 21-22 Spring BMP request #13430) will serve as essential inputs in the City's efforts to re-envision the public safety system to establish a shared vision of what we want the police force to do, how we want them to do it, and the public safety outcomes we want the City's system to achieve. Together, these requests along with the other significant deliverables charged to CSD as outlined CBO's review of OMF's FY 2022-23 Requested Budget, represent a significant undertaking as they seek to address some of the most complex challenges facing community and public safety agencies locally and elsewhere. Thus, it is essential that the Community Safety Division fill the positions allocated to it in previous budget cycles to appropriately resource the development and completion of the Community Safety Strategic Plan.

CBO recommends this request as it adheres to CBO's guidance that OMF carryover current year underspending and resources to support the Community Safety Strategic Plan.



## GF Program Carryover

### Office of Management & Finance | CAO - Hearings Office Carryforward for Revenue Shortfall

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

#### CBO Analysis

This request is to carryover \$50,000 in General Fund resources to cover a projected revenue shortfall in FY 2022-23. The Hearings Office is funded with a mixture of General Funds and interagency resources from service level agreements which include Title 16 tow appeal hearing requests with bureaus that initiate tows on behalf of the City. Since the beginning of the pandemic, there have been fewer requests for appeal hearings to challenge vehicle tows which has impacted the Hearing's Office revenue. The request provides a one-time revenue replacement "bridge" until bureaus begin to increase parking enforcement efforts to previous levels.

CBO notes that it is unclear when, if ever, bureaus will return to towing vehicles to pre-pandemic levels as the City considers fine and fee equity in the context of its parking enforcement policies. Given this shift in policy, the one-time funding "bridge" does not address the Hearing Office's ongoing structural deficit caused by customer bureaus reduced service requests for tow appeal hearings. Thus, utilizing one-time funds to maintain a service level that customer bureaus no longer require is not the best use of limited General Fund resources.

For these reasons, CBO does not recommend the bureau's request for carryover funds to address the Office's projected revenue shortfall in FY 2022-23. If a revenue shortfall materializes next fiscal year, the Office can request General Fund resources in the FY 2022-23 Fall or Spring Supplemental Budget. CBO also recommends the inclusion of a budget note in the FY 2022-23 Adopted Budget that directs the Hearings Office, working in partnership with customer bureaus, to identify alternative service and funding models. The alternatives should include an option that reduces the Office's expenditures based on reduced service level requests for tow appeal hearings and potentially other services provided by the Office.

## GF Program Carryover

### Office of Management & Finance | IRP-Convert Fall BMP add to cash transfer

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$300,000)	\$0	(\$300,000)

#### CBO Analysis

This request carryovers \$300,000 of one-time General Fund resources allocated to the the Impact Reduction Program (IRP) for the Low Barriers to Employment Program in the FY 2021-22 Fall Supplemental Budget. The request converts the General Fund appropriation to a cash transfer to the Facilities Fund where IRP's budget resides. The \$300,000 appropriation is delayed as the Low Barriers to Employment Program, known as the Trash for Peace, is a small organization that is still building their program's capacity to expend the funds in FY 2022-23.

CBO recommends this request to convert the \$300,000 in General Fund resources to a cash transfer to the Facilities' Fund. CBO also recommends that IRP provide an update in the Fall BMP about how the resource are being utilized.

## GF Program Carryover

### Office of Management & Finance | IRP-Return General Fund approp-LT positions

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$197,000)	\$0	(\$197,000)

### CBO Analysis

This request is to extend two limited-term Coordinator II positions in the Impact Reduction Program that were funded in the FY 2021-22 Supplemental Fall BMP for another year.

CBO recommends this request as it adheres to CBO's guidance that OMF carryover current year underspending and resources to fund the two Coordinator II positions in FY 2022-23.

## GF Program Carryover

### Office of the City Attorney | Program Carryovers

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$300,000)	\$0	(\$300,000)

### CBO Analysis

This carryover reduces the bureau's current year external materials and services budget by \$300,000 to fund upgrades to its legal software application, expected to be purchased in FY 2022-23 after hiring technical support staff and pursuing an RFP. As the bureau is unable to encumber the funding before the end of the fiscal year and does not have sufficient funding for this project in its regular operating budget, CBO has previously recommended that the bureau be allowed to carry over this underspending in order to fund this technology project. Because of the need for the software upgrades to reduce service level impacts; the congruence between this request and the City's Financial Policy 2.03 on Financial Planning; and the bureau's active management of its budget to limit its need for General Fund policy set-aside contingency, CBO recommend this request.

## GF Program Carryover

### Office of the Mayor | Mayor-Admin Support Program Carryover

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

### CBO Analysis

This request is for a carryover of \$100,000 to support administrative services in the Mayor's Office. CBO recommends this request.

## GF Program Carryover

### Portland Bureau of Emergency Management | PBEM - Carryover for Grant Match

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

#### CBO Analysis

This request will carryover \$50,000 of General Fund discretionary resources from FY 2021-22 into FY 2022-23. The resources represent a required local grant match for a recently received award to develop an Earthquake Early Warning implementation plan for the City of Portland. The total value of the grant is \$150,000 and requires the City to have a match of \$50,000.

CBO recommends this request as there is current year resource to support local match obligations for the receipt of Federal or State grants. PBEM anticipates the final receipt of the grant award to occur in the new fiscal year, and due to the timing of the end of the current fiscal year the resource would need to be carried forward into FY 2022-23 to ensure the City meets its local funding obligation.

## GF Program Carryover

### Portland Bureau of Emergency Management | PBEM - Carryover for Technical Assistance to CBOs

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$150,000)	\$0	(\$150,000)

#### CBO Analysis

This request would carryover \$150,000 of General Fund resources from FY 2021-22 into FY 2022-23 to continue the support of Community Based Organizations (CBO) who do business with the City to receive technical support during the grant development and receipt processes. This initiative was initially resourced in the FY 2021-22 Fall Supplemental Budget Process and the bureau does not anticipate being able to fill the associated position by the end of the current fiscal year.

Approval of this carryover will allow PBEM to continue with the hiring process for the 1.0 FTE technical staff to support these Community Based Organizations, many of whom are likely to receive ARPA and other grant resources from the City.

CBO recommends this decision package as requested. The proposal is consistent with the Mayor's Spring BMP guidance to prioritize carryover for resources from the Fall BMP that are unable to be spent by the end of FY 2021-22.

## GF Program Carryover

### Portland Bureau of Emergency Management | PBEM - Carryover for The Community Resilience and Capacity Building Grant

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$300,000)	\$0	(\$300,000)

#### CBO Analysis

This request is to carryover \$300,000 of current year appropriations in PBEM for the support of frontline communities during COVID surges, and eventual recovery. The FY 2021-22 Fall Supplemental Budget Monitoring Process included additional resources for PBEM to continue supporting community recovery efforts for the COVID emergency. The funds in this carryover request will go towards resilience grants for frontline communities impacted, and failure to have these resources carried into FY 2022-23 would result in the cancellation of grants that have been promoted in the community.

CBO recommends this decision package as requested. The proposal is consistent with the Mayor's Spring BMP guidance to prioritize carryover for resources from the Fall BMP that are unable to be spent by the end of FY 2021-22.



## GF Program Carryover

### Portland Fire & Rescue | Fleet Carryover Funds

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	\$0	\$0	\$0

### CBO Analysis

This request would transfer resources from Fire's General Fund into its Capital Fund for new vehicle purchases that have been ordered but won't be encumbered or delivered until FY 2022-23 due to supply chain delays. This includes vehicles for Portland Street Response (\$244,000), Arson Investigations (\$30,000), and vehicle pool replacements (\$204,453). Portland Street Response has sufficient resources from its program budget to fund this carryover, which CBO recommends.

The other purchases would come from Fire's regular General Fund discretionary budget. Although PF&R is expected to overspend its budget due to overtime costs that are beyond the bureau's control, CBO is also recommending carryover of these resources consistent with prior analysis and recommendations supporting the bureau fully expending its budget for regular apparatus and equipment replacement, maintenance, and repair. This partially offsets the transfer PF&R is making from its external materials and services and capital budget in the current fiscal year to help cover overtime costs.

## GF Program Carryover

### Portland Housing Bureau | General Fund Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$750,000)	\$0	(\$750,000)

### CBO Analysis

This Housing Bureau decision package reflects a one-time General Fund carryover of \$150,000 for an inclusionary housing study and \$600,000 for the Manufactured Dwelling Relocation Program. CBO recommends this request, which carries over one-time funding to complete Council-approved projects in FY 2022-23.

## GF Program Carryover

### Portland Parks & Recreation | General Fund Program Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$1,500,000)	\$0	(\$1,500,000)

#### CBO Analysis

This package represents the entire amount of a one-time General Fund allocation submitted by Commissioner Rubio via amendment in the FY 2021-22 Fall Supplemental Budget. This package was designed to fund an exploration for interim solutions for the North Portland aquatics multi-year service interruption in light of the closure of Columbia Pool until further notice due to life-safety hazards for building occupants. The bureau notes that community engagement sessions to inform use of funding are planned for Spring 2022 with actual expenditure taking place in FY 2022-23. CBO Recommends this request.

## GF Program Carryover

### Portland Police Bureau | PPB - DOJ Body Worn Camera Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$2,650,000)	\$0	(\$2,650,000)

#### CBO Analysis

In the FY 2021-22 Fall BMP, the Bureau received \$2,650,000 in one-time funds to support the creation of a body worn camera program. On February 9, 2022, City Council passed Ordinance 190694 which approved several amendments to the existing DOJ Settlement Agreement. The amendments were added to address the DOJ's concerns regarding the City's compliance with the Settlement Agreement. One of the remedies requires the City to implement a Body Worn Camera program. Additionally, the bureau received authorization from Council in February 2022 to pursue a competitive solicitation for the program. As such, significant expenses are not expected to hit until FY 2022-23. Finally, CBO notes that the Police Bureau's FY 2022-23 Requested Budget reallocates \$694,603 in ongoing General Fund resources for 6.0 FTE (1.0 Information System Tech Analyst IV-Generalist and 5.0 Coordinator I-NE) to implement and support the Body Worn Camera (BWC) Program.

CBO recommends this request.

## GF Program Carryover

### Portland Police Bureau | PPB - PS3 Vehicle Purchases Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$192,823)	\$0	(\$192,823)

#### CBO Analysis

This package is for a \$192,823 carryover request to fund vehicles ordered by CityFleet for Public Safety Support Specialist (PS3s) Program. The bureau received ongoing funds in the FY 2021-22 Adopted budget to expand the PS3 Program by 10 FTE, with 12 more positions held in contingency. The program's budget used vacancy savings in the first half of the year towards the purchase of the vehicles needed for the additional PS3 positions. These vehicles were ordered by City Fleet, but due to delays in the global supply chain, they are not expected to be delivered (and therefore not expensed) within this fiscal year.

CBO recommends this request as it adheres to carryover guidance for the General Fund, and it is a matter of timing for receipt of services included in the FY 2021-22 Adopted Budget.

## GF Program Carryover

### Portland Police Bureau | PPB - Retire/Rehire Program Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$400,000)	\$0	\$0

#### CBO Analysis

This carryover request is for \$400,000 in General Fund resources allocated in the FY 2021-22 Fall Supplemental Budget to hire up to 25 retire/rehire officers to address current staffing shortages. This funding was intended to cover the additional benefit cost of each retire/rehire position with General Fund resources as the benefit cost of regular sworn positions are covered by FPDR.

To date, two officers have experienced interest, but no officers have signed onto the Retire/Rehire program. Given this, CBO does not recommend this request for carryover resources. However, the bureau can request additional resources in the FY 2022-23 Fall or Spring Supplemental Budget if the retire/rehire program generates interest and additional resources are needed to support the officers.

## GF Program Carryover

### Portland Police Bureau | PPB - Training Academy Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$756,000)	\$0	\$0

#### CBO Analysis

This carryover request is for \$756,000 in General Fund resources allocated in the FY 2021-22 Fall Supplemental Budget to develop a Basic Training Academy in the City of Portland for new officer recruits. This funding was intended to provide the Police Bureau with the capacity to train officers if the State's training academy could not accommodate the bureau's hiring needs due to pandemic related delays. As of the first week of March 2022, the bureau had hired 24 new police officers this fiscal year which the State's training academy has been able to accept into their training program.

CBO notes that the likelihood the Police Bureau will need to develop a Basic Training Academy depends on several internal and external factors that are difficult to predict. These factors include the Police Bureau's ability to increase hiring levels to forecasted levels, the number of jurisdictions that compete for training academy slots, and the State's ability to increase their training capacity to meet the Police Bureau's service level needs. Further, it remains unclear whether the State would approve a training academy administered by the Police Bureau or if additional requirements or resources would be needed to achieve the State's approval. Given these factors, CBO does not recommend this carryover request. However, the Police bureau can request additional resources in the FY 2022-23 Fall or Spring Supplemental Budget if the State's training academy is not able to meet the Police Bureau's training needs and underspending from vacancy savings is not sufficient to fund the program.

## GF Program Carryover

### Prosper Portland | Childcare Relief - Carryover

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

#### CBO Analysis

Prosper Portland received \$100,000 of one-time General Fund resources in the Fall BMP that is unlikely to be spent this year and is therefore requested to be completely carried over to FY 2022-23. Prosper states that there have been ongoing discussions led by Social Venture Partners and Multnomah County on navigator and project management functions, funding needed by the County to move this work forward, and the feasibility of Prosper Portland's role in this work other than contract manager. In addition, there are currently discussions taking place with the County on how to move this project forward. Scoping of the project will likely happen this summer, and at this point Prosper expects that the funds should be spent out before the end of FY 2022-23. CBO recommends this request to carry over one-time resources to complete the project.



## GF Program Carryover

### Prosper Portland | Equitable Development - Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$183,000)	\$0	(\$183,000)

#### CBO Analysis

Of the \$200,000 of General Fund resources allocated to Prosper Portland as one-time funding in the Fall BMP, Prosper expects to spend \$17,000 in the current year and is requesting to carry over \$183,000 into FY 2022-23.. The funding focuses on equity, affordability, and sustainability goals. Prosper states that the funding creates needed capacity within the agency to work with all bureaus to engage with large-scale public/private real estate projects outside of established TIF Districts. Prosper Portland will have these funds fully contracted by June and one month of the contract spent out by year end. The effort is expected to be completed by May of 2023. CBO recommends this request to carry over one-time resources to complete the project.

## GF Program Carryover

### Prosper Portland | Future of Central City - Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$150,000)	\$0	(\$150,000)

#### CBO Analysis

During the Fall BMP, \$200,000 of one-time General Fund resources were allocated to Prosper to undertake a full market, industry, building, and residential opportunity analysis to identify impactful strategies for an inclusive and vibrant Central City within the evolving paradigm of living and working in a post-pandemic world. Of the amount allocated, it is estimated that \$50,000 will be spent in the current year and \$150,000 will need to be carried over into FY 2022-23. Currently, Prosper Portland is contracting with EcoNW to work through the study and strategy piece. The community outreach portion of this work is still being scoped. Additional time is needed for qualitative analysis and engagement. When the effort will be completed depends on the scoping of the project that is expected to happen this summer, but spend out is estimated by January of 2023. CBO recommends this request to carry over one-time resources to complete the project.

## GF Program Carryover

### Prosper Portland | Inclusive Economic Development - Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$525,000)	\$0	(\$525,000)

#### CBO Analysis

Of the \$750,000 allocated to Prosper Portland as one-time funding in the Fall BMP, it is estimated that \$525,000 will need to be carried over into FY 2022-23. Prosper Portland staff and external stakeholders are currently evaluating proposals submitted from consulting teams for the development of the strategy. The Steering Committee will kick off in early April and meet over the following six to nine months. Roundtables and focus groups, as well as communications outreach, will occur throughout this process. A draft is expected to go in front of City Council for consideration in October of 2022, and there will likely be stakeholder follow up afterward, but funding should be spent out by the end of December. CBO recommends this request as requested as the carried over funds will be used for the purpose for which they were originally intended.

## GF Program Carryover

### Prosper Portland | Neighborhood District - Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$150,000)	\$0	(\$150,000)

#### CBO Analysis

During the Fall BMP, \$200,000 of one-time General Fund resources were allocated to Prosper to identify actionable insights for commercial corridors and business districts, with a market survey of the needs and opportunities to identify city-wide strategies for equitable and sustainable commercial corridor and business district development. Of the amount allocated, it is estimated that \$50,000 will be spent in the current fiscal year and \$150,000 will need to be carried over into FY 2022-23. Currently, Prosper Portland is contracting with EcoNW to work through the study and strategy piece. The community outreach portion of this work is still being scoped. Additional time is needed for qualitative analysis and engagement. When the effort will be completed depends on the scoping of the project that is expected to happen this summer, but spend out is estimated by January of 2023. CBO recommends this request to carry over one-time resources to complete the project.

## GF Program Carryover

### Special Appropriations | City Arts Program Carryover - Spring BMP

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$150,000)	\$0	(\$150,000)

#### CBO Analysis

This request would carry over \$150,000 for a cultural planning project reviewing who is receiving, benefiting from, and represented by the City Arts Program, and where there are gaps. This work will be carried out by a consultant currently being selected through a competitive process. Due to procurement delays, the contract is not expected to be finalized until July. CBO recommends this carryover, as it funds a one-time project that does not have an ongoing funding source.

## GF Program Carryover

### Special Appropriations | PCCEP Program Carryover - Spring BMP 2022

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$170,000)	\$0	(\$170,000)

#### CBO Analysis

This request would carry over anticipated underspending in the Portland Committee on Community Engaged Policing (PCCEP) driven primarily by current year vacancy savings. The program is proposing to use those resources in FY 2022-23 for professional facilitation (\$90,000), interpretation (\$20,000), meeting live streaming (\$10,000), office relocation costs (\$10,000) and contracts with community-based organizations for outreach work as requested by committee members (\$40,000).

PCCEP is currently undergoing transition, with both permanent staff positions vacant and the program's office lease up at the end of the current fiscal year. Although PCCEP has an ongoing budget of \$1.0 million and has underspent its allocation by just over \$130,000 for the last two years, CBO is recommending the carryover with the understanding that there is uncertainty about expenditures in FY 2022-23. As some of these costs would potentially be ongoing, CBO recommends that the program provide an update about projected FY 2022-23 and future costs as part of the Fall Budget Monitoring Process in order to assist with budget planning.

## GF Program Carryover

### Special Appropriations | Permit Process Improvement Carryover

General Fund Request	Requested	CBO Adjustments	Recommended
General Fund Discretionary	(\$70,000)	\$0	(\$70,000)

### CBO Analysis

The FY 2021-22 Adopted Budget included \$300,000 for two limited term positions to work on high-priority projects. It was decided by OMF and Commissioner Ryan's Office that these positions would instead be housed in Special Appropriations and report to the Commissioner directly. One of those positions was ultimately funded by American Rescue Plan Act dollars. The \$300,000 in General Fund resources were moved to Special Appropriations for development services permit process improvement coordination, as the estimated cost for that position was notably higher than estimated. As noted in the Fall Supplemental Budget, the intent was to request carryover of unspent funds into the next fiscal year to complete the project.

This decision package represents the estimated underspending remaining from the original allocation. CBO recommends this carryover, but notes that it will not be sufficient to continue funding the existing position for a full fiscal year. There is an additional request for new resources in FY 2022-23 budget development to expand support for this project.