



City of Portland

Office for Community Technology

▲ Broadband & Communications Policy

▲ Cable Regulation & Consumer Protection

▲ Utility Franchises, Licenses & Wireless

Carmen Rubio, Commissioner
Office: 120 SW 5th Ave, Suite 405
Portland, OR 97207-0745
Tel: 503-823-5385

March 17, 2022

TO: Jane Marie Ford, Financial Analyst III, City Budget Office
FROM: Elisabeth Perez, Director
RE: Office for Community Technology FY 2021-22 Spring BMP Submission

Please accept the Office for Community Technology's submittal for the FY 2021-22 Spring Budget Monitoring Process.

This submission includes:

- Business Area Projections Report
- F4 Budget Amendment Request Report
 - General Fund Program Carryover – Comcast Internet Essentials Sponsored Service
 - MHCRC Program Carryover – CBG Communications for Comcast Franchise Renewal
 - MHCRC Program Carryover – Pacific Research and Evaluation for Evaluation Services on MHCRC Public Education Grants
 - MHCRC Program Carryover – Ashpaugh and Sulco for CPA Services for Franchise Renewals
 - Other Adjustments – Expected Increases for IMS: Information Technology Services

Please contact Elisabeth Perez if you have any questions or concerns.

Cc: Rebecca Gibbons, OCT Strategic Initiatives Manager
Michael Wong, OCT Finance Manager

Phone 503-823-5385 ▪ Fax 503-823-5370 ▪ TTY 503-823-6868 ▪ www.portlandoregon.gov/OCT

*An Equal Opportunity Employer
To help ensure access to program, services and activities,
the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary
aids/services to persons with disabilities upon request.*



Business Area Projection Report

Office for Community Technology - Fund 100

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$1,992,991	\$115,116	\$1,733,096	87%
Internal Materials and Services	\$206,596	\$129,111	\$206,596	100%
Personnel	\$1,712,852	\$1,099,300	\$1,873,136	109%
Sum:	\$3,912,439	\$1,343,527	\$3,812,828	97%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	\$2,866,381	\$0	\$2,766,770	97%
Intergovernmental	\$1,046,058	\$0	\$1,046,058	100%
Sum:	\$3,912,439	\$0	\$3,812,828	97%

Revenue Discussion

All current revenue is in-line with budget assumptions based on the number of subscribers and right-of-way fees.

Revenue Risks

The Office is largely General Fund and risks will track Citywide risks associated with that funding stream. Intergovernmental revenues associated with the MHCRC program have no noteworthy risks in the current fiscal year, although analysis of the cable franchise fee activity that these revenues are derived from is expected to decline in future fiscal years. Specific impacts are indeterminate at this time.

Expenditure Discussion

Due to changes in prioritization, the bureau shifted their focus and the priorities of staff towards ARPA related programs causing an underrun in the original expenditures and need for General Fund program carryover requests.

Expenditure Risks

No other risks to report.

Other Notes

CB - Office for Community Technology DP Type GF Program Carryover**Request Name: 13518 -Comcast Internet Essentials Sponsored Service****Package Description**

This request is for \$9,685 encumbered and unspent from the contract was executed in June 2020 for \$19,000. The contract provides over a year of free Comcast Internet Essentials service payment assistance to just over 100 Portland households, many of them with Portland Public Schools students. The contract expires 12/31/22.

Service Impacts

This request is for contract activity related to the ongoing effort to address the needs and interests of the community. The carryover will support a reduction in the digital divide within the community.

Equity Impacts

Having access to, and the ability to effectively use communications technologies is essential for participation in the economy/workforce, education system, and community/civic life. This request continues the work to achieve equitable outcomes and access for the community.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-9,685
Expense	Sum:	-9,685

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-9,685
Revenue	Sum:	-9,685

CB - Office for Community Technology DP Type GF Program Carryover**Request Name: 13522 -CBG Communications Comcast Franchise Renewal****Package Description**

This request is for \$107,000 encumbered and unspent from the contract executed in February of 2021 for \$55,020 and amended to add \$120,000. The negotiations for a cable franchise agreement with Comcast are set to continue through end of 2022. The MHCRC has included funds in the FY 21-22 budget but will need the additional encumbered funds to complete the negotiations

Service Impacts

This request is for legal advisement on negotiations with cable franchise agreements that have a direct impact in determining the future funding availability to support the needs and interests of the community and stakeholders

Equity Impacts

This request continues the work to achieve equitable outcomes and access for the community through the ability to fund future programmatic work on behalf of the community.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-107,000
Expense	Sum:	-107,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-69,550
	Intergovernmental	-37,450
Revenue	Sum:	-107,000

CB - Office for Community Technology DP Type GF Program Carryover**Request Name: 13527 -Pacific Research Evaluation - Evaluation Services for MHCRC****Package Description**

General Fund program carryover request for \$45,000 encumbered and unspent from the contract executed in June of 2015. Pacific Research and Evaluation provides specialty evaluation services for the outcomes of MHCRC grants in public education allowing the staff and MHCRC committee to decipher on future grant opportunities and risks. The General Fund carryover request is in anticipation of the work to be continued into FY2022-23, that was originally expected to take place in FY2021-22.

Service Impacts

This request is for continued evaluation on the effectiveness of MHCRC grants in public education, this work allows staff and the MHCRC to maximize the effectiveness of previous and existing grants on the education of the individuals with the community.

Equity Impacts

Having access to, and the ability to effectively use all technologies is essential for participation in the education system. The request continues the work to achieve higher outcomes for the improvement of education systems within the community.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-45,000
Expense	Sum:	-45,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-29,250
	Intergovernmental	-15,750
Revenue	Sum:	-45,000

CB - Office for Community Technology**DP Type****Other Adjustments****Request Name: 13528 -IMS Adjustments****Package Description**

Adjustment based on OMF projection of IMS costs.

Service Impacts

No service impacts to report.

Equity Impacts

No equity impacts to report.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-5,000
	Internal Materials and Services	5,000
Expense	Sum:	0

CB - Office for Community Technology DP Type GF Program Carryover
Request Name: 13530 -Ashpaugh & Sulco - CPA Services Franchise Renewals
Package Description

This request is for \$9,000 encumbered and unspent from the contract executed in October 2017 for \$10,000. Ashpaugh & Sulco provides CPA services for MHCRC franchise renewals and will be required in the future fiscal year.

Service Impacts

This request is for financial services directly impacting future funding opportunities as a part in the interests of community members and stakeholders

Equity Impacts

This request continues the work to achieve equitable outcomes and access for the community.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-9,000
Expense	Sum:	-9,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-5,850
	Intergovernmental	-3,150
Revenue	Sum:	-9,000

Bureau	Fiscal Year	Budget Process	Package Type	DP No.	Package Name	Package Desc	Allocation	Update
CB	2022	Adopted Budget	Addition	11450	Add 1.0 Financial Analyst FTE	<p><i>In September 2018, Council voted to make the Office for Community Technology a stand-alone bureau, removing it from the Revenue Division in OMF. With the move, OCT lost the administrative support services provided by OMF. A director and a financial analyst position were initially recommended to support the bureau. Only a director-level position (Manager II) was funded at the time of the move. OCT has a temporary, two-year position and requests the funding to convert the 1.0 FTE position from a temporary position to a regular position. A financial analyst is needed to serve as the bureau's finance, administrative and budget manager, directing the bureau's annual budget development and monitoring processes and other financial roles for the bureau. This position is the bureau's only financial analyst.</i></p> <p><i>The position is funded jointly through the General Fund and through the MHCRC Special Appropriation and Compliance Funds. Approval of this package would allow for an additional \$75,892 to be used to fund digital inclusion efforts.</i></p>	\$0	Implemented as adopted
CB	2022	Adopted Budget	Addition	11830	Digital Inclusion Fund for Community and Small Business Support	<p><i>Ongoing funding of \$250,000 in General Fund resources for Digital Inclusion Fund work intended to support small business community (30%) and to support digital inclusion work for individuals and more generally (70%).</i></p>	\$250,000	<p>In progress. This fund is designed to support initiatives that center community and accelerate digital inclusion efforts in for community members (70%) and small businesses (30%).</p> <p>The Digital Navigators can be volunteers or staff at a community-based organization who help individuals find an affordable, reliable internet connection, learn to use digital devices, apply for jobs, access government benefits for food, rent, childcare, using Zoom, email, and social media, and more. They work with each individual to provide on-demand, customized support. Community listening sessions are underway and the application will be live in the coming</p>

Bureau	Fiscal Year	Budget Process	Package Type	DP No.	Package Name	Package Desc	Allocation	Update
CB	2022	Fall BMP	Encumbrance Carryover	12674	Encumbrance Carryforward	<p><i>The Office requests the following encumbrances carry forward:</i></p> <p><i>Cable Comcast Communications</i> <i>This request is for \$18,353 encumbered and unspent from the contract was executed in June 2020 for \$19,000. The contract provides 12 months of Comcast Internet Essentials services to Portland residents and Portland Public Schools families who qualify. Continuation of this contract allows OCT to provide uninterrupted low-cost internet service to about 100 households through December 31, 2022.</i></p> <p><i>F Conrad Hurdle LLC</i> <i>This request is for \$6,600 encumbered and unspent from the contract executed in June of 2019 for \$17,150. The project plan for this work was designed to support an inclusive vetting process with a broad array of community stakeholders that include Digital Inclusion Network members and leaders from community-based organizations, local governments, businesses, schools, libraries, etc. that work directly with BIPOC residents. The contract is extended to December 31, 2021 to complete the project and make adjustments due changes adopted to ensure safety in response to COVID-19.</i></p> <p><i>CBG Communications Comcast Franchise Renewal</i> <i>This request is for \$37,582 encumbered and unspent from the contract executed in February of 2021 for \$55,020. The negotiations for a cable franchise agreement with Comcast are set to continue through early 2022. The MHCRC has included funds in the FY 21-22 budget but need the additional encumbered funds to complete the negotiations.</i></p> <p><i>Speer Hoyt/LGLG</i> <i>This request is for \$132,883 encumbered and unspent from the contract executed in October of 2018 for \$150,000. Negotiations with cable companies this fiscal year and possible updates to the MHCRC Intergovernmental agreement will require higher than anticipated legal services. This is the general legal counsel for the MHCRC.</i></p> <p><i>Best, Best, & Krieger</i> <i>This request is for \$14,537 encumbered and unspent from the contract executed in September of 2018 for \$120,000. BBK provides specialty</i></p>	\$209,355	Implemented as adopted
CB	2022	Fall BMP	New GF Request	12675	OCT Assessment	<p><i>OCT intends to conduct comprehensive review of the City of Portland utility management (right-of-way license and franchise authority, including cable, privilege taxes and utility license fees, and the corresponding compliance and auditing), city owned fiber and technology infrastructure, and digital equity and community facing technologies, programs and policies to assess the best city structure to grant authority to ROW users and best meet the technology needs of the community. This is not a review of OCT though the continuing instability of OCT is the impetus for the review.</i></p> <p><i>Total: \$20,000 one-time</i></p>	\$40,000	In Progress. A final scope of work has been finalized and will be put out for bid in the coming weeks. Work is expected to finish in this fiscal year.
CB	2022	Fall BMP	New GF Request	12676	Community Engagement and Legislative Specialist	<p><i>The Office for Community Technology is a small bureau that has struggled to stay in compliance of city-wide requirements and requests regarding equity plans, budget advisory committees, and general community engagement due to the size of the bureau and breadth of program and policy demands. The Office and the City of Portland would benefit from the addition of 1 dedicated FTE to ensure OCT has the capacity to create a community informed and focused racial equity plan, budget advisory committee, and follows general best practice in community informed and lead policy.</i></p>	\$88,868	Implemented as adopted