



## Bureau of Planning and Sustainability

Innovation. Collaboration. Practical Solutions.

# M E M O

March 17, 2022

**To:** City Budget Office

**From:** Andrea Durbin, Director

**Subject:** Spring BMP — Bureau of Planning and Sustainability

---

With this memo, I am conveying the FY 2021-22 Spring BMP submittal for the Bureau of Planning and Sustainability, the Solid Waste Management Fund, the Community Solar Fund, and the Portland Clean Energy Community Benefits Fund.

As per the Mayor's guidance, BPS' requests are focused on completing one-time projects along with technical adjustments to our current year budget and include requests for carryover to continue council directives related to the Climate Emergency and Historic Resource Preservation.

BPS' add requests for this Spring BMP include:

- \$503,000 through program carryover for the Clean Industry Hub that council funded in FY 21-22 Fall BMP. Delays in contracting have slowed this project.
- \$300,000 carryover request to partially replace requested funding for the Climate Emergency package in FY 22-23 Decision Package 12993. This Decision Package follows the City's adopted climate goals by adding needed capacity to implement the Council Adopted Climate Emergency Declaration in two key areas: decarbonizing the grid and decarbonizing the transportation systems.
- \$276,680 carryover request to partially replace requested funding for the Climate Resiliency package in FY 22-23 Decision Package 12991. This Decision Package will guarantee staffing capacity to continue the Floodplain Resiliency Plan.
- \$90,000 carryover request to fully replace requested funding for the Equitable Historic Preservation package in FY 22-23 Decision Package 13092. This work follows city council's adoption of the Historic Resources Code Project in January 2022.



- \$234,236 Compensation Set Aside and Contingency requests (\$154,777 from General Fund Compensation set-aside, \$79,459 from General Fund Contingency) to cover bureau non-merit, DCTU/PPA COLA and 1x current year recently bargained expenses.

We are also making minor technical adjustments amounting to \$153,111 in General Fund to appropriately resource existing programs and requesting a transfer of \$40,000 to the Bureau of Transportation for a historic blocks reclamation project.

Thank you.

---

**PN - Bureau of Planning & Sustainability      DP Type      Technical Adjustments**

**Request Name: 13506 -Technical Adjustments**

**Package Description**

BPS requests to reallocate about \$96,000 in professional services to consolidate EMS spending in multiple Planning programs. This allows planning managers to more easily track and coordinate spending near the end of the year.

BPS also requests to reallocate bureau overhead to appropriate program and balance overhead account.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	7,261
	Internal Materials and Services	-7,261
Expense	Sum:	0

**PN - Bureau of Planning & Sustainability      DP Type      GF Program Carryover**

**Request Name: 13508 -Clean Industry Hub**

**Package Description**

In the Fall Bump process, City Council allocated this funding to launch a clean industry hub study and hire a coordinator to manage this process, oversee the study process and work with stakeholders. Due to a delay in processing with procurement, the RFP for the study is not expected to be completed until July. We have hired a coordinator for this work, but the start date is later now because of the procurement delays. We are seeking to carrying over these allocated funds into FY 22-23 so that we can implement the clean industry hub study then.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-315,000
	Personnel	-188,000
<b>Expense</b>	<b>Sum:</b>	<b>-503,000</b>

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-503,000
<b>Revenue</b>	<b>Sum:</b>	<b>-503,000</b>

**PN - Bureau of Planning & Sustainability**

**DP Type**

**GF Program Carryover**

**Request Name:** 13509 -Floodplain

**Package Description**

Due to an unusually high level of staff turnover, and slower recruitment and procurement timelines this year, we have accumulated salary savings that we will be unable to spend before July. We propose to move \$276,680 from the FY 21-22 Planning and Urban Design personnel budget forward to the FY 22-23 budget. This can replace requested funding for one of the three staff positions in FY 22-23 Decision Package 12991, and reduce the requested amount of that DP by the amount of this carryover. This will secure funding for the existing Environmental Planner II position that is part of that decision package, which supports the completion of the one-time Floodplain Resilience Plan and the identified follow-up work plan in 2022-24.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	-276,680
Expense	Sum:	-276,680

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-276,680
Revenue	Sum:	-276,680

**PN - Bureau of Planning & Sustainability      DP Type      GF Program Carryover**

**Request Name: 13533 -Equitable Historic Preservation**

**Package Description**

Due to an unusually high level of staff turnover, and slower recruitment and procurement timelines this year, we have accumulated materials and services budget savings that we will be unable to spend before July. This request would replace requested funding for the Equitable Historic Preservation package in FY 22-23 Decision Package 13092.

The package will expand BPS' Planning Program capacity to advance equitable historic preservation projects that respond to public testimony submitted to City Council during the adoption of the Historic Resources Code Project. These projects elevate and protect the historic significance of under-represented histories through landmark designations.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-90,000
	Personnel	0
<b>Expense</b>	<b>Sum:</b>	<b>-90,000</b>

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-90,000
<b>Revenue</b>	<b>Sum:</b>	<b>-90,000</b>

**PN - Bureau of Planning & Sustainability      DP Type      Internal Transfer**

**Request Name:** 13547 -Belgian Blocks Reclamation Project

**Package Description**

Belgian blocks are a designated historic resource. There is a cache of blocks that have been stored at an unsecured location at Chimney Park. With this funding PBOT will remove the blocks, clean and sort, and store the blocks at Sunderland Yard (a secure location) for use in future projects such as the landings at the Earl Blumenauer Bridge.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-40,000
Expense	<b>Sum:</b>	<b>-40,000</b>

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-40,000
Revenue	<b>Sum:</b>	<b>-40,000</b>

**PN - Bureau of Planning & Sustainability      DP Type      Compensation Set-Aside**

**Request Name: 13548 -Compensation Set-Aside**

**Package Description**

BPS requests \$154,777 from General Fund Compensation set-aside resources to cover bureau healthcare increases/non-represented COLA expenses.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	154,777
Expense	Sum:	154,777

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	154,777
Revenue	Sum:	154,777



**PN - Bureau of Planning & Sustainability      DP Type      Contingency**

**Request Name: 13550 -Contingency**

**Package Description**

BPS requests \$79,459 from General Fund Contingency to cover bureau non-rep merit, DCTU/PPA COLA and any 1x current year recently bargained expense.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	79,459
Expense	Sum:	79,459

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	79,459
Revenue	Sum:	79,459

**PN - Bureau of Planning & Sustainability      DP Type      GF Program Carryover**

**Request Name: 13551 -Climate Emergency**

**Package Description**

This request would partially replace requested funding for the Climate Emergency package in FY 22-23 Decision Package 12993. City Council's priorities include economic recovery while adopting a more sustainable and resilient way of life. A durable economic recovery includes rapidly shifting away from a reliance on fossil fuels and reducing carbon emissions for a more resilient community. Additionally, the Mayor's budget guidance includes compliance with the City's adopted climate goals. This Decision Package follows the City's adopted climate goals by adding needed capacity to implement the Council Adopted Climate Emergency Declaration in two key areas: decarbonizing the grid and decarbonizing the transportation systems. Supporting this decision package will help put Portland on a path to meeting the Council-adopted 2030 carbon reduction goals.

**Service Impacts**

**Equity Impacts**

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	-300,000
<b>Expense</b>	<b>Sum:</b>	<b>-300,000</b>

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-300,000
<b>Revenue</b>	<b>Sum:</b>	<b>-300,000</b>

# Business Area Projection Report

## Bureau of Planning & Sustainability - 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	\$2,283,940	\$682,681	\$2,283,940	100%
Internal Materials and Services	\$410,468	\$1,128,226	\$410,468	100%
Personnel	\$8,899,291	\$5,550,452	\$8,899,291	100%
<b>Sum:</b>	<b>\$11,593,699</b>	<b>\$7,361,359</b>	<b>\$11,593,699</b>	<b>100%</b>

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	\$10,388,820	\$0	\$10,388,820	100%
General Fund Overhead	\$783,610	\$0	\$783,610	100%
Interagency Revenue	\$421,269	\$190,599	\$421,269	100%
Miscellaneous	\$0	\$240	\$0	
<b>Sum:</b>	<b>\$11,593,699</b>	<b>\$190,839</b>	<b>\$11,593,699</b>	<b>100%</b>

### Revenue Discussion

BPS requests carryover of approximately \$1,170,000 from the General Fund discretionary resource to continue Floodplain Regulations (\$503,000) funded in 2021-22 and fund Climate Emergency (\$300,000), Clean Industry Hub Study (\$276,780) and Equitable Historic Preservation (\$90,000) of decision packages requested in FY 2022-23. The bureau also requests from General Fund comp set-aside and contingency resources to fund healthcare increases/non-represented COLA, bureau non-rep merit, DCTU/PPA COLA and any 1x current year recently bargained expense.

BPS anticipates to fully collect the bureau-to-bureau interagency revenues with BES, PBOT, and City Energy Saving partner bureaus.

### Revenue Risks

### Expenditure Discussion

BPS forecasts to fully spend its budget except \$1,170,000 in program carryover requests listed above. In addition, the bureau has requested to fund the Belgian Blocks Reclamation project (\$40,000) thru PBOT and reallocate contract and bureau overhead budgets to appropriate budget programs. These General Fund program carryover and budget adjustment requests are included in this BMP.

### Expenditure Risks

### Other Notes

# Business Area Projection Report

---

## Bureau of Planning & Sustainability - Fund 224

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Ending Fund Balance	\$97,200	\$0	\$96,326	99%
<b>Sum:</b>	<b>\$97,200</b>	<b>\$0</b>	<b>\$96,326</b>	<b>99%</b>

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$88,799	\$0	\$87,925	99%
Miscellaneous	\$8,401	\$4,781	\$8,401	100%
<b>Sum:</b>	<b>\$97,200</b>	<b>\$4,781</b>	<b>\$96,326</b>	<b>99%</b>

---

### Revenue Discussion

The Community Solar Fund accounts for expenses and revenues associated with the installation of solar electric systems on community buildings. The accrued revenue is used to install new, small-scale solar electric systems on community building. The fund receives revenue from the electric utility companies in the form of a 15-year stream of incentive payments based on the energy produced from each solar energy system.

---

### Revenue Risks

---

### Expenditure Discussion

---

### Expenditure Risks

---

### Other Notes

---

# Business Area Projection Report

## Bureau of Planning & Sustainability - Fund 229

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$72,746,673	\$0	\$0	0%
Ending Fund Balance	\$96,281,970	\$0	\$207,014,979	215%
External Materials and Services	\$61,512,095	\$530,759	\$61,512,095	100%
Internal Materials and Services	\$2,371,740	\$343,529	\$2,338,858	99%
Personnel	\$1,865,953	\$1,017,911	\$1,745,775	94%
<b>Sum:</b>	<b>\$234,778,431</b>	<b>\$1,892,200</b>	<b>\$272,611,707</b>	<b>116%</b>

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$182,667,881	\$0	\$182,430,729	100%
Miscellaneous	\$110,550	\$495,482	\$339,204	307%
Taxes	\$52,000,000	\$62,215,599	\$89,841,774	173%
<b>Sum:</b>	<b>\$234,778,431</b>	<b>\$62,711,081</b>	<b>\$272,611,707</b>	<b>116%</b>

### Revenue Discussion

The Portland Clean Energy Community Benefits Initiative is the result of Ballot Measure 26-201 that was passed by Portland voters in November 2018. The Portland Clean Energy Community Benefits Fund represents an estimated \$80 million to \$90 million in new annual revenue for clean energy and clean energy jobs in Portland, with a focus on benefitting low-income residents and communities of color. The initiative will provide grants from the fund to qualified nonprofit organizations carrying out programs to deliver on the goals of the measure.

### Revenue Risks

### Expenditure Discussion

Personal Services will be underspent due to a longer-than-usual hiring processes. External Materials and Services will also be underspent, caused by the team not being fully staffed to spend contracted work. Delays in grantmaking due to modifications in the grant review process will result in grant awards being executed later than expected at the start of the next fiscal year. PCEF plans to encumber grants totaling \$26.7 million by year-end with funds expensed over time based on grant duration. In addition, PCEF plans to request \$33.6 million in fund program carryover thru Fall BMP.

### Expenditure Risks

### Other Notes

# Business Area Projection Report

## Bureau of Planning & Sustainability - Fund 605

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$183,005	\$0	\$0	
Debt Service	\$83,092	\$2,971	\$83,092	100%
Ending Fund Balance	\$4,498,997	\$0	\$5,506,088	122%
External Materials and Services	\$3,328,205	\$1,291,410	\$3,128,205	94%
Fund Transfers - Expense	\$1,201,368	\$463,013	\$1,201,368	100%
Internal Materials and Services	\$1,816,995	\$364,881	\$1,616,995	89%
Personnel	\$2,650,053	\$1,332,314	\$2,050,053	77%
<b>Sum:</b>	<b>\$13,761,715</b>	<b>\$3,454,589</b>	<b>\$13,585,801</b>	<b>99%</b>

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$6,004,250	\$0	\$6,004,250	100%
Charges for Services	\$4,091,749	\$1,902,481	\$3,915,835	96%
Interagency Revenue	\$5,000	\$1,898	\$5,000	100%
Licenses & Permits	\$3,619,551	\$1,859,964	\$3,619,551	100%
Miscellaneous	\$41,165	\$18,828	\$41,165	100%
<b>Sum:</b>	<b>\$13,761,715</b>	<b>\$3,783,172</b>	<b>\$13,585,801</b>	<b>99%</b>

### Revenue Discussion

Both residential franchise and commercial tonnages fees are scheduled to be fully collected in FY2021-22.

### Revenue Risks

### Expenditure Discussion

BPS anticipates about \$1 million in expenditure savings/reductions in Personal Service and Materials and Services budgets, mainly from vacancy savings, delays in contracting in procurement, and reduction in P&D.

For contracts procured, but not invoiced by year-end, BPS would request encumbrance carryover in Fall BMP to carryover the budget.

### Expenditure Risks

### Other Notes