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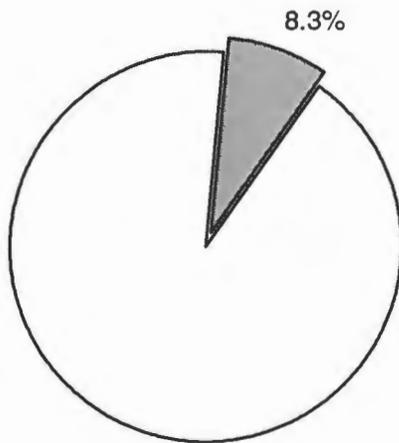
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Transportation and Parking

Office of Transportation

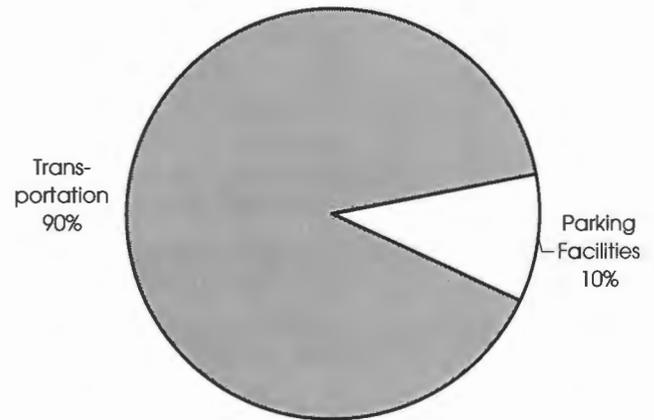
Percent of City Budget

Transportation and Parking = \$139.5 Million



City Budget = \$1.68 Billion

Bureau Pie Chart



Service Area Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	72,593,190	74,863,013	2,269,823	-1.4%
Capital	64,916,825	49,885,300	-15,031,525	-26.5%
Allocated Overhead Costs	3,048,945	3,249,914	200,969	1.9%
Total Cost with Allocated Overhead	\$ 140,558,960	\$ 127,998,227	\$ -12,560,733	-12.9%
Authorized Full-Time Positions	714	713	-1	-4.5%

Note: Per capita change values are adjusted for inflation and population growth.

Note: The table shows direct operating and capital costs for bureaus within the service area. The pie charts reflect bureau and fund costs in the service area, including the full allocation of centralized expenditures, for example health insurance reserves.

Service Area Highlights

DESCRIPTION

The Transportation and Parking Service Area includes those funds and bureaus that plan, build, manage, maintain, and facilitate an effective and safe transportation system and provide access and mobility throughout the City.

The service area includes one bureau, the Office of Transportation, and its related funds, the Transportation Operating Fund, the Transportation Reserve Fund, and the Gas Tax Bond Redemption Fund.

The service area also includes several parking funds which are managed by the Bureau of General Services. There is one operating fund, the Parking Facilities Fund, which accounts for the operation and maintenance of six of the seven City owned parking garages in downtown Portland (the Smart Park system). The six locations are Third and Alder (Morrison Park East), 10th and Yamhill (Morrison Park West), 4th and Yamhill, Naito (or Front) and Davis (Old Town), O'Bryant Square, and 1st and Jefferson.

In addition to the Parking Facilities Fund, there are four bond redemption funds, managed by the Bureau of Financial Management, that account for the fee revenues and debt service for the construction of four of the Smart Park garages: Morrison Park East, Morrison Park West, 4th and Yamhill, and Old Town.

MAJOR THEMES

The Office of Transportation

Budget Deficit

In FY 2000-01, Portland Transportation faces a funding deficit of \$4.4 million, which results from the combined effects of age, usage, increasing size, decreasing purchasing power, and declining revenues.

Balancing the Budget

Portland Transportation balanced its FY 2000-01 Adopted Budget at \$125 million with the following:

- ◆ \$2.2 million in one-time savings from a reduction in Portland Transportation's contingency appropriation (\$1 million), and a reduction in year-end carryover (\$1.2 million)
- ◆ \$418,000 in additional revenues from the Bureau of Environmental Services
- ◆ \$1.8 million of operating and CIP reductions

General Fund Support

The FY 2000-01 Adopted Budget includes \$6.4 million in General Fund support as follows:

- ◆ \$4.8 million for ongoing support for street light operating
- ◆ \$707,885 for downtown street cleaning
- ◆ \$466,000 for downtown sidewalk scrubbing, the abandoned auto program and landscape maintenance
- ◆ \$450,000 for street light capital improvements

Parking Facilities Fund – 159

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Service Charges and Fees						
Parking Fees	5,761,248	7,731,816	8,099,450	7,994,571	8,291,737	8,291,737
Rents and Reimbursements	875,660	901,124	948,174	939,555	1,021,778	1,021,778
	6,636,908	8,632,940	9,047,624	8,934,126	9,313,515	9,313,515
Miscellaneous Revenues						
Bond and Note Sales	4,300,000	28,601,238	8,000,000	0	0	0
Interest Earned	127,334	609,161	814,000	1,300,000	150,000	150,000
Other Miscellaneous	1,871	1,750	0	0	0	0
	4,429,205	29,212,149	8,814,000	1,300,000	150,000	150,000
Total External Revenues	11,066,113	37,845,089	17,861,624	10,234,126	9,463,515	9,463,515
Internal Revenues						
Other Cash Transfers						
General Fund	12,825	12,825	13,056	13,056	13,124	13,124
	12,825	12,825	13,056	13,056	13,124	13,124
Interfund Service Reimbursements						
Buildings	0	171,900	0	26,880	0	0
Commissioner of Public Utilities	0	1,560	1,560	0	1,560	1,560
Communications Services	0	6,180	6,240	6,660	7,800	7,800
Emergency Communications	0	1,560	1,560	1,560	0	0
Environmental Services	0	28,500	32,760	39,360	40,560	40,560
Facilities Services Fund	2,216	128,164	131,152	141,481	156,846	156,846
Finance & Administration	0	0	3,120	3,120	0	0
Fire Bureau	0	4,680	4,680	1,440	0	0
Golf Operating Fund	0	3,120	3,120	3,120	3,120	3,120
Hydropower Operating Fund	0	3,120	3,120	3,120	1,560	1,560
Insurance & Claims Fund	0	0	0	0	2,340	2,340
Parks Bureau	0	22,980	23,400	22,320	21,840	21,840
Parks Capital Improvement Fund	0	7,800	7,800	7,800	0	0
Parks Construction Fund	0	0	0	0	4,680	4,680
Police Bureau	0	265,080	269,880	283,860	283,920	283,920
Printing & Distribution	0	10,920	10,920	9,000	7,800	7,800
Refuse Disposal Fund	0	1,560	3,120	2,400	3,120	3,120
Transportation	28,761	76,297	77,860	79,420	86,366	86,366
Water Bureau	0	58,920	59,280	59,280	59,280	59,280
Workers Compensation Fund	0	0	0	0	2,340	2,340
	30,977	792,341	639,572	690,821	683,132	683,132
Total Internal Revenues	43,802	805,166	652,628	703,877	696,256	696,256
Beginning Fund Balance	3,161,430	6,076,721	30,950,769	30,950,769	3,740,906	3,740,906
TOTAL RESOURCES	\$ 14,271,345	\$ 44,726,976	\$ 49,465,021	\$ 41,888,772	\$ 13,900,677	\$ 13,900,677
REQUIREMENTS						
Bureau Expenses						
External Materials and Services						
Communications Services	2,376,310	3,212,299	3,653,108	3,653,661	3,474,957	3,474,957
Data Processing Services	5,468	6,283	6,504	6,504	7,487	7,487
Facilities Services	629	3,190	3,488	3,488	5,701	5,701
Insurance	1,372,158	1,171,660	3,267,271	3,873,330	2,460,425	2,460,425
Printing & Distribution	0	44,480	46,081	46,081	44,078	44,078
Energy Office	233	336	0	4,303	569	569
Finance & Administration	708	1,437	1,738	1,738	1,739	1,739
General Services	15,775	24,732	27,509	27,509	32,914	32,914
	154,926	292,700	210,063	210,063	196,618	196,618
	1,549,897	1,544,818	3,562,654	4,173,016	2,749,531	2,749,531
Capital Outlay	1,098,917	138,397	5,000,000	0	0	0
Total Bureau Expenses	5,025,124	4,895,514	12,215,762	7,826,677	6,224,488	6,224,488

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	6,590,616	3,740,906	1,565,417	1,565,293
	0	0	6,590,616	3,740,906	1,565,417	1,565,293
General Fund Overhead	84,535	145,552	81,382	43,928	122,056	122,180
Fund Cash Transfers						
Downtown Parking Bond	0	216,976	1,879,401	1,879,401	2,392,413	2,392,413
General Fund	145,790	162,323	178,235	178,235	190,418	190,418
Morrison Park East Bond	385,000	393,000	319,013	319,013	409,100	409,100
Morrison Park West Bond	321,000	335,000	302,750	302,750	342,640	342,640
Old Town Parking Bond	550,000	665,000	657,502	657,502	665,322	665,322
Transportation Operating	1,000,000	5,975,165	26,250,360	26,250,360	1,298,823	1,298,823
Waterfront Renewal Bond	690,000	690,000	690,000	690,000	690,000	690,000
	3,091,790	8,437,464	30,277,261	30,277,261	5,988,716	5,988,716
Debt Retirement	(6,827)	297,677	300,000	0	0	0
Unappropriated Ending Balance						
Unappropriated Ending Balance	6,076,723	30,950,769	0	0	0	0
	6,076,723	30,950,769	0	0	0	0
Total Fund Requirements	9,246,221	39,831,462	37,249,259	34,062,095	7,676,189	7,676,189
TOTAL REQUIREMENTS	\$ 14,271,345	\$ 44,726,976	\$ 49,465,021	\$ 41,888,772	\$ 13,900,677	\$ 13,900,677
LINE ITEM DETAIL – AU 712						
Materials and Services						
External Materials and Services						
521000 Professional Services	2,204,931	3,007,063	3,129,545	3,141,300	3,238,847	1,399,078
522000 Utilities	0	206	0	0	0	0
524000 Repair & Maintenance Services	0	0	0	0	0	1,839,769
529000 Miscellaneous Services	13,599	11,503	11,200	0	7,100	7,100
549000 Miscellaneous	157,780	193,527	512,363	512,361	229,010	229,010
Total External Materials and Services	2,376,310	3,212,299	3,653,108	3,653,661	3,474,957	3,474,957
Internal Materials and Services						
552000 Printing & Distribution	233	336	0	4,303	569	569
553000 Facilities Services	1,372,158	1,171,660	3,267,271	3,873,330	2,460,425	2,460,425
554000 Communications Services	5,468	6,283	6,504	6,504	7,487	7,487
555000 Data Processing Services	629	3,190	3,488	3,488	5,701	5,701
556000 Insurance	0	44,480	46,081	46,081	44,078	44,078
559000 Other Fund Services	171,409	318,869	239,310	239,310	231,271	231,271
Total Internal Materials and Services	1,549,897	1,544,818	3,562,654	4,173,016	2,749,531	2,749,531
Total Materials and Services	3,926,207	4,757,117	7,215,762	7,826,677	6,224,488	6,224,488
Capital Outlay						
562000 Buildings	1,084,010	138,397	5,000,000	0	0	0
564000 Capital Equipment	14,907	0	0	0	0	0
Total Capital Outlay	1,098,917	138,397	5,000,000	0	0	0
TOTAL Bureau Expenses	\$ 5,025,124	\$ 4,895,514	\$ 12,215,762	\$ 7,826,677	\$ 6,224,488	\$ 6,224,488

FUND OVERVIEW

Smart Park Garage System

The Parking Facilities Fund accounts for the operation and maintenance of six of the seven City-owned parking garages (Smart Park system) in downtown Portland. The garage facilities involve 3,860 parking spaces and 68,555 square feet of commercial space. These facilities are: The 3rd & Alder Garage, The 4th & Yamhill Garage, The Naito & Davis Garage, The Tenth & Yamhill Garage, The O'Bryant Square Garage, and The 1st & Jefferson Garage. The seventh City-owned garage is The Portland Building Garage, which is budgeted as a separate program within the Facilities Services Fund.

Primary Purpose

The City's Smart Park garage system's primary purpose is to provide convenient and economical short-term parking in the downtown area, thereby enhancing economic vitality and encouraging businesses to locate and remain in the heart of the City.

Support of the City's Traffic Programs

A portion of the Fund's net revenues support the City of Portland Office of Transportation's traffic programs. Beginning in FY 1998-99, the Fund also assumed the bond debt for the construction of the Downtown Streetcar, another transportation initiative aimed at relieving traffic congestion and enhancing the livability of the downtown area.

Management

The Bureau of General Services, Facilities Services Division, manages the Parking Facilities Fund. This includes providing oversight of contractors hired to manage the day to day operations and promotions of the City's Smart Park garage system. General Services management, in cooperation with the Bureau of Traffic Management, the Portland Development Commission, and the Office of Management and Finance, provides policy direction for the parking system and makes decisions regarding garage system expansions.

Potential New Garages

The Smart Park garage system policy group has identified several Central City sites where short-term parking demands will likely exceed supply. The Pearl District's remarkable growth has brought strain to the area's current parking resources. The expansion of Pioneer Place will stimulate a demand for additional parking in the center of downtown. A garage project to better serve the Central City's west end is being explored as well as the growing parking needs in the North Macadam district. An opportunity to partner with Portland State University may develop in the not too distant future, as plans to meet the University District's parking needs are explored.

Morrison Park West Bond Redemption Fund – 357

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	21,767	19,840	14,167	14,167	0	0
	21,767	19,840	14,167	14,167	0	0
Total External Revenues	21,767	19,840	14,167	14,167	0	0
Internal Revenues						
Other Cash Transfers						
Parking Facilities Fund	321,000	335,000	302,750	284,880	342,640	342,640
	321,000	335,000	302,750	284,880	342,640	342,640
Total Internal Revenues	321,000	335,000	302,750	284,880	342,640	342,640
Beginning Fund Balance	360,530	361,142	359,876	377,746	333,348	333,348
TOTAL RESOURCES	\$ 703,297	\$ 715,982	\$ 676,793	\$ 676,793	\$ 675,988	\$ 675,988
REQUIREMENTS						
Bureau Expenses						
Fund Requirements						
Debt Retirement	342,155	338,236	343,445	343,445	342,640	342,640
Unappropriated Ending Balance						
Unappropriated Ending Balance	361,142	377,746	0	0	0	0
Unexpendable Reserve	0	0	333,348	333,348	333,348	333,348
	361,142	377,746	333,348	333,348	333,348	333,348
Total Fund Requirements	703,297	715,982	676,793	676,793	675,988	675,988
TOTAL REQUIREMENTS	\$ 703,297	\$ 715,982	\$ 676,793	\$ 676,793	\$ 675,988	\$ 675,988

FUND OVERVIEW

This fund is used to achieve a proper matching of revenues and expenditures related to financing the construction of the Morrison Park West (10th & Yamhill) parking facility. Specifically, this fund accounts for resources derived from fees charged for parking and retail space rental, and the allocation thereof, to pay principal and interest on bonded indebtedness associated with financing the construction of this parking facility.

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Parking Revenue Bonds, 1977 Series A						
12/01/1977 - Due 12/01	4,500,000					
		2000/01	280,000	5.80%	62,640	342,640
		2001/02	295,000	5.80%	45,965	340,965
		2002/03	315,000	5.80%	28,275	343,275
		2003/04	330,000	5.80%	9,570	339,570
TOTAL FUND DEBT SERVICE			\$ 1,220,000		\$ 146,450	\$ 1,366,450
Adjustment			Principal	FY 1998-99 Adjustment	Interest	Total P+I Budgeted
1999-00 Interest Accrual			280,000	(1,354)	62,640	341,286

Morrison Park East Bond Redemption Fund – 358

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	21,885	23,729	16,570	12,205	0	0
	21,885	23,729	16,570	12,205	0	0
Total External Revenues	21,885	23,729	16,570	12,205	0	0
Internal Revenues						
Other Cash Transfers						
Parking Facilities Fund	385,000	393,000	319,013	319,013	409,100	409,100
	385,000	393,000	319,013	319,013	409,100	409,100
Total Internal Revenues	385,000	393,000	319,013	319,013	409,100	409,100
Beginning Fund Balance	455,934	455,319	460,445	464,810	389,878	389,878
TOTAL RESOURCES	\$ 862,819	\$ 872,048	\$ 796,028	\$ 796,028	\$ 798,978	\$ 798,978
REQUIREMENTS						
Bureau Expenses						
Fund Requirements						
Debt Retirement	407,500	407,238	406,150	406,150	409,100	409,100
Unappropriated Ending Balance						
Unappropriated Ending Balance	455,319	464,810	0	0	0	0
Unexpendable Reserve	0	0	389,878	389,878	389,878	389,878
	455,319	464,810	389,878	389,878	389,878	389,878
Total Fund Requirements	862,819	872,048	796,028	796,028	798,978	798,978
TOTAL REQUIREMENTS	\$ 862,819	\$ 872,048	\$ 796,028	\$ 796,028	\$ 798,978	\$ 798,978

FUND OVERVIEW

This fund is used to achieve a proper matching of revenues and expenditures related to financing the construction of the Morrison Park East (3rd & Alder) parking facility. Specifically, this fund accounts for resources derived from fees charged for parking and retail space rental, and the allocation thereof, to pay principal and interest on bonded indebtedness associated with financing the construction of this parking facility.

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Parking Revenue Bonds, 1977 Series B						
09/01/1977 - Due 09/01	5,500,000					
		2000/01	320,000	5.50%	89,100	409,100
		2001/02	335,000	5.50%	71,088	406,088
		2002/03	355,000	5.50%	52,113	407,113
		2003/04	375,000	5.50%	32,038	407,038
		2004/05	395,000	5.50%	10,863	405,863
TOTAL FUND DEBT SERVICE			\$ 1,780,000		\$ 255,200	\$ 2,035,200
Adjustment			Principal	FY 1998-99 Adjustment	Interest	Total P+I Budgeted
1998-99 Interest Accrual			320,000	(5,867)	89,100	403,233

Parking Facilities Debt Redemption Fund – 360

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	0	623	0	0	0	0
	0	623	0	0	0	0
Total External Revenues	0	623	0	0	0	0
Internal Revenues						
Other Cash Transfers						
Parking Facilities Fund	0	216,976	1,879,401	2,204,401	2,392,413	2,392,413
	0	216,976	1,879,401	2,204,401	2,392,413	2,392,413
Total Internal Revenues	0	216,976	1,879,401	2,204,401	2,392,413	2,392,413
Beginning Fund Balance	0	0	77,887	0	0	0
TOTAL RESOURCES	\$ 0	\$ 217,599	\$ 1,957,288	\$ 2,204,401	\$ 2,392,413	\$ 2,392,413
REQUIREMENTS						
Bureau Expenses						
Fund Requirements						
Debt Retirement	0	216,976	1,957,288	2,204,401	2,392,413	2,392,413
Unappropriated Ending Balance						
Unappropriated Ending Balance	0	623	0	0	0	0
	0	623	0	0	0	0
Total Fund Requirements	0	217,599	1,957,288	2,204,401	2,392,413	2,392,413
TOTAL REQUIREMENTS	\$ 0	\$ 217,599	\$ 1,957,288	\$ 2,204,401	\$ 2,392,413	\$ 2,392,413

FUND OVERVIEW

This fund is used to achieve a proper matching of revenues and expenditures related to financing public improvements associated with adding two floors to the top of The Fourth & Yamhill parking facility and the Central City Streetcar project. Specifically, this fund will account for resources derived from parking facilities, and the allocation thereof, to pay principal and interest on bonded indebtedness associated with financing these improvements.

Parking Facilities Debt Redemption Fund – 360

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Limited Tax Revenue Bonds, 1999 Series A (Central City Streetcar)						
04/15/1999 - Due 04/01	29,160,000					
		2000/01	380,000	4.00%	1,322,413	1,702,413
		2001/02	490,000	4.00%	1,307,213	1,797,213
		2002/03	610,000	4.00%	1,287,613	1,897,613
		2003/04	740,000	4.00%	1,263,213	2,003,213
		2004/05	860,000	4.00%	1,233,613	2,093,613
		2005/06	890,000	4.00%	1,199,213	2,089,213
		2006/07	930,000	4.00%	1,163,613	2,093,613
		2007/08	970,000	4.13%	1,126,413	2,096,413
		2008/09	1,000,000	4.25%	1,086,400	2,086,400
		2009/10	1,050,000	4.38%	1,043,900	2,093,900
		2010/11	1,090,000	4.38%	997,963	2,087,963
		2011/12	1,140,000	4.50%	950,275	2,090,275
		2012/13	1,190,000	4.63%	898,975	2,088,975
		2013/14	1,250,000	4.63%	843,938	2,093,938
		2014/15	1,310,000	4.75%	786,125	2,096,125
		2015/16	1,370,000	4.75%	723,900	2,093,900
		2016/17	1,430,000	4.75%	658,825	2,088,825
		2017/18	1,500,000	4.75%	590,900	2,090,900
		2018/19	1,570,000	4.75%	519,650	2,089,650
		2019/20	1,650,000	4.75%	445,075	2,095,075
		2020/21	1,720,000	4.75%	366,700	2,086,700
		2021/22	1,810,000	5.00%	285,000	2,095,000
		2022/23	1,900,000	5.00%	194,500	2,094,500
		2023/24	1,990,000	5.00%	99,500	2,089,500
		TOTAL	28,840,000		20,394,925	49,234,925
Short Term Debt - Fourth and Yamhill Parking Line of Credit						
06/25/1997 - 06/25	4,300,000					
		2000/01	400,000	variable	290,000	690,000
		TOTAL	400,000		290,000	690,000
COMBINED DEBT SERVICE						
	33,460,000					
		2000/01	780,000		1,612,413	2,392,413
		2001/02	490,000		1,307,213	1,797,213
		2002/03	610,000		1,287,613	1,897,613
		2003/04	740,000		1,263,213	2,003,213
		2004/05	860,000		1,233,613	2,093,613
		2005/06	890,000		1,199,213	2,089,213
		2006/07	930,000		1,163,613	2,093,613
		2007/08	970,000		1,126,413	2,096,413
		2008/09	1,000,000		1,086,400	2,086,400
		2009/10	1,050,000		1,043,900	2,093,900
		2010/11	1,090,000		997,963	2,087,963
		2011/12	1,140,000		950,275	2,090,275
		2012/13	1,190,000		898,975	2,088,975
		2013/14	1,250,000		843,938	2,093,938
		2014/15	1,310,000		786,125	2,096,125
		2015/16	1,370,000		723,900	2,093,900
		2016/17	1,430,000		658,825	2,088,825
		2017/18	1,500,000		590,900	2,090,900
		2018/19	1,570,000		519,650	2,089,650
		2019/20	1,650,000		445,075	2,095,075
		2020/21	1,720,000		366,700	2,086,700
		2021/22	1,810,000		285,000	2,095,000
		2022/23	1,900,000		194,500	2,094,500
		2023/24	1,990,000		99,500	2,089,500
TOTAL FUND DEBT SERVICE			\$ 29,240,000		\$ 20,684,925	\$ 49,924,925

Old Town Parking Bond Redemption Fund – 362

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	4,156	8	0	0	0	0
	4,156	8	0	0	0	0
Total External Revenues	4,156	8	0	0	0	0
Internal Revenues						
Other Cash Transfers						
Parking Facilities Fund	550,000	665,000	657,502	657,502	665,322	665,322
	550,000	665,000	657,502	657,502	665,322	665,322
Total Internal Revenues	550,000	665,000	657,502	657,502	665,322	665,322
Beginning Fund Balance	123,494	13,361	9,538	9,538	0	0
TOTAL RESOURCES	\$ 677,650	\$ 678,369	\$ 667,040	\$ 667,040	\$ 665,322	\$ 665,322
REQUIREMENTS						
Bureau Expenses						
Fund Requirements						
Debt Retirement	664,289	667,568	667,040	667,040	665,322	665,322
Unappropriated Ending Balance						
Unappropriated Ending Balance	13,361	10,801	0	0	0	0
	13,361	10,801	0	0	0	0
Total Fund Requirements	677,650	678,369	667,040	667,040	665,322	665,322
TOTAL REQUIREMENTS	\$ 677,650	\$ 678,369	\$ 667,040	\$ 667,040	\$ 665,322	\$ 665,322

FUND OVERVIEW

This fund is used to achieve a proper matching of revenues and expenditures related to financing and refinancing of The Old Town (Front & Davis) parking facility. Specifically, this fund accounts for resources derived from fees charged for parking and retail space rental, and the allocation thereof, to pay principal and interest on bonded indebtedness associated with financing the construction of this parking facility.

The Portland Public Heliport is located on the top level of this parking facility.

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Parking System Revenue Refunding Bonds, Series 1992						
02/01/1992 - Due 10/1	6,810,000					
		2000/01	310,000	5.60%	355,321	665,321
		2001/02	325,000	5.75%	337,298	662,298
		2002/03	350,000	5.90%	317,629	667,629
		2003/04	365,000	6.00%	296,354	661,354
		2004/05	390,000	6.10%	273,509	663,509
		2005/06	410,000	6.20%	248,904	658,904
		2006/07	435,000	6.30%	222,491	657,491
		2007/08	465,000	6.35%	194,025	659,025
		2008/09	495,000	6.40%	163,421	658,421
		2009/10	525,000	6.38%	130,847	655,847
		2010/11	560,000	6.38%	96,263	656,263
		2011/12	595,000	6.38%	59,447	654,447
		2012/13	635,000	6.38%	20,241	655,241
TOTAL FUND DEBT SERVICE			\$ 5,860,000		\$ 2,715,748	\$ 8,575,748

Office of Transportation

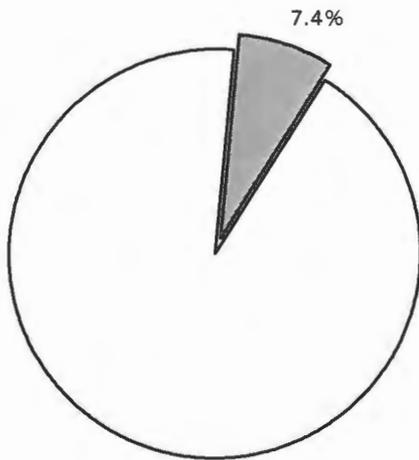
Transportation and Parking Service Area

Charlie Hales, Commissioner-in-Charge

Vic Rhodes, Director

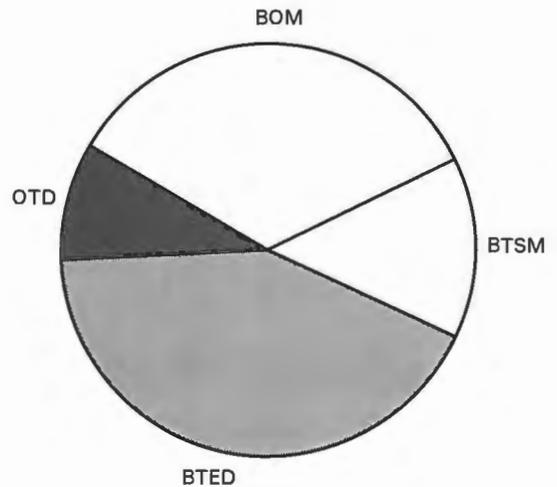
Percent of City Budget

Transp = \$124.7 Million



City Budget = \$1.68 Billion

Bureau Divisions

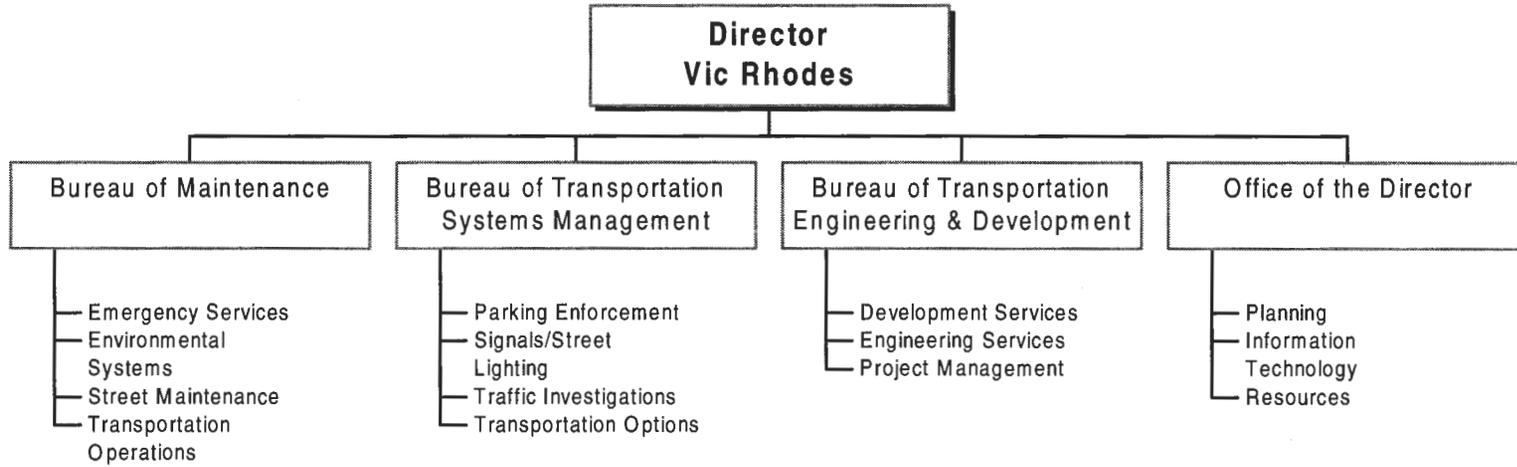


Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	72,593,190	74,863,013	2,269,823	-1.4%
Capital	64,916,825	49,885,300	-15,031,525	-26.5%
Allocated Overhead Costs	3,048,945	3,249,914	200,969	1.9%
Total Cost with Allocated Overhead	\$ 140,558,960	\$ 127,998,227	\$ -12,560,733	-12.9%
Authorized Full-Time Positions	714	713	-1	-4.5%

Note: Per capita change values are adjusted for inflation and population growth.

Portland Office of Transportation



Bureau Summary

BUREAU MISSION

The Portland Office of Transportation is a community partner in shaping a livable city. We plan, build, manage, and maintain an effective and safe transportation system that provides access and mobility.

BUREAU HIGHLIGHTS

Summary

This year's biennial budget once again highlights the need to secure a stable and on-going funding base for the City's transportation services. Portland Transportation faces resource shortfalls which will make it impossible to continue current service provisions. Over the last three years the shortfall in discretionary revenue has resulted in service reductions totaling approximately \$8 million. Contributing factors to this decline are the failure to raise the gas tax at a state level since 1993, concurrent loss of purchasing power resulting from inflation, expansion in the asset base, increased use of the system, and the aging of the community's transportation infrastructure.

FY 2000-01 Adopted Budget

Resources for FY 2000-01 will fall \$4.4 million short of meeting current service level requirements. An additional shortfall of \$2.3 million is projected for FY 2001-02 for a combined two year total of \$6.7 million or 12% of discretionary revenues. Because reductions of \$4.4 million in the first year would significantly impact the community, Portland Transportation plans to use one-time funds and interagency revenues to reduce the size of the reduction package required to balance the first year. In doing so the shortfall in FY 2001-02 will be increased by a like amount.

One-Time Funds

Ending Fund Balance: Portland Transportation projects a positive ending fund balance of \$1.2 million, significantly above earlier projections. The majority of the increase is due to a statutory change that allows the garnishing of state income tax refunds for the payment of outstanding parking citations. The collections from the large backlog in unpaid parking fines has created a significant one-time increase in revenue from this source.

Contingency Appropriation: Portland Transportation has examined the past five years of spending from the \$2.5 million contingency appropriation and found the highest spending level to be \$1.5 million. Therefore, the contingency appropriation will be reduced to \$1.5 million, creating one-time funding of \$1 million.

Revenues

Solid Waste Funding: The Bureau of Environmental Services (BES) has agreed to provide \$600,000 in solid waste funds for recycling and leaf removal activities in each year of the budget. In the first year this is reduced by \$50,000 to jointly fund a work process and efficiency study between BES and Portland Transportation. Additionally, a reduction of \$132,000 in the drainage interagency agreement from BES will be made in both years to provide rate relief. This results in net resource increases of \$418,000 in FY 2000-01 and \$468,000 in FY 2001-02.

**FY 2000-01
Balancing**

Portland Transportation's financial forecast, adjusted by the above mitigation strategies, results in a FY 2000-01 shortfall of \$1.8 million and \$4.4 million in FY 2001-02. In dealing with budget reductions last year, Portland Transportation crafted the following balancing principles; identify and honor prior commitments, stop "accelerated cost" maintenance backlog growth, reduce/manage inventory growth, reduce travel demand through multi-modal efforts focused on main streets and town centers, and work toward a sustainable level of service.

Before beginning to craft the budget, the Portland Transportation Director's Team made two key decisions largely based on these principles:

1. Declare off limits any reductions affecting maintenance and operation of the arterial and collector systems because these systems provide the backbone of urban mobility. Prior year reductions lead Portland Transportation to believe that any additional reductions would have an adverse affect on all modes of travel.
2. Hold harmless operating programs and capital projects which leverage external resources. The average leverage in the Capital Improvement Program is approximately eight to one. Saving one dollar in Portland Transportation discretionary funds would therefore result in the loss of eight external dollars.

**FY 2000-01
Reductions**

Service reductions for FY 2000-01 include;

- ◆ Development Partnering CIP \$70,000
- ◆ Freight Access CIP \$36,875
- ◆ Curb Ramp/Corner Repair \$150,000
- ◆ Overhead Efficiencies \$400,000
- ◆ PTE, Education, and Travel reductions \$250,000
- ◆ Landslides CIP \$79,620
- ◆ Traffic Calming CIP \$150,000
- ◆ Congestion Management CIP \$50,000

General Fund Support

In FY 2000-01, the General Fund provides ongoing support of \$4.8 million for street light operating and \$707,885 for downtown street cleaning. In addition, there is \$466,000 for partial support for downtown sidewalk scrubbing, the abandoned auto program and landscape maintenance, and \$450,000 for street light capital improvements. The General Fund did not provide support to Portland Transportation for \$250,000 of landscape maintenance, \$225,289 for Endangered Species Act (ESA), or \$134,342 to restore 2.5% cuts to street lighting operating and downtown street cleaning.

**FY 2001-02
Balancing**

The impact of the revenue shortfall on the community in the second year is enormous. Cutting an additional \$4.2 million in services results in a budget which is not indicative of a full service city. With this level of reductions, Portland Transportation will reduce capacity to deal with growth, address neighborhood concerns regarding traffic speed and congestion and implement the Regional 2040 agenda.

General Description

BUREAU OVERVIEW

Portland Transportation includes four bureaus: the Bureau of Maintenance, the Bureau of Transportation System Management, the Bureau of Transportation Engineering & Development, and the Office of the Director. Portland Transportation's FY 2000-01 budget includes \$74,863,013 in operating appropriation and \$49,885,300 in CIP appropriation for a total of \$124,748,313 appropriations. Portland Transportation has a budgeted staff of 713 FTE.

MAJOR ISSUES

This year's biennial budget highlights the need to secure a stable and on-going funding base for the City's transportation services. Portland Transportation faces resource shortfalls which will make it impossible to continue current service provisions. Transportation has been in this position for the last three years and over that period of time the shortfall in discretionary revenue has resulted in service reductions totaling approximately \$8 million.

RECENT TRENDS

Portland Transportation is facing increasingly severe financial strains. The combined effects of age, usage, increasing size, decreasing purchasing power, and declining revenues have resulted in repeated funding shortfalls.

- Age** Portland is no longer a young city. In fact, much of its infrastructure is well beyond middle age. Things are simply beginning to wear out at an accelerated rate as backlogs in maintenance continue to grow.
- Use** The transportation system is being used in ways it was not built to accommodate. In the past 20 years Oregon's population has grown 20%, and the vehicle miles traveled on the system at the same period have increased by 40%. Traffic continually causes our roads to bend, and with repeated bending they eventually break.
- Size** As the City has grown, so has the inventory of things to maintain. In 1979 Portland had 695 traffic signals; today it has 959, a 38% growth. Since 1985, the City has added 417 lane miles to its pavement inventory. Adding bike lanes, parking signs, traffic calming devices, and signs such as Fines Double in School Zones, has increased the demand for maintenance dollars.
- Purchasing Power** Due to inflation, transportation dollars have lost 16% of their purchasing power since 1993. In fact, it would require a 30 cent Oregon state gas tax in 2000 to equal the purchasing power of the 1968 gas tax. Oregon's current tax is 24 cents. Revenue from gas taxes is also in decline as vehicle efficiency has nearly doubled since 1970. In addition, Oregon has one of the lowest vehicle registration fees in the country.

CHANGES FROM PRIOR YEAR

As in previous years, Portland Transportation faces a deficit in meeting current service levels (CSL). Financial difficulties are resulting in reductions in services that significantly impact neighborhoods, businesses, and the citizens' investment in a \$5.3 billion transportation system.

Mitigation Strategies Portland Transportation will use one-time funds and interagency funding to buy down the size of the reduction package required to balance;

- ◆ Ending Fund Balance \$1,162,541
- ◆ Contingency Appropriation \$1,000,000
- ◆ Solid Waste Funding \$418,000

Service Reductions The FY 2000-01 Adopted Budget includes the following service reductions:

- ◆ Street Lighting Operating \$123,922
- ◆ Downtown Street Cleaning \$10,420
- ◆ Landscape Maintenance \$176,493
- ◆ Endangered Species Act \$225,289
- ◆ River District \$10,000
- ◆ OCC/Lloyd/N. Macadam \$10,000
- ◆ Neighborhood Development \$50,000
- ◆ Lloyd District/ Rose Quarter \$30,000
- ◆ NE Cornfoot at 47th \$6,875
- ◆ Curb Ramps/ Corner Repair \$150,000
- ◆ Overhead and Management Reduction \$400,000
- ◆ Professional Services and Education Reduction \$250,000
- ◆ Willamette Blvd. Landslides \$79,620
- ◆ SE 41st Woodstock/Steele \$100,000
- ◆ N. Wall \$50,000
- ◆ Signal Communication System \$50,000

Reorganization During FY 1999-2000, Portland Transportation reorganized its organizational structure to more efficiently provide transportation services. Most Capital Improvement Program projects were combined into the Project Management Division. Traffic Signals, Street Lighting, and Electrical Maintenance were combined into the Signals/Street Lighting Program. Transportation Operating and Project Support activities were assigned to the Traffic Investigations and Transportation Options Programs. The Bicycle, Pedestrian, and Parking Management Program activities were assigned to planning, construction, and operating sections. Technology management, analysis and support services were centralized in the Information Technology Program. This reorganization has resulted in the restatement of selected historical program expenditures.

Strategic Direction

VISION AND VALUES

Vision

Portland will continue to be a national model for managing growth. The livability and economic health of the City will be maintained because of decisions made by community leaders and residents. Portland's downtown will continue to be the center of a safe, attractive, and vital City. Neighborhoods and community business districts will be thriving. Housing will be affordable, and family-wage jobs will be available. Residents will have a broad range of safe and convenient transportation options and will frequently walk, bicycle, carpool, or ride public transit as their first choice of transportation. The community as a whole will have an attitude of stewardship in making transportation decisions, and will understand the relationship between transportation, the environment, and livability. Portland will have a competitive economic advantage because congestion is managed and air quality is good.

Values

In the Portland Office of Transportation We Value:

- ◆ Serving public to the best of our collective ability, working cooperatively with the community, other jurisdictions and city bureaus, and contributing to a higher quality of life for future generations.
- ◆ A balanced, multi-modal transportation system that supports a healthy economy and a livable compact community.
- ◆ A well-maintained and safe transportation system.
- ◆ Respect for the natural environment as we plan, build, operate and maintain the transportation system.
- ◆ Using the public right of way to create a quality community by designing and constructing streetscapes that people are proud of and will use.
- ◆ A safe and supportive work environment for all employees; one that encourages innovation, efficiency, responsiveness, stewardship, independent thinking, respect, flexibility, professional growth, teamwork, and reasonable risk-taking.
- ◆ A work force that is diverse, efficient, hard-working, dedicated, productive, well-trained, and one that effectively responds to the unexpected.
- ◆ Efficient and effective use of our financial, capital and human resources.

MANAGEMENT GOALS & OBJECTIVES

Long-Term Goals

The Portland Office of Transportation Strategic Plan 1996-00 outlines the office's vision, mission, values and priority issues. To achieve Portland's vision of the future, Portland Transportation will address the following five priority issues:

Growth and Livability

Goal: Ensure that the City's transportation system becomes more multi-modal, supports growth, enhances livability, and improves public safety.

Maintenance and Preservation of the Transportation System

Goal: Maintain and preserve the investment in the transportation infrastructure.

External Communication

Goal : Build effective working relationships with the public, customers, and other partners, and create awareness and understanding of transportation issues among City residents and City employees.

Staff Development and Organizational Efficiency and Effectiveness

Goal : Make Portland Transportation an exemplary organization.

Funding

Goal : Ensure that Portland Transportation has financial resources to maintain the public investment in the infrastructure, and to improve the transportation system to accommodate and manage growth and maintain regional accessibility.

COUNCIL PRIORITIES

Council Issues and Priorities

Portland Transportation continues to work toward the City's policy goals and meet major growth and livability objectives. The office invests in the Central City and adjacent neighborhoods with significant housing and job opportunities. It maintains the citizens' investment in the transportation infrastructure. The office also develops transit, bicycle, and pedestrian improvements to provide the public with transportation choices. These efforts are important to reduce congestion, increase safety, maintain quality of life, and ensure mobility for all citizens and commerce.

Portland Transportation's activities support all of Council's priorities, either directly or indirectly. The office has the most significant impact on the following priorities:

- ◆ Ensure Decent, Affordable Housing.
- ◆ Build a Livable City Through Good Planning and Well-Managed Growth.
- ◆ Promote Economic Vitality and Access to Quality Jobs For All.
- ◆ Maintain a Financially Stable City.
- ◆ Promote the Inclusion of Under-Represented Neighborhoods and Groups in Participation in City Activities and Services.
- ◆ Keep the Central City Vital.
- ◆ Build a Multi-Modal Transportation System.
- ◆ Grow as an International City.
- ◆ Become a More Effective Partner in the Region.
- ◆ Build a sense of Community by Promoting Participation, Connectedness, and Partnerships.
- ◆ Continuously Improve the Delivery of Quality Public Services.

Future Focus

Portland Transportation addresses a number of strategic goals articulated in Portland Future Focus, primarily the following:

- ◆ Manage regional growth to provide effective public services at the lowest possible cost, to improve environmental quality, and to enhance the quality of life.
- ◆ Ensure that each neighborhood is healthy and vigorous.
- ◆ Retain and continue to develop the unique character of Portland as a major metropolitan area.

- ◆ Maintain Portland as the vibrant core of the region's commercial and cultural life.
- ◆ Implement alternatives to the automobile in the region.
- ◆ Encourage the conservation of resources and energy.

Benchmarks

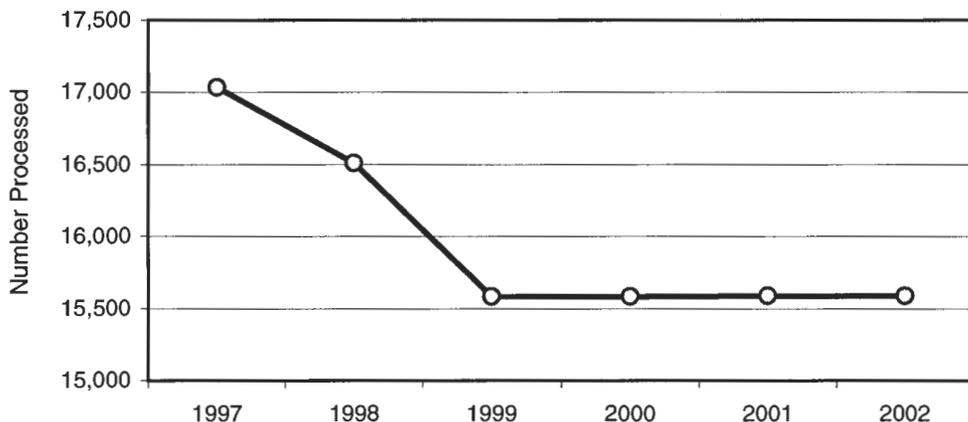
Portland Transportation addresses a number of Portland-Multnomah County Benchmarks, including but not limited to the following;

- ◆ Percentage of people who rate their neighborhood livability high.
- ◆ Percentage of citizens who feel safe and secure.
- ◆ Percentage of streets rated acceptably clean and percentage of citizens who rate their streets acceptably clean.
- ◆ Percentage of population that lives within one-half mile walk of transit service or bike path.
- ◆ Percentage of people who commute (one-way) within 30 minutes between where they live and work & percentage who commute to and from work and use multiple modes of transportation for commuting.
- ◆ Number of days per year the community meets government ambient air quality standards/carbon dioxide emissions as a percentage of 1990 emissions.
- ◆ Percentage of emergency service agencies with emergency plans and emergency response plans in place that are regularly exercised and updated.

Performance Measures

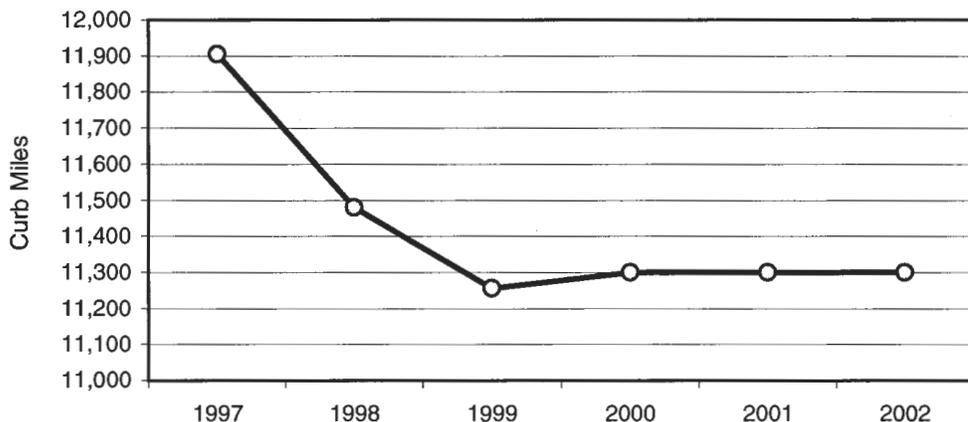
Applications, Permits, and Acquisitions Processed

- ◆ Gross permit level is expected to remain constant.
- ◆ Major telecommunication installations are now complete and work is expected to be primarily maintenance and upgrade activity.



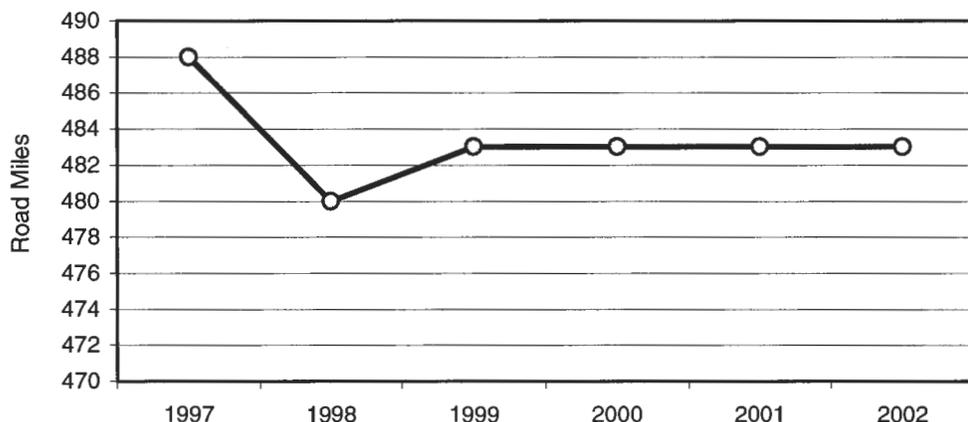
Curb Miles Street Cleaned

- ◆ The curb miles cleaned for residential areas has been reduced to balance the budget. Residential areas are now cleaned 6 times per year.
- ◆ The curb miles for the Central Business District has been maintained at 6 nights per week.



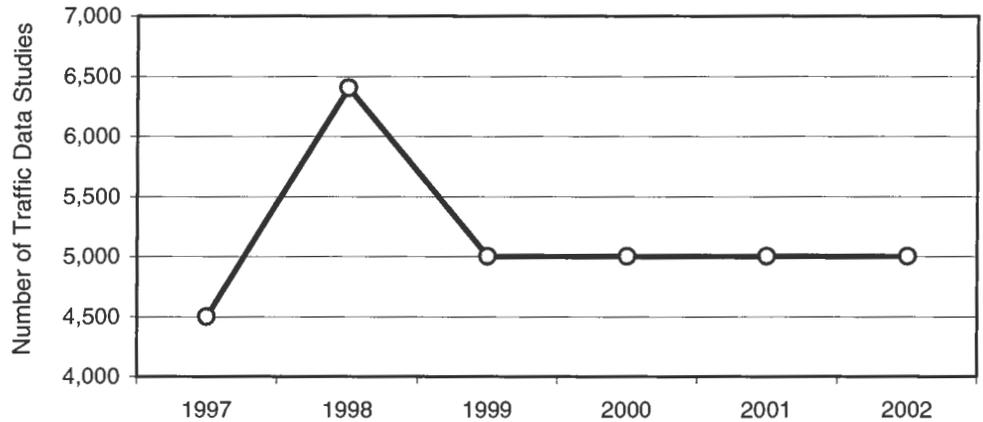
Pavement Backlog

- ◆ Additional funds have been redirected to street preservation to keep the backlog from increasing.

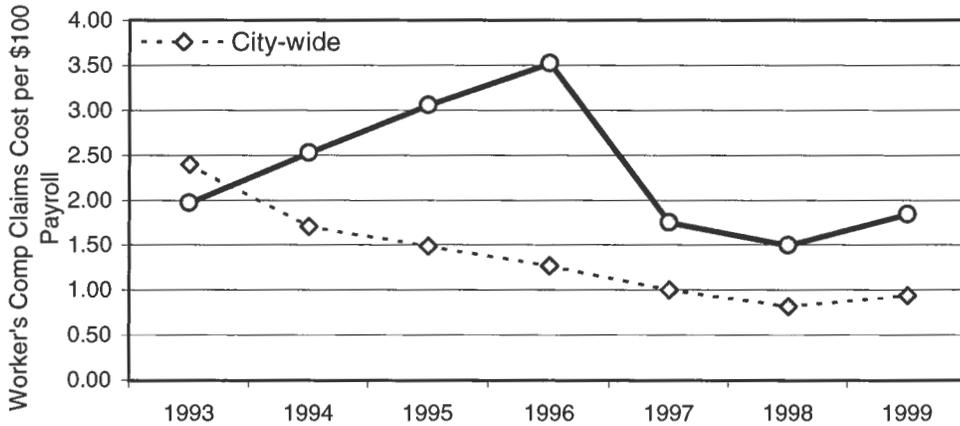


Traffic Data Studies Performed

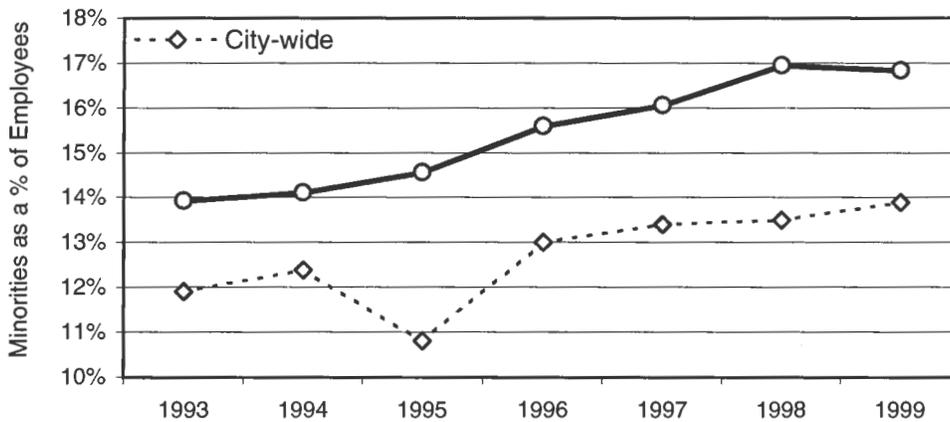
- ◆ Typical data studies include making counts of traffic volumes, speeds and turning movements. Cost savings are realized through efficient use of staff across bureaus.
- ◆ New tasks include inspection of newly installed traffic signs, minor tree pruning to clear traffic signs, and video taping intersection activity for traffic movement.



Bureau Loss Experience vs. Citywide Loss Experience



Workforce Diversity — Bureau Employees vs. Citywide Employees



	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
OFFICE OF TRANSPORTATION						
Affirmative Action Measures						
Female Employees as a Percent of Total	25.0%	25.7%	26.3%			
Minority Employees as a Percent of Total	15.6%	16.5%	16.4%			
Bureau of Maintenance						
Risk Data						
General Liability Claims per 200,000 Hours Worked	63.34	49.63	43.73			
Worker's Comp Claims per 200,000 Hours Worked	22.96	17.87	20.27			
Fleet Claims per 100,000 Miles Driven	3.36	1.68				
Fleet Claims Cost per 100,000 Miles Driven	\$25,221	\$3,307				
General Liability Claims Cost per \$100 Payroll	\$1.63	\$1.22	\$1.10			
Worker's Comp Claims Cost per \$100 Payroll	\$1.75	\$1.50	\$1.84			
Street Preservation						
Effectiveness						
Paving Backlog (Road Miles)	488	480	483	483	483	483
Traffic Maintenance						
Efficiency						
Traffic Signs Maintained (Cost per Location)	30.39	28.52	31.93	35.67	37.10	37.10
Street Cleaning						
Workload						
Central Business District Sweeping (Curb Miles)	11,904	11,479	11,256	11,300	11,300	11,300
Bureau of Transportation Systems Management						
Risk Data						
General Liability Claims per 200,000 Hours Worked	13.01	15.78	11.64			
Worker's Comp Claims per 200,000 Hours Worked	7.44	10.21	4.85			
Fleet Claims per 100,000 Miles Driven	1.58	1.65				
Fleet Claims Cost per 100,000 Miles Driven	\$2,432	\$7,822				
General Liability Claims Cost per \$100 Payroll	\$0.14	\$0.24	\$1.78			
Worker's Comp Claims Cost per \$100 Payroll	\$1.01	\$0.94	\$0.58			
Traffic Investigations						
Workload						
Traffic Data Studies Performed	4,500	6,400	5,000	5,000	5,000	5,000
Effectiveness						
% of Traffic Requests Responded	35%	45%	50%	50%	75%	75%
Office of Transportation Director						
Risk Data						
General Liability Claims per 200,000 Hours Worked	0.00	0.00	0.00			
Worker's Comp Claims per 200,000 Hours Worked	2.63	2.71	5.12			
Fleet Claims per 100,000 Miles Driven	0.00	0.00				
Fleet Claims Cost per 100,000 Miles Driven	\$0	\$0				

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
General Liability Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.00			
Worker's Comp Claims Cost per \$100 Payroll	\$0.03	\$0.33	\$0.12			
Transportation Planning						
Workload						
Land Use Cases Reviewed	1,519	1,380	1,350	1,400	1,450	1,500
Effectiveness						
Public Meetings Attended or Conducted	514	509	569	500	500	500
OTD Management and Support						
Efficiency						
Support Staff as a Percentage of Total Staff	5.73%	5.75%	5.59%	6.30%	6.42%	6.42%
Bureau of Transportation Engineering & Development						
Risk Data						
General Liability Claims per 200,000 Hours Worked	8.35	4.43	8.42			
Worker's Comp Claims per 200,000 Hours Worked	2.78	3.69	3.51			
Fleet Claims per 100,000 Miles Driven	0.88	2.63				
Fleet Claims Cost per 100,000 Miles Driven	\$999	\$7,593				
General Liability Claims Cost per \$100 Payroll	\$0.02	\$0.03	\$1.35			
Worker's Comp Claims Cost per \$100 Payroll	\$0.09	\$0.08	\$0.20			
Project Management						
Workload						
Arterial Improvements Design and Contracted (Lane Miles)	15.26	23.97	17.00	16.00	16.00	16.00
Development Services						
Effectiveness						
Applications, Permits and Acquisitions Processed	17,031	16,509	15,583	15,583	15,585	15,586

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	38,798,609	40,286,747	42,062,922	42,093,569	41,966,632
External Materials and Services	14,428,805	14,475,161	16,758,541	18,784,520	18,794,227
Internal Materials and Services	12,262,221	11,992,567	13,230,394	13,759,493	13,689,254
Minor Capital Outlay	1,795,685	462,823	441,438	412,900	412,900
Equipment Cash Transfers	124,644	231,578	99,895	0	0
Total Operating Budget	67,409,964	67,448,876	72,593,190	75,050,482	74,863,013
Capital Improvements	17,254,892	25,243,683	64,916,825	49,951,930	49,885,300
TOTAL BUREAU EXPENDITURES	\$ 84,664,856	\$ 92,692,559	\$ 137,510,015	\$ 125,002,412	\$ 124,748,313
Allocated Overhead	2,438,193	2,951,517	3,048,945	3,278,224	3,249,914
Total Cost with Allocated Overhead	87,103,049	95,644,076	140,558,960	128,280,636	127,998,227
RESOURCES					
General Transportation Discretionary		48,904,776	86,993,318	61,829,459	61,475,360
Discretionary General Fund		11,028,113	6,721,027	6,456,853	6,456,853
Total Discretionary Revenues		59,932,889	93,714,345	68,286,312	67,932,213
Grants & Donations		3,165,589	3,958,795	8,636,813	8,636,813
Contract Revenues		5,349,907	11,780,407	14,671,012	14,671,012
Interagency Revenues		15,671,745	22,806,590	22,661,256	22,761,256
Bureau Program Revenues		8,572,429	5,249,878	10,747,019	10,747,019
Total Non-Discretionary Revenues		32,759,670	43,795,670	56,716,100	56,816,100
TOTAL RESOURCES		\$ 92,692,559	\$ 137,510,015	\$ 125,002,412	\$ 124,748,313
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
DIVISIONS					
Bureau of Maintenance		41,842,165	42,490,364	43,247,538	43,219,573
<i>Positions</i>		428	398	400	400
Bureau of Transportation Systems Management		17,160,487	18,831,658	17,522,158	17,590,244
<i>Positions</i>		118	134	133	133
Bureau of Transportation Engineering & Development		29,308,444	67,153,743	52,863,300	52,615,906
<i>Positions</i>		136	121	121	119
Office of Transportation Director		4,381,463	9,034,250	11,369,416	11,322,590
<i>Positions</i>		34	61	61	61
TOTAL DIVISIONS		\$ 92,692,559	\$ 137,510,015	\$ 125,002,412	\$ 124,748,313
<i>Positions</i>		716	714	715	713
<i>General Fund Discretionary Positions</i>		28	23	23	23

	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
PROGRAMS				
BUREAU OF MAINTENANCE				
Street Preservation	11,828,527	12,921,160	13,147,142	13,147,142
<i>Positions</i>	95	95	95	95
Traffic Maintenance	3,401,850	3,454,142	3,668,853	3,668,853
<i>Positions</i>	60	37	39	39
Street Cleaning	5,287,279	5,713,770	5,929,630	5,929,630
<i>Positions</i>	48	52	52	52
Sidewalk Preservation & Safety	2,278,864	2,336,791	2,303,445	2,303,445
<i>Positions</i>	29	23	23	23
Structural Maintenance	2,031,390	2,274,024	2,335,881	2,335,881
<i>Positions</i>	28	28	28	28
Emergency Services	1,112,647	336,275	325,093	325,093
<i>Positions</i>	2	2	2	2
Environmental Maintenance	6,380,600	6,977,307	7,401,965	7,401,965
<i>Positions</i>	80	83	82	82
Drainage Maintenance	3,154,433	3,604,717	3,612,839	3,612,839
<i>Positions</i>	34	28	28	28
BOM Management and Support	6,366,575	4,872,178	4,522,690	4,494,725
<i>Positions</i>	52	52	51	51
TOTAL PROGRAMS	\$ 41,842,165	\$ 42,490,364	\$ 43,247,538	\$ 43,219,573
<i>Positions</i>	428	398	400	400
BUREAU OF TRANSPORTATION SYSTEMS MANAGEMENT				
Traffic Investigations	1,179,993	2,012,033	1,984,129	1,984,129
<i>Positions</i>	14	23	22	22
Signals/Street Lighting	5,092,564	11,076,126	10,522,809	10,522,809
<i>Positions</i>	9	42	42	42
Parking Enforcement	2,754,090	3,145,752	3,155,383	3,155,383
<i>Positions</i>	53	54	54	54
Transportation Options	1,754,640	941,552	875,007	875,007
<i>Positions</i>	16	7	7	7
BTSM Management and Support	1,354,957	1,656,195	984,830	1,052,916
<i>Positions</i>	8	8	8	8
Project Support	406,262	0	0	0
<i>Positions</i>	5	0	0	0
Traffic Calming	775,378	0	0	0
<i>Positions</i>	5	0	0	0
Street Lighting	3,842,603	0	0	0
<i>Positions</i>	8	0	0	0
TOTAL PROGRAMS	\$ 17,160,487	\$ 18,831,658	\$ 17,522,158	\$ 17,590,244
<i>Positions</i>	118	134	133	133
BUREAU OF TRANSPORTATION ENGINEERING & DEVEL-				
Project Management	12,294,031	50,518,331	32,861,543	32,861,543
<i>Positions</i>	0	16	17	17
Engineering Services	10,498,216	10,629,821	15,169,298	15,094,834
<i>Positions</i>	69	59	59	59
Development Services	3,448,399	3,689,673	3,645,096	3,572,084
<i>Positions</i>	41	38	37	36
BTE&D Management and Support	3,067,798	2,315,918	1,187,363	1,087,445
<i>Positions</i>	26	8	8	7
TOTAL PROGRAMS	\$ 29,308,444	\$ 67,153,743	\$ 52,863,300	\$ 52,615,906
<i>Positions</i>	136	121	121	119
OFFICE OF TRANSPORTATION DIRECTOR				
Transportation Planning	1,674,891	2,817,536	2,092,453	2,152,708
<i>Positions</i>	19	16	16	16
Information Technology	776,959	3,469,197	5,421,608	5,421,608
<i>Positions</i>	0	25	26	26
Resources	1,207,589	1,651,872	1,136,771	1,136,771
<i>Positions</i>	13	14	12	12
OTD Management and Support	722,024	1,095,645	2,718,584	2,611,503

	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
PROGRAMS				
<i>Positions</i>	2	6	7	7
TOTAL PROGRAMS	\$ 4,381,463	\$ 9,034,250	\$ 11,369,416	\$ 11,322,590
<i>Positions</i>	34	61	61	61

Office of Transportation AU 159

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	23,892,014	24,738,958	31,752,232	32,130,853	32,057,966
512000 Part-Time Employees	1,052,148	1,081,101	2,567,710	2,475,926	2,462,872
514000 Overtime	1,161,238	1,161,121	724,741	955,740	955,740
515000 Premium Pay	383,049	392,526	321,091	336,563	336,563
517000 Benefits	11,491,427	11,719,525	13,117,250	12,667,578	12,633,636
518000 Paid Absence	5,346,455	5,362,945	0	0	0
Total Personnel Services	43,326,331	44,456,176	48,483,024	48,566,660	48,446,777
Materials and Services					
External Materials and Services					
521000 Professional Services	3,796,974	5,954,963	5,421,787	7,105,827	7,040,250
522000 Utilities	4,024,876	3,726,882	4,148,335	4,291,839	4,291,839
523000 Equipment Rental	11,762	2,203	7,540	20,573	20,573
524000 Repair & Maintenance Services	1,527,525	1,918,867	2,879,992	2,673,066	2,673,066
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	1,618,535	1,176,304	479,780	361,224	361,224
529000 Miscellaneous Services	900,508	510,901	483,687	327,663	327,663
531000 Office Supplies	62,418	45,424	161,857	153,572	153,572
532000 Operating Supplies	2,417,336	2,762,557	2,463,356	3,119,094	3,119,094
533000 Repair & Maintenance Supplies	5,561,932	5,416,018	5,693,632	6,131,143	6,131,143
534000 Minor Equipment & Tools	655,851	766,073	402,441	459,415	459,415
535000 Clothing & Uniforms	144,849	82,808	85,922	87,700	87,700
539000 Other Commodities External	74,013	(141,595)	(139,033)	(161,811)	(161,811)
541000 Education	213,419	185,333	253,058	277,800	277,800
542000 Local Travel	14,935	21,850	10,689	11,239	11,239
543000 Out-of-Town Travel	68,936	72,983	127,024	77,043	77,043
544000 Space Rental	66,581	69,206	88,470	232,740	232,740
545000 Interest	0	0	0	0	0
546000 Refunds	10,856	34,539	13,700	23,700	23,700
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	167,865	265,522	983,198	578,580	578,580
Total External Materials and Services	21,339,171	22,870,838	23,565,435	25,770,407	25,704,830
Internal Materials and Services					
551000 Fleet Services	6,731,715	6,473,909	6,468,488	6,575,529	6,575,529
552000 Printing & Distribution	389,385	375,288	452,428	457,747	457,747
553000 Facilities Services	1,343,086	1,316,012	1,880,370	1,747,353	1,678,714
554000 Communications Services	835,116	822,054	892,812	890,836	890,836
555000 Data Processing Services	127,877	230,298	296,475	1,011,544	1,011,544
556000 Insurance	1,262,492	1,364,040	1,567,262	1,732,775	1,732,775
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	2,533,693	3,270,213	2,911,116	2,056,891	2,056,891
Total Internal Materials and Services	13,223,364	13,851,814	14,468,951	14,472,675	14,404,036
Total Materials and Services	34,562,535	36,722,652	38,034,386	40,243,082	40,108,866
Capital Outlay					
561000 Land	3,007,495	11,340	325,000	1,552,000	1,552,000
562000 Buildings	0	0	0	846,514	846,514
563000 Improvements	3,331,899	10,961,120	50,178,872	33,381,256	33,381,256
564000 Capital Equipment	298,522	292,762	377,420	412,900	412,900
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	6,637,916	11,265,222	50,881,292	36,192,670	36,192,670
573000 Equipment Cash Transfers	124,644	231,578	99,895	0	0
576000 Minor Equipment Transfers	13,430	16,931	11,418	0	0
TOTAL BUREAU EXPENSES	\$ 84,664,856	\$ 92,692,559	\$ 137,510,015	\$ 125,002,412	\$ 124,748,313

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	3	3	3	118,760	3	117,022	3	117,022
515	Accountant II	2	2	2	87,696	3	132,413	3	132,413
516	Accountant III	0	0	0	0	1	48,651	1	48,651
530	Accounting Supervisor I	1	1	1	60,365	1	57,200	1	57,200
510	Accounting Technician	1	1	1	32,341	1	28,643	1	28,643
819	Administrative Assistant	6	6	6	341,876	6	339,777	6	339,777
926	Administrative Services Manager	4	4	4	267,448	4	268,018	4	268,018
920	Administrative Supervisor I	1	1	1	51,729	0	0	0	0
922	Administrative Supervisor II	1	1	1	47,013	1	48,464	1	48,464
924	Administrative Supervisor III	1	1	0	0	0	0	0	0
2532	Applications Analyst II	1	1	1	55,486	1	53,887	1	53,887
2533	Applications Analyst III	0	0	6	415,969	4	238,931	4	238,931
2534	Applications Analyst IV	5	5	0	0	1	58,802	1	58,802
1225	Asphalt Raker	11	11	11	388,729	11	390,027	11	390,027
826	Assistant Financial Analyst	1	1	1	41,593	1	43,428	1	43,428
962	Assistant Program Specialist	2	1	2	83,758	1	45,210	1	45,210
3228	Associate Planner	2	2	1	39,680	1	43,306	1	43,306
1311	Automotive Equipment Operator I	58	58	57	2,117,037	57	2,121,513	57	2,121,513
1313	Automotive Equipment Operator II	15	15	15	587,295	15	589,065	15	589,065
1312	Automotive Equipment Operator II	0	0	0	0	7	274,897	7	274,897
928	Bureau Administrative Manager	3	3	1	77,971	0	0	0	0
620	Bureau Human Resources Manager	0	0	0	0	1	67,080	1	67,080
3132	CADD Manager	1	1	0	0	1	56,805	1	56,805
1420	Carpenter	7	7	7	293,587	7	294,518	7	294,518
3171	Chief Engineer	1	1	1	77,845	1	82,347	1	82,347
3173	City Engineer	1	1	1	87,365	1	90,341	1	90,341
114	Clerical Specialist	3	3	3	99,434	1	34,861	1	34,861
3255	Communications Engineer	1	1	1	63,509	1	63,710	1	63,710
1410	Concrete Finisher	12	11	10	419,410	10	420,740	10	420,740
1316	Construction Equip Operator II	16	16	16	666,032	0	0	0	0
1315	Construction Equipment Operator	1	1	1	39,489	17	692,875	17	692,875
2122	Electrical Inspector	0	0	1	48,774	0	0	0	0
1455	Electrical Supervisor	1	1	1	60,365	1	60,570	1	60,570
1453	Electrician	16	16	18	921,515	18	946,576	18	946,576
345	Electronic Pre-Press Operator	1	1	1	34,752	1	39,062	1	39,062
3251	Electronic Tech II Communication	2	2	2	99,707	0	0	0	0
3252	Electronic Tech II Traffic Signl	0	0	0	0	2	94,330	2	94,330
3164	Engineer	4	4	5	321,281	7	453,542	7	453,542
3153	Engineering Associate	10	9	9	434,525	8	384,239	8	384,239
3165	Engineering Surveying Manager	1	1	1	70,384	1	70,550	1	70,550
2032	Environmental Resources Manager	1	1	1	74,073	1	66,248	1	66,248
1229	Environmental Systems Maint Tech	9	9	8	345,173	8	346,242	8	346,242
2210	Field Representative	2	2	0	0	0	0	0	0
2211	Field Representative II	2	2	1	40,725	1	43,722	1	43,722
827	Financial Analyst	4	4	4	226,754	3	152,802	3	152,802
1524	General Mechanic	2	2	3	125,823	3	127,521	3	127,521
3271	Graphics Illustrator II	1	1	1	48,522	1	48,682	1	48,682
610	Human Resources Analyst	0	0	0	0	1	51,896	1	51,896
2542	Information Systems Analyst II	2	2	5	301,897	5	243,647	5	243,647
2544	Information Systems Analyst IV	3	3	1	63,560	1	45,580	1	45,580
2550	Information Systems Manager	2	2	2	151,162	2	151,674	2	151,674
2546	Information Systems Supervisor	3	3	1	70,575	1	70,803	1	70,803
2522	Information Systems Tech I	1	1	0	0	0	0	0	0
2523	Information Systems Tech II	0	0	1	41,832	1	42,519	1	42,519
812	Intergovernmental Program Coord	2	2	2	136,412	2	139,804	2	139,804
2205	Junior Field Representative	4	4	4	116,872	4	125,464	4	125,464
314	Lead Service Dispatcher	1	1	1	37,497	0	0	0	0
2118	Lighting and Signal Inspector	2	2	2	114,526	2	114,906	2	114,906
1960	Maintenance Director	1	1	1	90,924	1	88,646	1	88,646
1208	Maintenance Worker	2	2	1	21,044	0	0	0	0
1200	Maintenance Worker	0	0	0	0	1	32,962	1	32,962
2540	MIS Support Technician	1	1	0	0	0	0	0	0
116	Office Manager	1	1	1	31,692	1	33,093	1	33,093
102	Office Support Specialist II	0	0	0	0	4	120,222	4	120,222
104	Office Support Specialist III	0	0	0	0	6	218,813	5	193,365
1443	Painter	1	1	1	41,941	1	42,074	1	42,074
2240	Parking Enforcement Deputy	38	38	40	1,283,455	41	1,393,938	41	1,393,938
1250	Parking Meter Technician	4	4	4	159,296	4	159,800	4	159,800
1251	Parking Meter Technician, Lead	1	1	1	41,815	1	41,950	1	41,950

Office of Transportation AU 159

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised		Proposed		Adopted	
		FY 1998	FY 1999	FY 1999-00		FY 2000-01		FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
1608	Paving Crew Leader	8	8	8	344,584	0	0	0	0
3229	Planner	4	4	4	183,633	4	185,388	4	185,388
3169	Principal Engineer	6	4	4	328,316	5	408,436	5	408,436
832	Principal Financial Analyst	0	0	0	0	1	66,131	1	66,131
2545	Principal Info Systems Analyst	0	0	3	211,711	4	271,605	4	271,605
966	Program Coordinator	5	5	6	306,285	5	250,790	5	250,790
968	Program Manager I	1	0	0	0	1	60,070	1	60,070
970	Program Manager II	4	4	5	305,868	5	290,669	4	236,417
972	Program Manager IV	3	3	4	318,243	5	399,071	5	399,071
964	Program Specialist	9	8	7	362,529	5	264,640	5	264,640
3152	Public Works Const/Inspect Supvr	1	1	1	70,384	1	70,616	1	70,616
3150	Public Works Inspector	8	9	8	388,342	8	390,872	8	390,872
3151	Public Works Inspector, Senior	7	7	7	381,766	7	374,547	7	374,547
1952	Public Works Manager	5	5	5	327,813	4	261,810	4	261,810
3359	Public Works Project Manager	15	15	16	1,032,921	16	1,038,880	16	1,038,880
1950	Public Works Supervisor	20	20	20	1,121,448	21	1,168,603	21	1,168,603
3217	Right-of-Way Agent	1	1	1	55,926	1	58,405	1	58,405
3219	Right-of-Way Services Manager	1	1	1	70,384	1	70,616	1	70,616
108	Secretarial Assistant	0	0	0	0	1	39,062	1	39,062
222	Secretarial Assistant	1	1	1	33,871	0	0	0	0
221	Secretarial Clerk II	15	15	15	473,987	7	227,987	7	227,987
816	Senior Administrative Specialist	0	0	0	0	1	39,062	1	39,062
930	Senior Bureau Administrative Mgr	0	0	2	155,942	3	240,927	3	240,927
3166	Senior Engineer	10	11	11	663,913	8	516,897	8	516,897
3163	Senior Engineering Associate	25	25	23	1,284,067	21	1,241,929	21	1,241,929
828	Senior Financial Analyst	1	1	1	60,365	0	0	0	0
952	Senior Management Analyst	0	0	0	0	1	57,244	1	57,244
3231	Senior Planner	5	5	5	295,010	5	281,795	5	281,795
1956	Senior Public Works Manager	4	4	4	328,316	3	228,987	3	228,987
848	Senior Risk Specialist	1	1	1	60,365	1	60,570	1	60,570
414	Senior Stores System Manager	1	1	1	60,365	1	60,570	1	60,570
310	Service Dispatcher	0	0	0	0	3	106,953	3	106,953
315	Service Dispatcher	3	3	3	103,059	0	0	0	0
311	Service Dispatcher, Lead	0	0	0	0	1	39,062	1	39,062
1230	Sewer Construction Crew Leader	8	8	8	344,584	8	330,162	8	330,162
1325	Sewer Vacuum Operator	6	6	6	234,918	0	0	0	0
2250	Sidewalk Inspector	4	4	4	170,616	4	176,234	4	176,234
1224	Sign Maker	1	1	1	41,941	1	42,074	1	42,074
410	Storekeeper	5	5	5	184,970	0	0	0	0
406	Storekeeper/Acquisition Spec II	0	0	0	0	5	198,535	5	198,535
408	Storekeeper/Acquisition Spec III	0	0	0	0	2	91,188	2	91,188
411	Stores Supervisor I	2	2	2	84,930	0	0	0	0
1226	Street Maintenance Crew Leader	0	0	0	0	8	329,956	8	329,956
115	Supervising Clerk	3	3	3	104,256	0	0	0	0
3167	Supervising Engineer	0	0	0	0	4	277,414	4	277,414
3120	Surveying Aide I	2	2	2	96,773	2	93,939	2	93,939
3121	Surveying Aide II	9	9	9	314,082	9	313,649	9	313,649
3124	Surveying Supervisor	1	1	1	66,862	1	58,741	1	58,741
3122	Surveyor I	6	6	5	223,540	5	228,319	5	228,319
3123	Surveyor II	1	1	1	47,894	2	96,538	2	96,538
3107	Technician I	17	16	16	580,678	15	554,033	15	554,033
3108	Technician II	20	19	24	1,080,077	24	1,094,741	24	1,094,741
3109	Technician III	15	15	13	712,709	13	708,736	13	715,549
1227	Traffic Crew Leader	0	0	0	0	9	366,258	9	366,258
912	Traffic Management Director	1	1	1	90,924	1	91,229	1	91,229
1440	Traffic Sign Crew Leader	9	9	9	364,035	0	0	0	0
650	Training & Development Analyst	1	1	1	54,433	0	0	0	0
914	Transportation Director	1	1	1	100,592	1	101,088	1	101,088
1218	Utility Worker	140	133	129	4,493,499	0	0	0	0
1210	Utility Worker I	26	26	26	828,334	26	859,095	26	859,095
1211	Utility Worker II	0	0	0	0	130	4,608,174	130	4,608,174
1510	Welder	0	0	0	0	2	84,148	2	84,148
1513	Welder	2	2	2	83,882	0	0	0	0
TOTAL FULL-TIME POSITIONS		730	716	714	\$ 31,752,232	715	\$ 32,130,853	713	\$ 32,057,966

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	127,510,550	0	127,510,550	717.0	FY 2000-01 Current Service Level Estimate
CSL Estimate Adjustments to 97.5% level					
	(123,922)	0	(123,922)	0.0	Street Light O&M
	(10,420)	0	(10,420)	0.0	CDB Street Cleaning
Mayor's Proposed Budget Decisions					
	0	212,000	212,000	0.0	Sidewalk Scrubbing
	0	380,493	380,493	0.0	Abandoned Auto
	0	123,507	123,507	0.0	Landscape Maintenance
	0	(250,000)	(250,000)	0.0	Reduce GTR Expenditures
	0	450,000	450,000	0.0	CRC-Street Lighting Capital
	(122,577)	0	(122,577)	0.0	Professional Services 24.4%
	(799,310)	0	(799,310)	(4.0)	Support and Admin 5.4%
	0	(2,162,541)	(2,162,541)	0.0	Fund Balance & Contingency Reductions
	0	418,000	418,000		BES Solid Waste Leaf Pick Up
	(246,875)	0	(246,875)		Tier 1 cuts
	(376,493)	0	(376,493)		Tier 2 Cuts
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	(124,050)	0	(124,050)	0.0	Administrative Efficiencies
	(61,410)	0	(61,410)	0.0	CIP Adjustments
	(68,639)	0	(68,639)	0.0	Facilities I/A
	(1,933,696)	(828,541)	(2,762,237)	(4.0)	Total FY 2000-01 Decision Packages
			\$ 124,748,313	713.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	123,922	123,922	0.0	Street Light O&M Restoration 2.5%
	0	10,420	10,420	0.0	CDB Street Cleaning Restoration 2.5%
	0	176,493	176,493	0.0	Landscape Maintenance
	0	225,289	225,289	0.0	ESA
			\$ 536,124	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions					
	0	0	0	0.0	None
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Bureau of Maintenance

OVERVIEW

Organizational Description The Bureau of Maintenance has nine budget programs: Street Preservation, Traffic Maintenance, Street Cleaning, Sidewalk Preservation and Safety, Structural Maintenance, Emergency Services, Environmental Maintenance, Drainage Maintenance, and the Administrative Division.

CHANGES FROM PRIOR YEAR

Service Reductions The FY 2000-01 Adopted Budget for the Bureau of Maintenance includes the following service reductions;

General Fund Reductions:

- ◆ Landscape Maintenance \$176,493
- ◆ Downtown CBD Street Cleaning \$10,420

Transportation Discretionary Funding Reductions:

- ◆ Reduce Curb Ramps/Corner Repair (\$150,000)

Reorganization During FY 1999-2000, Portland Transportation reorganized its organizational structure to more efficiently provide transportation services. Traffic Signals, Street Lighting, and Electrical Maintenance were combined into the Signals/Street Lighting Program in the Bureau of Transportation Systems Management. Technology management, analysis and support services were centralized in the Information Technology Program in the Office of the Director. This reorganization has resulted in the restatement of selected historical program expenditures.

Overview of Programs

STREET PRESERVATION

The City maintains local and arterial streets. The Bureau of Maintenance uses a Pavement Management System (PMS) based on visual inspection and structural testing to identify and prioritize maintenance projects. The PMS helps identify the most cost effective maintenance technique for each street based on its pavement condition. These techniques range from sealing cracks and patching holes to base repair and asphalt overlay.

TRAFFIC MAINTENANCE

This program supports the maintenance of signalized intersections, partially controlled intersections, legends placed on the street surface, painted lines, crosswalks, traffic control signs, parking control signs, parking meters and street name signs. In addition, a portion of City-owned street lights are maintained by the bureau.

STREET CLEANING

On a regular basis, the City of Portland mechanically cleans residential streets, arterial streets, the Central Business District, pedestrian subways, stairways, and bike paths. The Street Cleaning section also responds to emergencies and special events such as Clean Sweeps and Rose Festival activities.

SIDEWALK PRESERVATION & SAFETY

The Sidewalk Preservation and Safety program oversees the maintenance of sidewalks, curbs, and corners. The City Charter assigns the responsibility for the maintenance of sidewalks to the owner of the abutting property; therefore, Transportation inspects the sidewalks and notifies the property owner of needed repairs. In the event timely repairs are not made by the property owner, the Bureau of Maintenance hires a private contractor to make the repairs and bills the property owner for the costs. Non-reimbursed activities include inspections, permits issuance, corner maintenance, and mall maintenance.

The Americans with Disabilities Act (ADA) contains provisions that significantly affect facilities within the public right-of-way. The Sidewalk Preservation and Safety budget continues the ongoing program to upgrade existing corners to ADA standards.

STRUCTURAL MAINTENANCE

This program is responsible for maintaining vehicle and pedestrian structures in the City's right-of-way system. With engineering assistance from the Bureau of Transportation Engineering and Development, the bureau plans and conducts an annual maintenance program that ensures public safety and convenience and controls deterioration of these structures. Within the City of Portland these structures include major and minor bridges, stairways, retaining walls, the harbor wall along the Willamette River, guardrails, tunnels, fencing, and street furniture.

EMERGENCY SERVICES

The Bureau of Maintenance provides around-the-clock response to emergencies, including snow and ice, wind storms, floods, mud slides and other weather conditions; hazardous materials incidents; clean-up following certain police actions; sewer breaks or plugs; and other natural or man-made incidents that inhibit safe transportation or threaten public safety. During emergency operations, the bureau is reorganized, and all personnel are available to make up emergency crews.

ENVIRONMENTAL MAINTENANCE

The Bureau of Maintenance oversees the annual programs for cleaning and inspection of the sewer system, investigation of customer problems, and repair and reconstruction of damaged, broken, or deteriorated sewers. These programs were established in cooperation with the Bureau of Environmental Services, which funds the entire cost of the Environmental Systems Division maintenance program through an interagency agreement.

DRAINAGE MAINTENANCE

The Bureau of Maintenance, in conjunction with the Bureau of Environmental Services (BES), is charged with maintaining the surface storm drainage system within the City of Portland. The Clean Water Act of 1972 established the City's responsibility for the quality of the outflow from the City's sewer and drainage systems. In order to comply with the regulations and guidelines set forth by a variety of federal, state, and local agencies, a comprehensive program to manage the storm water drainage system and roadside vegetation has been developed. This program is funded in part by an interagency agreement with BES.

BOM MANAGEMENT AND SUPPORT

To maximize the efficiency and effectiveness of the field operations, the Support and Administration program provides specialized administrative and direct support services to the other programs. These services include equipment management; materials handling; communication and radio dispatch; public information; facilities maintenance; personnel administration; loss control and training; finance and accounting; and program management.

Bureau of Maintenance AU 159

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	22,664,233	22,782,221	23,522,139	23,626,639	23,626,639
External Materials and Services	8,030,144	8,228,102	9,894,098	10,455,418	10,455,418
Internal Materials and Services	8,438,984	8,104,057	8,395,739	8,602,376	8,574,411
Minor Capital Outlay	134,311	282,798	53,003	162,900	162,900
Equipment Cash Transfers	50,660	193,524	99,895	0	0
Total Operating Budget	39,318,332	39,590,702	41,964,874	42,847,333	42,819,368
Capital Improvements	3,905,476	2,251,463	525,490	400,205	400,205
TOTAL BUREAU EXPENDITURES	\$ 43,223,808	\$ 41,842,165	\$ 42,490,364	\$ 43,247,538	\$ 43,219,573
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	43,223,808	41,842,165	42,490,364	43,247,538	43,219,573
RESOURCES					
Transportation Operating Fund		41,842,165	42,490,364	43,247,538	43,219,573
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Street Preservation		11,828,527	12,921,160	13,147,142	13,147,142
<i>Positions</i>		95	95	95	95
Traffic Maintenance		3,401,850	3,454,142	3,668,853	3,668,853
<i>Positions</i>		60	37	39	39
Street Cleaning		5,287,279	5,713,770	5,929,630	5,929,630
<i>Positions</i>		48	52	52	52
Sidewalk Preservation & Safety		2,278,864	2,336,791	2,303,445	2,303,445
<i>Positions</i>		29	23	23	23
Structural Maintenance		2,031,390	2,274,024	2,335,881	2,335,881
<i>Positions</i>		28	28	28	28
Emergency Services		1,112,647	336,275	325,093	325,093
<i>Positions</i>		2	2	2	2
Environmental Maintenance		6,380,600	6,977,307	7,401,965	7,401,965
<i>Positions</i>		80	83	82	82
Drainage Maintenance		3,154,433	3,604,717	3,612,839	3,612,839
<i>Positions</i>		34	28	28	28
BOM Management and Support		6,366,575	4,872,178	4,522,690	4,494,725
<i>Positions</i>		52	52	51	51
TOTAL PROGRAMS		\$ 41,842,165	\$ 42,490,364	\$ 43,247,538	\$ 43,219,573
<i>Positions</i>		428	398	400	400

Bureau of Maintenance AU 159

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	12,157,148	12,260,807	15,905,258	16,048,981	16,048,981
512000 Part-Time Employees	281,570	331,984	228,578	227,175	227,175
514000 Overtime	908,504	793,270	502,133	605,960	605,960
515000 Premium Pay	293,902	289,887	256,544	254,965	254,965
517000 Benefits	6,192,805	6,168,658	6,629,626	6,489,558	6,489,558
518000 Paid Absence	2,915,316	2,948,166	0	0	0
Total Personnel Services	22,749,245	22,792,772	23,522,139	23,626,639	23,626,639
Materials and Services					
External Materials and Services					
521000 Professional Services	91,019	117,473	91,211	98,500	98,500
522000 Utilities	508,759	506,241	426,896	476,854	476,854
523000 Equipment Rental	10,476	0	4,240	4,240	4,240
524000 Repair & Maintenance Services	1,060,540	1,606,753	2,369,910	2,241,766	2,241,766
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	26,570	21,064	25,200	23,000	23,000
531000 Office Supplies	2,240	3,443	21,709	18,386	18,386
532000 Operating Supplies	1,583,433	1,596,523	1,834,249	2,106,740	2,106,740
533000 Repair & Maintenance Supplies	4,999,344	4,799,639	5,161,576	5,717,344	5,717,344
534000 Minor Equipment & Tools	201,183	308,245	56,165	42,388	42,388
535000 Clothing & Uniforms	120,936	48,668	48,647	41,400	41,400
539000 Other Commodities External	4,461	(192,844)	(155,599)	(170,348)	(170,348)
541000 Education	83,865	52,070	85,159	92,444	92,444
542000 Local Travel	6,357	12,752	2,463	2,840	2,840
543000 Out-of-Town Travel	12,999	20,382	11,627	14,329	14,329
544000 Space Rental	55,924	66,449	84,870	145,740	145,740
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	21,232	90,892	500	0	0
Total External Materials and Services	8,789,338	9,057,750	10,068,823	10,855,623	10,855,623
Internal Materials and Services					
551000 Fleet Services	6,057,415	5,698,057	5,696,600	5,856,929	5,796,674
552000 Printing & Distribution	75,986	70,012	94,414	93,252	93,252
553000 Facilities Services	212,232	113,333	103,421	115,882	115,882
554000 Communications Services	476,206	476,027	536,216	458,810	491,100
555000 Data Processing Services	0	0	0	0	0
556000 Insurance	841,834	981,984	1,166,864	1,255,858	1,255,858
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	855,984	920,488	798,224	821,645	821,645
Total Internal Materials and Services	8,519,657	8,259,901	8,395,739	8,602,376	8,574,411
Total Materials and Services	17,308,995	17,317,651	18,464,562	19,457,999	19,430,034
Capital Outlay					
561000 Land	2,980,597	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	1,253,187	350,765	0	0
564000 Capital Equipment	134,311	282,798	53,003	162,900	162,900
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	3,114,908	1,535,985	403,768	162,900	162,900
573000 Equipment Cash Transfers	50,660	193,524	99,895	0	0
576000 Minor Equipment Transfers	0	2,233	0	0	0
TOTAL DIVISION EXPENSES	\$ 43,223,808	\$ 41,842,165	\$ 42,490,364	\$ 43,247,538	\$ 43,219,573

Bureau of Maintenance AU 159

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised		Proposed		Adopted	
		FY 1998	FY 1999	FY 1999-00	Amount	FY 2000-01	Amount	FY 2000-01	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	2	2	2	80,445	1	37,066	1	37,066
515	Accountant II	1	1	1	43,848	2	89,981	2	89,981
530	Accounting Supervisor I	1	1	1	60,365	1	57,200	1	57,200
510	Accounting Technician	1	1	1	32,341	1	28,643	1	28,643
819	Administrative Assistant	5	5	5	292,768	5	290,481	5	290,481
926	Administrative Services Manager	2	2	2	133,724	2	134,160	2	134,160
922	Administrative Supervisor II	1	1	1	47,013	1	48,464	1	48,464
1225	Asphalt Raker	11	11	11	388,729	11	390,027	11	390,027
1311	Automotive Equipment Operator I	58	58	54	2,005,614	54	2,009,760	54	2,009,760
1313	Automotive Equipment Operator II	15	15	15	587,295	15	589,065	15	589,065
1312	Automotive Equipment Operator II	0	0	0	0	7	274,897	7	274,897
1420	Carpenter	7	7	7	293,587	7	294,518	7	294,518
114	Clerical Specialist	2	2	2	64,682	0	0	0	0
1410	Concrete Finisher	12	11	10	419,410	10	420,740	10	420,740
1316	Construction Equip Operator II	16	16	16	666,032	0	0	0	0
1315	Construction Equipment Operator	1	1	1	39,489	17	692,875	17	692,875
1455	Electrical Supervisor	1	1	0	0	0	0	0	0
1453	Electrician	16	16	0	0	0	0	0	0
3251	Electronic Tech II Communication	2	2	0	0	0	0	0	0
3153	Engineering Associate	1	1	1	41,920	0	0	0	0
1229	Environmental Systems Maint Tech	9	9	8	345,173	8	346,242	8	346,242
827	Financial Analyst	1	1	1	53,637	1	43,560	1	43,560
1524	General Mechanic	2	2	3	125,823	3	127,521	3	127,521
2542	Information Systems Analyst II	1	1	0	0	0	0	0	0
314	Lead Service Dispatcher	1	1	1	37,497	0	0	0	0
1960	Maintenance Director	1	1	1	90,924	1	88,646	1	88,646
1208	Maintenance Worker	2	2	1	21,044	0	0	0	0
1200	Maintenance Worker	0	0	0	0	1	32,962	1	32,962
102	Office Support Specialist II	0	0	0	0	4	120,222	4	120,222
104	Office Support Specialist III	0	0	0	0	2	73,258	2	73,258
1443	Painter	1	1	1	41,941	1	42,074	1	42,074
1250	Parking Meter Technician	4	4	4	159,296	4	159,800	4	159,800
1251	Parking Meter Technician, Lead	1	1	1	41,815	1	41,950	1	41,950
1608	Paving Crew Leader	8	8	8	344,584	0	0	0	0
3169	Principal Engineer	1	1	1	82,079	1	82,347	1	82,347
966	Program Coordinator	1	1	2	104,004	2	106,267	2	106,267
968	Program Manager I	0	0	0	0	1	60,070	1	60,070
3150	Public Works Inspector	1	1	1	48,774	1	48,939	1	48,939
1952	Public Works Manager	5	5	4	260,951	3	194,730	3	194,730
1950	Public Works Supervisor	20	20	20	1,121,448	21	1,168,603	21	1,168,603
108	Secretarial Assistant	0	0	0	0	1	39,062	1	39,062
222	Secretarial Assistant	1	1	1	33,871	0	0	0	0
221	Secretarial Clerk II	4	4	4	119,766	0	0	0	0
3166	Senior Engineer	0	0	0	0	2	128,734	2	128,734
3163	Senior Engineering Associate	1	1	2	124,234	1	59,196	1	59,196
1956	Senior Public Works Manager	4	4	4	328,316	3	228,987	3	228,987
848	Senior Risk Specialist	1	1	1	60,365	1	60,570	1	60,570
414	Senior Stores System Manager	1	1	1	60,365	1	60,570	1	60,570
315	Service Dispatcher	3	3	3	103,059	0	0	0	0
310	Service Dispatcher	0	0	0	0	3	106,953	3	106,953
311	Service Dispatcher, Lead	0	0	0	0	1	39,062	1	39,062
1230	Sewer Construction Crew Leader	8	8	8	344,584	8	330,162	8	330,162
1325	Sewer Vacuum Operator	6	6	6	234,918	0	0	0	0
2250	Sidewalk Inspector	4	4	4	170,616	4	176,234	4	176,234
1224	Sign Maker	1	1	1	41,941	1	42,074	1	42,074
410	Storekeeper	5	5	5	184,970	0	0	0	0
406	Storekeeper/Acquisition Spec II	0	0	0	0	5	198,535	5	198,535
408	Storekeeper/Acquisition Spec III	0	0	0	0	2	91,188	2	91,188
411	Stores Supervisor I	2	2	2	84,930	0	0	0	0
1226	Street Maintenance Crew Leader	0	0	0	0	8	329,956	8	329,956
3107	Technician I	2	2	2	76,042	3	107,991	3	107,991
3108	Technician II	1	1	1	48,522	1	48,682	1	48,682
3109	Technician III	0	0	1	59,002	1	59,196	1	59,196
1227	Traffic Crew Leader	0	0	0	0	9	366,258	9	366,258
1440	Traffic Sign Crew Leader	9	9	9	364,035	0	0	0	0
650	Training & Development Analyst	1	1	1	54,433	0	0	0	0
1218	Utility Worker	140	133	127	4,422,821	0	0	0	0
1210	Utility Worker I	26	26	26	828,334	26	859,095	26	859,095
1211	Utility Worker II	0	0	0	0	128	4,537,260	128	4,537,260

Bureau of Maintenance AU 159

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
1510	Welder	0	0	0	0	2	84,148	2	84,148
1513	Welder	2	2	2	83,882	0	0	0	0
TOTAL FULL-TIME POSITIONS		436	428	398	\$ 15,905,258	400	\$ 16,048,981	400	\$ 16,048,981

Bureau of Transportation Systems Management

OVERVIEW

Organizational Description

The Bureau of Transportation Systems Management has five budget programs: the Traffic Investigation Division, the Signals and Street Lighting Division, the Transportation Options Division, the Parking Enforcement Division, and the Administration Division.

CHANGES FROM PRIOR YEAR

Service Reductions

The FY 2000-01 Adopted Budget for the Bureau of Transportation Systems Management includes the following service reductions:

General Fund Reductions:

- ◆ Street Lighting Operating \$123,922

Transportation Discretionary Fund Reductions:

- ◆ Signal Communication System (\$50,000)

Reorganization

During FY 1999-2000, Portland Transportation reorganized its program structure to more efficiently provide transportation services. Most Capital Improvement Program projects were combined into the Project Management Division in the Bureau of Transportation Engineering & Development. Traffic Signals, Street Lighting, and Electrical Maintenance were combined into the Signals/Street Lighting Program. Transportation Operating and Project Support activities were assigned to the Traffic Investigations and Transportation Options Programs. Bicycle, Pedestrian, and Parking Management Program activities were assigned to planning, construction, and operating sections in the Bureau of Transportation Engineering & Development, the Bureau of Transportation System Management, and the Office of the Director. Technology management, analysis, and support services were centralized in the Information Technology Program in the Office of the Director. This reorganization has resulted in the restatement of selected historical program expenditures.

Overview of Programs

TRAFFIC INVESTIGATIONS

Activities include providing customer service for traffic safety, speeding and excessive traffic volumes; providing traffic control via signs and pavement marking systems; monitoring traffic safety and capacity improvements through study of collected data; installing parking meters, signs and special parking areas; and administering end-of-trip facilities and promotional events to attract more cyclists.

SIGNALS/STREET LIGHTING

Services include operating, maintaining, modifying, and making capital improvements to both the City's traffic signal and street lighting systems; participating in regional traffic control efforts directing drivers to alternate routes to alleviate congestion and improve traffic safety; monitoring external power and maintenance costs, and monitoring utility rate developments.

PARKING ENFORCEMENT

Activities include ensuring obstructions are cleared from intersections, crosswalks and sidewalks; ensuring removal of abandoned or dangerous vehicles; and issuing citations for parking violations.

PROJECT SUPPORT

This program's services are now provided by other Bureau of Transportation Systems Management sections.

BTSM MANAGEMENT AND SUPPORT

Key services include monitoring and addressing bureau operational needs, monitoring and managing resources including personnel and budget, and providing central secretarial support.

TRANSPORTATION OPTIONS

Activities include developing and encouraging alternatives to single-occupancy vehicles, such as carpools, work hour changes, transit use, walking, and cycling; developing school curriculums to educate the public regarding modal choices and safety; and ensuring bike path striping improvements are made.

TRAFFIC CALMING

This program's services are now provided by other Bureau of Transportation Systems Management sections.

STREET LIGHTING

This program is now part of the Signal/ Street Lighting section.

Bureau of Transportation Systems Management AU 159

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	7,924,745	8,207,352	8,094,261	8,358,374	8,358,374
External Materials and Services	5,615,606	5,145,864	5,590,132	5,371,453	5,371,453
Internal Materials and Services	1,868,256	1,760,985	1,961,267	1,185,437	1,253,523
Minor Capital Outlay	8,475	0	19,830	10,000	10,000
Equipment Cash Transfers	73,984	38,054	0	0	0
Total Operating Budget	15,491,066	15,152,255	15,665,490	14,925,264	14,993,350
Capital Improvements	3,003,615	2,008,232	3,166,168	2,596,894	2,596,894
TOTAL BUREAU EXPENDITURES	\$ 18,494,681	\$ 17,160,487	\$ 18,831,658	\$ 17,522,158	\$ 17,590,244
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	18,494,681	17,160,487	18,831,658	17,522,158	17,590,244
RESOURCES					
Transportation Operating Fund		17,160,487	18,831,658	17,522,158	17,590,244
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Traffic Investigations		1,179,993	2,012,033	1,984,129	1,984,129
<i>Positions</i>		14	23	22	22
Signals/Street Lighting		5,092,564	11,076,126	10,522,809	10,522,809
<i>Positions</i>		9	42	42	42
Parking Enforcement		2,754,090	3,145,752	3,155,383	3,155,383
<i>Positions</i>		53	54	54	54
Transportation Options		1,754,640	941,552	875,007	875,007
<i>Positions</i>		16	7	7	7
BTSM Management and Support		1,354,957	1,656,195	984,830	1,052,916
<i>Positions</i>		8	8	8	8
Project Support		406,262	0	0	0
<i>Positions</i>		5	0	0	0
Traffic Calming		775,378	0	0	0
<i>Positions</i>		5	0	0	0
Street Lighting		3,842,603	0	0	0
<i>Positions</i>		8	0	0	0
TOTAL PROGRAMS		\$ 17,160,487	\$ 18,831,658	\$ 17,522,158	\$ 17,590,244
<i>Positions</i>		118	134	133	133

Bureau of Transportation Systems Management AU 159

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	5,019,437	5,173,740	5,953,144	6,089,004	6,089,004
512000 Part-Time Employees	240,265	202,637	346,126	263,729	263,729
514000 Overtime	124,416	131,893	116,174	243,279	243,279
515000 Premium Pay	67,825	74,337	56,150	58,730	58,730
517000 Benefits	2,333,665	2,378,423	2,364,510	2,362,260	2,362,260
518000 Paid Absence	1,087,706	1,069,718	0	0	0
Total Personnel Services	8,873,314	9,030,748	8,836,104	9,017,002	9,017,002
Materials and Services					
External Materials and Services					
521000 Professional Services	255,205	238,695	288,665	435,760	435,760
522000 Utilities	3,508,647	3,216,885	3,772,502	3,808,985	3,808,985
523000 Equipment Rental	1,286	1,103	900	9,933	9,933
524000 Repair & Maintenance Services	183,893	113,409	160,208	106,802	106,802
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	62,069	0	40,046	181,224	181,224
529000 Miscellaneous Services	687,534	280,816	220,600	59,547	59,547
531000 Office Supplies	31,149	7,968	36,002	39,502	39,502
532000 Operating Supplies	515,852	695,620	437,035	617,618	617,618
533000 Repair & Maintenance Supplies	561,208	615,300	480,904	372,304	372,304
534000 Minor Equipment & Tools	154,490	178,717	104,583	114,449	114,449
535000 Clothing & Uniforms	19,091	31,196	29,250	38,930	38,930
539000 Other Commodities External	32,605	9,023	0	0	0
541000 Education	38,234	43,925	38,514	42,145	42,145
542000 Local Travel	1,929	1,022	2,776	2,126	2,126
543000 Out-of-Town Travel	20,577	20,195	32,423	22,682	22,682
544000 Space Rental	4,081	674	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	9,378	9,427	13,000	13,000	13,000
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	20,977	17,385	96,863	15,206	15,206
Total External Materials and Services	6,108,205	5,481,360	5,754,271	5,880,213	5,880,213
Internal Materials and Services					
551000 Fleet Services	547,050	647,240	605,851	619,372	619,372
552000 Printing & Distribution	123,633	85,216	126,931	79,149	79,149
553000 Facilities Services	447,038	452,681	717,146	0	0
554000 Communications Services	165,025	152,056	152,828	157,626	163,778
555000 Data Processing Services	0	0	0	0	0
556000 Insurance	235,904	197,669	209,372	160,123	222,057
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	457,960	227,532	137,721	169,167	169,167
Total Internal Materials and Services	1,976,610	1,762,394	1,949,849	1,185,437	1,253,523
Total Materials and Services	8,084,815	7,243,754	7,704,120	7,065,650	7,133,736
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	1,449,138	833,233	2,047,116	1,429,506	1,429,506
564000 Capital Equipment	0	0	232,900	10,000	10,000
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	1,449,138	833,233	2,280,016	1,439,506	1,439,506
573000 Equipment Cash Transfers	73,984	38,054	0	0	0
576000 Minor Equipment Transfers	13,430	14,698	11,418	0	0
TOTAL DIVISION EXPENSES	\$ 18,494,681	\$ 17,160,487	\$ 18,831,658	\$ 17,522,158	\$ 17,590,244

Bureau of Transportation Systems Management AU 159

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	1	1	1	49,108	1	49,296	1	49,296
924	Administrative Supervisor III	1	1	0	0	0	0	0	0
962	Assistant Program Specialist	0	0	1	40,474	0	0	0	0
1311	Automotive Equipment Operator I	0	0	3	111,423	3	111,753	3	111,753
928	Bureau Administrative Manager	3	3	0	0	0	0	0	0
114	Clerical Specialist	1	1	1	34,752	1	34,861	1	34,861
3255	Communications Engineer	1	1	1	63,509	1	63,710	1	63,710
1455	Electrical Supervisor	0	0	1	60,365	1	60,570	1	60,570
1453	Electrician	0	0	18	921,515	18	946,576	18	946,576
3251	Electronic Tech II Communication	0	0	2	99,707	0	0	0	0
3252	Electronic Tech II Traffic Signl	0	0	0	0	2	94,330	2	94,330
3164	Engineer	2	2	3	191,245	4	257,846	4	257,846
3153	Engineering Associate	5	4	4	191,945	4	191,417	4	191,417
2210	Field Representative	2	2	0	0	0	0	0	0
2211	Field Representative II	2	2	1	40,725	1	43,722	1	43,722
827	Financial Analyst	1	1	1	54,433	1	54,621	1	54,621
2546	Information Systems Supervisor	1	1	0	0	0	0	0	0
2205	Junior Field Representative	4	4	4	116,872	4	125,464	4	125,464
2118	Lighting and Signal Inspector	2	2	2	114,526	2	114,906	2	114,906
116	Office Manager	1	1	1	31,692	1	33,093	1	33,093
2240	Parking Enforcement Deputy	38	38	39	1,231,726	41	1,393,938	41	1,393,938
3169	Principal Engineer	3	2	2	164,158	2	164,694	2	164,694
966	Program Coordinator	2	2	0	0	0	0	0	0
970	Program Manager II	2	2	2	127,018	2	108,997	2	108,997
972	Program Manager IV	0	0	0	0	1	76,828	1	76,828
964	Program Specialist	8	7	7	362,529	5	264,640	5	264,640
1952	Public Works Manager	0	0	1	66,862	1	67,080	1	67,080
3359	Public Works Project Manager	3	3	2	132,556	2	134,326	2	134,326
221	Secretarial Clerk II	6	6	7	207,444	7	227,987	7	227,987
930	Senior Bureau Administrative Mgr	0	0	1	77,971	1	80,309	1	80,309
3166	Senior Engineer	1	1	0	0	0	0	0	0
3163	Senior Engineering Associate	14	14	8	457,363	8	468,655	8	468,655
3231	Senior Planner	2	2	2	118,004	2	104,207	2	104,207
3107	Technician I	6	5	6	225,907	4	148,645	4	148,645
3108	Technician II	4	4	7	323,505	6	275,665	6	275,665
3109	Technician III	5	5	3	174,208	4	228,725	4	228,725
912	Traffic Management Director	1	1	1	90,924	1	91,229	1	91,229
1218	Utility Worker	0	0	2	70,678	0	0	0	0
1211	Utility Worker II	0	0	0	0	2	70,914	2	70,914
TOTAL FULL-TIME POSITIONS		122	118	134	\$ 5,953,144	133	\$ 6,089,004	133	\$ 6,089,004

Bureau of Transportation Engineering & Development

OVERVIEW

Organizational Description

The Bureau of Transportation Engineering and Development has four budget programs; the Project Management Division, the Engineering Services Division, the Development Services Division, and the Administrative Division.

CHANGES FROM PRIOR YEAR

Service Reductions

The FY 2000-01 Adopted Budget for the Bureau of Transportation Engineering and Development includes the following service reductions:

General Fund Reductions:

- ◆ None

Transportation Discretionary Funding Reductions:

- ◆ River District (\$10,000)
- ◆ OCC/Lloyd District/N. Macadam (\$10,000)
- ◆ Neighborhood Development (\$50,000)
- ◆ NE Cornfoot Rd. at 47th (\$6,875)
- ◆ Willamette Blvd Landslides (\$79,620)
- ◆ SE 41st Woodstock/ Steele (\$100,000)
- ◆ N. Wall (\$50,000)

Reorganization

During FY 1999-2000, Portland Transportation reorganized its organizational structure to more efficiently provide transportation services. Most Capital Improvement Program projects were combined into the Project Management Division. Bicycle, Pedestrian, and Parking Management Program activities were assigned to planning, construction, and operating sections. Technology management, analysis and support services were centralized in the Information Technology Program of the Office of the Director. This reorganization has resulted in the restatement of selected historical program expenditures.

Overview of Programs

PROJECT MANAGEMENT

The Project Management Division develops and constructs a variety of transportation projects that are multi-modal and responsive to the requirements of land use and urban design objectives in the community. The projects are organized around the following project types; Town Centers and Main Streets; Neighborhoods; Freight Access; and Special Area Projects.

Town Centers and Main Streets

Project managers develop and construct projects in the high priority areas of the City's Town Centers and Main Streets. Town Centers and Main Streets were developed through the Metro Region 2040 Growth Concept and Regional Plan and have been incorporated into the City of Portland's Comprehensive Plan. Project managers working on Town Centers and Main Streets are experts in urban design and public involvement.

Neighborhoods

Local street and neighborhood projects are the focus of this group. Projects may include the development and construction of local improvements using Local Improvement District financing, traffic calming in neighborhoods and around schools, pedestrian crossings, bicycle lanes and pedestrian improvements. Local street improvements in combination with housing projects are planned to increase housing and retain residents within the city limits.

Freight Access

Commerce, industrial access and Port of Portland related projects are addressed in this program area. Projects are concerned with environmental issues, multi-modal design and new technology.

Special Area Projects

Larger scale projects within tax increment development districts and regional centers are developed and constructed in this program area. Projects include; Central City Streetcar/ Lovejoy Ramp; The River District; Interstate MAX light Rail Transit; Airport Light Rail Transit; North Macadam District; Lloyd/Convention Center District.

LID Redesign Program

Portland Transportation and BES have provided funding to redesign the City's Local Improvement District (LID) process. In past years, the LID program had been one of the primary means for designing and constructing street and sewer improvements within the City of Portland. Recently, a number of issues have challenged the program, including rising costs, increased regulations, and an inefficient and costly formation process. The redesign effort, in close collaboration with City neighborhoods, will generate a set of recommendations for City Council consideration in the summer of 2000, with implementation of these recommendations occurring by the end of 2000.

ENGINEERING SERVICES

The Engineering Services Division provides survey, design, inspection, and construction management and technical support services for a variety of the Office of Transportation's capital improvement projects, as developed through the Project Management Division. The division also ensures safety and serviceability of the City's bridges. The Engineering Services Division is composed of the following five sections; Survey, Bridges and Structures, Construction Inspections, Civil Design, and Traffic Design.

Survey	This section provides surveying services for the bureau's street improvement programs and the Bureau of Environmental Services' sewer programs through service agreements
Bridges and Structures	This section manages the inspection, structural design, and construction management of the City's bridges, tunnels, retaining walls, and stairways. Additionally, this section manages all seismic-related issues for structures in the public right-of-way. In compliance with Federal law, detailed inspections of all City-owned bridges are conducted on a biennial cycle.
Construction Inspections	This section provides quality assurance and inspection services for the bureau's street improvement programs. This section also provides coordination between Office of Transportation projects and area utilities.
Civil Design	This section provides the drafting and engineering design to produce construction contract documents including engineering estimates, plans, and specifications for the bureau's capital improvement program. This section also provides construction management and technical support for City and State or Federally assisted construction improvement projects as well as engineering review and oversight for consultant design projects.
Traffic Design	This section provides traffic engineering support for capital improvement projects and transportation planning studies. This support includes conducting traffic studies, finding remedies to traffic problems, coordinating the design of signing, striping, signal, street lighting features; developing work zone traffic control plans, and overseeing the construction and installation of traffic operations features. This section also provides oversight of traffic engineering consultant work.

DEVELOPMENT SERVICES

The Development Services Division facilitates public and private development of job opportunities which leads to job creation, housing construction, and enhanced neighborhood livability through oversight of private development activities. These outcomes in turn affect the transportation system, expansion and management of the pedestrian system, and regulation of private use of the street right-of-way.

The program consists of four sections; Street Systems Management, Development Review, Right-of-Way Acquisition, and Permit Engineering.

Street Systems Management	This section is responsible for leading the Office of Transportation in development activities through coordination of transportation bureau responses to development proposals and facilitating resolution of policy issues. This section also regulates private use of the City's street system through various permitting processes. It also provides assistance to all Portland Transportation bureaus in addressing environmental regulations and hazardous materials issues.
Development Review	This section provides comprehensive land use review services for the Office of Transportation to ensure that land use and development proposals are both consistent with City policy and include necessary improvements to the transportation system. This program also provides development assistance to the general public, professional development community and other City agencies regarding transportation system improvement requirements.

Permit Engineering This section supports development and neighborhood livability by managing developer-funded street improvements for residential and commercial/industrial expansion. Engineering review and construction inspection services are provided to ensure the safety and maintainability of the improvements.

Right-of-Way Acquisition This section is a centralized service provider with the specialized resources necessary to acquire public right-of-way, easements, and property needed for public infrastructure by the Office of Transportation, the Bureau of Water Works, and the Bureau of Environmental Services. This program also manages the street vacation process and negotiates and manages subsurface and air-rights leases of public right-of-way.

BTE&D MANAGEMENT AND SUPPORT

This program provides professional and administrative services to the entire bureau. These services include, but are not limited to, specialized staff support on budget, policy matters, community outreach and communication. In addition, this program manages Transportation System Development Charge operation and administration.

Transportation System Development Charge (SDC) The Transportation SDC was created in October of 1997. The Portland City Code was amended in June 1997 by adding a new Chapter 17.15. This Chapter grants the City authorities to impose a SDC fee to spread the cost of essential capacity increasing capital improvements to new development. The imposed fee will fund 36 capital improvements already identified by City Council and will be built in the period of ten years. This program manages the operation and activities of Transportation SDC.

The Portland Brownfields Showcase Program This section was formed to create a replicable urban model that provides leadership for public, private, and community-wide partnerships to assess and revitalize Brownfields. The Showcase process has been developed with the Policy Committee as a base representing the diverse interests from throughout the community with commitment to revitalizing city Brownfields. This process allows the Portland Brownfields Showcase the opportunity to become a facilitator for multiple site assessments, cleanups, and ultimately revitalization and redevelopment throughout the city.

Bureau of Transportation Engineering & Development AU 159 SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	5,691,785	6,342,322	5,136,355	4,952,372	4,825,435
External Materials and Services	717,414	896,798	259,258	591,973	601,680
Internal Materials and Services	1,518,824	1,704,115	1,675,230	940,044	876,510
Minor Capital Outlay	1,652,899	180,025	110,040	30,000	30,000
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	9,580,922	9,123,260	7,180,883	6,514,389	6,333,625
Capital Improvements	9,360,081	20,311,753	59,770,378	46,348,911	46,282,281
TOTAL BUREAU EXPENDITURES	\$ 18,941,003	\$ 29,435,013	\$ 66,951,261	\$ 52,863,300	\$ 52,615,906
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	18,941,003	29,435,013	66,951,261	52,863,300	52,615,906
RESOURCES					
Transportation Operating Fund		29,435,013	66,951,261	52,863,300	52,615,906
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Project Management		12,294,031	50,518,331	32,861,543	32,861,543
<i>Positions</i>		0	16	17	17
Engineering Services		10,498,216	10,629,821	15,169,298	15,094,834
<i>Positions</i>		69	59	59	59
Development Services		3,448,399	3,689,673	3,645,096	3,572,084
<i>Positions</i>		41	38	37	36
BTE&D Management and Support		3,067,798	2,315,918	1,187,363	1,087,445
<i>Positions</i>		26	8	8	7
TOTAL PROGRAMS		\$ 29,308,444	\$ 67,153,743	\$ 52,863,300	\$ 52,615,906
<i>Positions</i>		136	121	121	119

Bureau of Transportation Engineering & Development AU 159

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	5,050,199	5,461,102	6,243,727	6,428,915	6,356,028
512000 Part-Time Employees	376,020	347,079	1,531,134	1,354,102	1,341,048
514000 Overtime	110,662	213,018	48,114	63,332	63,332
515000 Premium Pay	15,472	24,701	5,797	20,268	20,268
517000 Benefits	2,220,042	2,375,444	2,631,936	2,486,740	2,452,798
518000 Paid Absence	1,003,054	988,977	0	0	0
Total Personnel Services	8,775,449	9,410,321	10,460,708	10,353,357	10,233,474
Materials and Services					
External Materials and Services					
521000 Professional Services	3,221,553	5,352,259	4,767,003	5,444,067	5,378,490
522000 Utilities	7,470	3,756	5,000	6,000	6,000
523000 Equipment Rental	0	1,100	6,400	6,400	6,400
524000 Repair & Maintenance Services	263,694	196,602	13,063	19,959	19,959
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	1,556,466	1,176,304	439,734	180,000	180,000
529000 Miscellaneous Services	101,278	178,135	39,155	43,241	43,241
531000 Office Supplies	24,470	7,736	28,150	41,934	41,934
532000 Operating Supplies	256,083	390,890	74,219	105,619	105,619
533000 Repair & Maintenance Supplies	1,380	1,079	31,864	3,369	3,369
534000 Minor Equipment & Tools	258,131	239,208	45,074	57,778	57,778
535000 Clothing & Uniforms	4,822	2,944	7,830	7,370	7,370
539000 Other Commodities External	30,263	21,962	6,225	8,537	8,537
541000 Education	54,036	55,662	56,382	69,813	69,813
542000 Local Travel	1,412	2,399	2,550	500	500
543000 Out-of-Town Travel	18,535	18,514	43,024	21,487	21,487
544000 Space Rental	6,231	1,465	600	87,000	87,000
545000 Interest	0	0	0	0	0
546000 Refunds	1,478	25,112	700	10,700	10,700
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	44,840	83,344	59,432	362,679	362,679
Total External Materials and Services	5,852,142	7,758,471	5,626,405	6,476,453	6,410,876
Internal Materials and Services					
551000 Fleet Services	126,814	127,999	159,989	157,413	157,413
552000 Printing & Distribution	166,132	174,504	196,662	149,680	149,680
553000 Facilities Services	500,664	561,509	834,982	0	0
554000 Communications Services	164,939	162,934	169,426	145,024	145,024
555000 Data Processing Services	127,877	230,298	0	0	0
556000 Insurance	140,566	141,371	146,461	260,457	198,523
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	1,012,550	1,971,602	1,417,685	940,652	940,652
Total Internal Materials and Services	2,239,542	3,370,217	2,925,205	1,653,226	1,591,292
Total Materials and Services	8,091,684	11,128,688	8,551,610	8,129,679	8,002,168
Capital Outlay					
561000 Land	26,898	11,340	325,000	1,552,000	1,552,000
562000 Buildings	0	0	0	846,514	846,514
563000 Improvements	1,882,761	8,874,700	47,588,993	31,951,750	31,951,750
564000 Capital Equipment	164,211	9,964	24,950	30,000	30,000
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	2,073,870	8,896,004	47,938,943	34,380,264	34,380,264
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 18,941,003	\$ 29,435,013	\$ 66,951,261	\$ 52,863,300	\$ 52,615,906

Bureau of Transportation Engineering & Development AU 159

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
926	Administrative Services Manager	1	1	0	0	1	66,778	1	66,778
2532	Applications Analyst II	1	1	0	0	0	0	0	0
2534	Applications Analyst IV	4	4	0	0	0	0	0	0
962	Assistant Program Specialist	1	1	1	43,284	1	45,210	1	45,210
3228	Associate Planner	0	0	1	39,680	1	43,306	1	43,306
3132	CADD Manager	1	1	0	0	0	0	0	0
3171	Chief Engineer	1	1	1	77,845	1	82,347	1	82,347
3173	City Engineer	1	1	1	87,365	1	90,341	1	90,341
2122	Electrical Inspector	0	0	1	48,774	0	0	0	0
345	Electronic Pre-Press Operator	1	1	1	34,752	1	39,062	1	39,062
3164	Engineer	2	2	2	130,036	3	195,696	3	195,696
3153	Engineering Associate	4	4	4	200,660	4	192,822	4	192,822
3165	Engineering Surveying Manager	1	1	1	70,384	1	70,550	1	70,550
2032	Environmental Resources Manager	1	1	1	74,073	1	66,248	1	66,248
827	Financial Analyst	1	1	1	64,251	0	0	0	0
2542	Information Systems Analyst II	1	1	0	0	0	0	0	0
2544	Information Systems Analyst IV	3	3	0	0	0	0	0	0
2550	Information Systems Manager	2	2	0	0	0	0	0	0
2546	Information Systems Supervisor	2	2	0	0	0	0	0	0
2522	Information Systems Tech I	1	1	0	0	0	0	0	0
2540	MIS Support Technician	1	1	0	0	0	0	0	0
104	Office Support Specialist III	0	0	0	0	4	145,555	3	120,107
3169	Principal Engineer	2	1	1	82,079	2	161,395	2	161,395
966	Program Coordinator	1	1	2	98,935	1	45,011	1	45,011
970	Program Manager II	1	1	2	115,341	2	117,962	1	63,710
972	Program Manager IV	1	1	1	82,079	1	82,347	1	82,347
3152	Public Works Const/Inspect Supvr	1	1	1	70,384	1	70,616	1	70,616
3150	Public Works Inspector	7	8	7	339,568	7	341,933	7	341,933
3151	Public Works Inspector, Senior	7	7	7	381,766	7	374,547	7	374,547
3359	Public Works Project Manager	8	8	9	576,337	9	586,267	9	586,267
3217	Right-of-Way Agent	1	1	1	55,926	1	58,405	1	58,405
3219	Right-of-Way Services Manager	1	1	1	70,384	1	70,616	1	70,616
221	Secretarial Clerk II	5	5	4	146,777	0	0	0	0
3166	Senior Engineer	9	10	11	663,913	6	388,163	6	388,163
3163	Senior Engineering Associate	10	10	13	702,470	12	714,078	12	714,078
3167	Supervising Engineer	0	0	0	0	4	277,414	4	277,414
3120	Surveying Aide I	2	2	2	96,773	2	93,939	2	93,939
3121	Surveying Aide II	9	9	9	314,082	9	313,649	9	313,649
3124	Surveying Supervisor	1	1	1	66,862	1	58,741	1	58,741
3122	Surveyor I	6	6	5	223,540	5	228,319	5	228,319
3123	Surveyor II	1	1	1	47,894	2	96,538	2	96,538
3107	Technician I	8	8	7	240,708	7	259,251	7	259,251
3108	Technician II	15	14	14	619,214	14	630,994	14	630,994
3109	Technician III	10	10	7	377,591	8	420,815	8	427,628
TOTAL FULL-TIME POSITIONS		136	136	121	\$ 6,243,727	121	\$ 6,428,915	119	\$ 6,356,028

Office of Transportation Director

OVERVIEW

The Office of the Director has four budget programs: the Transportation Planning Division, the Information Technology Division, the Resources Division, and the Administrative Division.

CHANGES FROM PRIOR YEAR

Service Reductions The FY 2000-01 Adopted Budget for the Office of Transportation Director includes the following service reductions:

General Fund Reductions:

- ◆ None

Transportation Discretionary Reduction:

- ◆ Lloyd District/Rose Quarter (\$30,000)
- ◆ Overhead and Management Reduction (\$400,000 office-wide)
- ◆ Professional Services and Education (\$250,000 office-wide)

Reorganization

During FY 1999-2000, Portland Transportation reorganized its organizational structure to more efficiently provide transportation services. Most Capital Improvement Program projects were combined into the Project Management Division of the Bureau of Transportation Engineering & Development. Bicycle, Pedestrian, and Parking Management Program activities were assigned to planning, construction, and operating sections. Technology management, analysis and support services were centralized in the Information Technology Program. This reorganization has resulted in the restatement of selected historical program expenditures.

Overview of Programs

TRANSPORTATION PLANNING

This program provides transportation planning services including coordination of the Transportation System Plan (TSP), development of major regional transportation planning projects, regional transit efforts, and transportation and growth management studies. This program also provides transportation modeling and modal split analysis and forecasting.

INFORMATION TECHNOLOGY

This program provides information technology management, and analysis and support services for the entire Office of Transportation. Services include network administration, workstation support, systems analysis, software development, data base design and administration, and related technology training. This program coordinates the Infrastructure Management System (IMS), an office-wide project which automates and integrates transportation facility information, and Transportation's Geographic Information System (GIS).

RESOURCES

This program provides financial and administrative services for the entire Office of Transportation. Services include coordination of the City's involvement in the regional transportation financing process; analysis and response for urban issues and State and federal legislative issues, and overall management of the Office's capital improvement program. This program also performs financial planning and revenue forecasting; budget development; grants and cost accounting; and processing payroll and accounts payable.

OTD MANAGEMENT AND SUPPORT

This program provides overall administrative guidance and direction for the entire Office of Transportation. Services include coordination of program development opportunities; development and implementation of transportation policies; and participation in regional planning for transportation projects and advocacy for City of Portland interests. This program coordinates personnel administration, loss control, training, and public information efforts through the media and other outreach methods.

Office of Transportation Director AU 159

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	2,517,846	2,954,852	5,310,167	5,156,184	5,156,184
External Materials and Services	65,641	204,397	1,015,053	2,365,676	2,365,676
Internal Materials and Services	436,157	423,410	1,198,158	3,031,636	2,984,810
Minor Capital Outlay	0	0	258,565	210,000	210,000
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	3,019,644	3,582,659	7,781,943	10,763,496	10,716,670
Capital Improvements	985,720	672,235	1,454,789	605,920	605,920
TOTAL BUREAU EXPENDITURES	\$ 4,005,364	\$ 4,254,894	\$ 9,236,732	\$ 11,369,416	\$ 11,322,590
Allocated Overhead	2,438,193	2,951,517	3,048,945	3,278,224	3,249,914
Total Cost with Allocated Overhead	6,443,557	7,206,411	12,285,677	14,647,640	14,572,504
RESOURCES					
Transportation Operating Fund		4,254,894	9,236,732	11,369,416	11,322,590
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Transportation Planning		1,674,891	2,817,536	2,092,453	2,152,708
<i>Positions</i>		19	16	16	16
Information Technology		776,959	3,469,197	5,421,608	5,421,608
<i>Positions</i>		0	25	26	26
Resources		1,207,589	1,651,872	1,136,771	1,136,771
<i>Positions</i>		13	14	12	12
OTD Management and Support		722,024	1,095,645	2,718,584	2,611,503
<i>Positions</i>		2	6	7	7
TOTAL PROGRAMS		\$ 4,381,463	\$ 9,034,250	\$ 11,369,416	\$ 11,322,590
<i>Positions</i>		34	61	61	61

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,665,230	1,843,309	3,650,103	3,563,953	3,563,953
512000 Part-Time Employees	154,293	199,401	461,872	630,920	630,920
514000 Overtime	17,656	22,940	58,320	43,169	43,169
515000 Premium Pay	5,850	3,601	2,600	2,600	2,600
517000 Benefits	744,915	797,000	1,491,178	1,329,020	1,329,020
518000 Paid Absence	340,379	356,084	0	0	0
Total Personnel Services	2,928,323	3,222,335	5,664,073	5,569,662	5,569,662
Materials and Services					
External Materials and Services					
521000 Professional Services	229,197	246,536	274,908	1,127,500	1,127,500
522000 Utilities	0	0	(56,063)	0	0
523000 Equipment Rental	0	0	(4,000)	0	0
524000 Repair & Maintenance Services	19,398	2,103	336,811	304,539	304,539
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	85,126	30,886	198,732	201,875	201,875
531000 Office Supplies	4,559	26,277	75,996	53,750	53,750
532000 Operating Supplies	61,968	79,524	117,853	289,117	289,117
533000 Repair & Maintenance Supplies	0	0	19,288	38,126	38,126
534000 Minor Equipment & Tools	42,047	39,903	196,619	244,800	244,800
535000 Clothing & Uniforms	0	0	195	0	0
539000 Other Commodities External	6,684	20,264	10,341	0	0
541000 Education	37,284	33,676	73,003	73,398	73,398
542000 Local Travel	5,237	5,677	2,900	5,773	5,773
543000 Out-of-Town Travel	16,825	13,892	39,950	18,545	18,545
544000 Space Rental	345	618	3,000	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	80,816	73,901	826,403	200,695	200,695
Total External Materials and Services	589,486	573,257	2,115,936	2,558,118	2,558,118
Internal Materials and Services					
551000 Fleet Services	436	613	6,048	(58,185)	2,070
552000 Printing & Distribution	23,634	45,556	34,421	135,666	135,666
553000 Facilities Services	183,152	188,489	224,821	1,631,471	1,562,832
554000 Communications Services	28,946	31,037	34,342	129,376	90,934
555000 Data Processing Services	0	0	296,475	1,011,544	1,011,544
556000 Insurance	44,188	43,016	44,565	56,337	56,337
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	207,199	150,591	557,486	125,427	125,427
Total Internal Materials and Services	487,555	459,302	1,198,158	3,031,636	2,984,810
Total Materials and Services	1,077,041	1,032,559	3,314,094	5,589,754	5,542,928
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	191,998	0	0
564000 Capital Equipment	0	0	66,567	210,000	210,000
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	258,565	210,000	210,000
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 4,005,364	\$ 4,254,894	\$ 9,236,732	\$ 11,369,416	\$ 11,322,590

Office of Transportation Director AU 159

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	1	1	1	38,315	2	79,956	2	79,956
515	Accountant II	1	1	1	43,848	1	42,432	1	42,432
516	Accountant III	0	0	0	0	1	48,651	1	48,651
926	Administrative Services Manager	1	1	2	133,724	1	67,080	1	67,080
920	Administrative Supervisor I	1	1	1	51,729	0	0	0	0
2532	Applications Analyst II	0	0	1	55,486	1	53,887	1	53,887
2533	Applications Analyst III	0	0	6	415,969	4	238,931	4	238,931
2534	Applications Analyst IV	1	1	0	0	1	58,802	1	58,802
826	Assistant Financial Analyst	1	1	1	41,593	1	43,428	1	43,428
962	Assistant Program Specialist	1	0	0	0	0	0	0	0
3228	Associate Planner	2	2	0	0	0	0	0	0
928	Bureau Administrative Manager	0	0	1	77,971	0	0	0	0
620	Bureau Human Resources Manager	0	0	0	0	1	67,080	1	67,080
3132	CADD Manager	0	0	0	0	1	56,805	1	56,805
827	Financial Analyst	1	1	1	54,433	1	54,621	1	54,621
3271	Graphics Illustrator II	1	1	1	48,522	1	48,682	1	48,682
610	Human Resources Analyst	0	0	0	0	1	51,896	1	51,896
2542	Information Systems Analyst II	0	0	5	301,897	5	243,647	5	243,647
2544	Information Systems Analyst IV	0	0	1	63,560	1	45,580	1	45,580
2550	Information Systems Manager	0	0	2	151,162	2	151,674	2	151,674
2546	Information Systems Supervisor	0	0	1	70,575	1	70,803	1	70,803
2523	Information Systems Tech II	0	0	1	41,832	1	42,519	1	42,519
812	Intergovernmental Program Coord	2	2	2	136,412	2	139,804	2	139,804
2240	Parking Enforcement Deputy	0	0	1	51,729	0	0	0	0
3229	Planner	4	4	4	183,633	4	185,388	4	185,388
832	Principal Financial Analyst	0	0	0	0	1	66,131	1	66,131
2545	Principal Info Systems Analyst	0	0	3	211,711	4	271,605	4	271,605
966	Program Coordinator	1	1	2	103,346	2	99,512	2	99,512
968	Program Manager I	1	0	0	0	0	0	0	0
970	Program Manager II	1	1	1	63,509	1	63,710	1	63,710
972	Program Manager IV	2	2	3	236,164	3	239,896	3	239,896
964	Program Specialist	1	1	0	0	0	0	0	0
3359	Public Works Project Manager	4	4	5	324,028	5	318,287	5	318,287
816	Senior Administrative Specialist	0	0	0	0	1	39,062	1	39,062
930	Senior Bureau Administrative Mgr	0	0	1	77,971	2	160,618	2	160,618
828	Senior Financial Analyst	1	1	1	60,365	0	0	0	0
952	Senior Management Analyst	0	0	0	0	1	57,244	1	57,244
3231	Senior Planner	3	3	3	177,006	3	177,588	3	177,588
115	Supervising Clerk	3	3	3	104,256	0	0	0	0
3107	Technician I	1	1	1	38,021	1	38,146	1	38,146
3108	Technician II	0	0	2	88,836	3	139,400	3	139,400
3109	Technician III	0	0	2	101,908	0	0	0	0
914	Transportation Director	1	1	1	100,592	1	101,088	1	101,088
TOTAL FULL-TIME POSITIONS		36	34	61	\$ 3,650,103	61	\$ 3,563,953	61	\$ 3,563,953

Transportation Operating Fund – 112

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Property Taxes						
Prior Year Property Taxes	1,441	1,121	0	100	0	0
	1,441	1,121	0	100	0	0
Licenses and Permits						
Construction Permits	961,966	1,289,648	989,706	1,037,821	994,913	994,913
Other Permits	27,788	34,794	48,115	0	48,115	48,115
	989,754	1,324,442	1,037,821	1,037,821	1,043,028	1,043,028
Service Charges and Fees						
Inspection Fees	218,455	206,147	218,954	0	238,812	238,812
Miscellaneous	85,531	57,398	445,055	0	429,684	429,684
Parking Fees	8,805,976	10,046,947	9,814,000	0	11,724,000	11,724,000
Public Works/Utility Charge	1,708,809	5,148,284	2,827,948	14,674,627	8,246,247	8,246,247
	10,818,771	15,458,776	13,305,957	14,674,627	20,638,743	20,638,743
State Sources						
State Cost Sharing	163,671	177,173	159,700	0	159,700	159,700
State Grants	0	6,325	0	0	0	0
State Shared Revenue	21,868,015	22,439,271	22,840,926	23,000,626	22,715,658	22,715,658
	22,031,686	22,622,769	23,000,626	23,000,626	22,875,358	22,875,358
Local Sources						
Local Cost Sharing	4,256,718	5,341,935	10,826,382	28,017,103	14,211,848	14,211,848
Multnomah County Cost Sharing	18,956,750	19,699,425	19,834,597	0	19,644,757	19,644,757
	23,213,468	25,041,360	30,660,979	28,017,103	33,856,605	33,856,605
Miscellaneous Revenues						
Bond and Note Sales	189,177	588,560	0	0	0	0
Collection of Assessment	704,640	897,545	550,000	0	600,000	600,000
Interest Earned	638,212	863,361	500,000	0	900,000	900,000
Other Miscellaneous	203,370	261,249	969,087	2,475,000	1,000,100	900,100
Private Grants/Donations	553,425	363,385	65,776	0	27,769	27,769
Refunds	32,435	34,440	5,000	0	5,000	5,000
Sale of Capital Assets	10,200	0	0	0	0	0
Sales Miscellaneous	247,202	231,969	225,000	0	210,000	210,000
	2,578,661	3,240,509	2,314,863	2,475,000	2,742,869	2,642,869
Total External Revenues	59,633,781	67,688,977	70,320,246	69,205,277	81,156,603	81,056,603
Internal Revenues						
Other Cash Transfers						
Auto Port Fund	1,520,329	0	0	0	0	0
Facilities Services Fund	0	347,000	0	0	0	0
General Fund	5,965,095	11,028,113	6,721,027	6,721,027	6,456,853	6,456,853
Housing & Community Development	34,651	36,639	67,915	67,915	23,153	23,153
Parking Facilities Fund	1,000,000	5,975,165	26,250,360	26,250,360	1,298,823	1,298,823
Sewage System Operating Fund	0	77,945	0	0	0	0
Arena/Coliseum Operating Fund	0	266,287	200,000	200,000	0	0
Capital Improvement Fund	3,000,000	197,500	0	0	0	0
Transportation Reserve	2,925,228	0	0	0	0	0
	14,445,303	17,928,649	33,239,302	33,239,302	7,778,829	7,778,829
Federal Grants Transfers	4,265,074	2,795,879	3,893,019	1,362,557	8,609,044	8,609,044
Interfund Service Reimbursements						
Arena Operating	0	0	85,000	85,000	0	0
Auto Port Operating Fund	184,111	0	0	0	0	0
Buildings	35,615	235,907	260,258	260,258	260,519	260,519
Computer Services Fund	0	0	0	0	144,310	144,310
Environmental Remediation	1,202	0	0	0	0	0
Environmental Services	11,459,808	12,367,758	12,344,766	12,344,766	12,707,160	12,707,160
Facilities Services Fund	1,735	30,485	0	0	0	0
Finance & Administration	17,608	160,306	107,913	0	0	0
Fire Bureau	4,500	6,207	0	0	0	0
Fleet Management	0	40,981	5,000	5,000	5,000	5,000

Transportation Operating Fund – 112

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Golf Operating Fund	0	189	0	0	0	0
Housing & Community Development	33,820	32,432	40,443	40,443	550,000	550,000
LID Construction Fund	1,528,273	1,310,512	8,312,410	4,518,687	7,097,767	7,097,767
Parks Bureau	105,777	53,829	50,000	275,911	40,000	40,000
Parks Capital Improvement Fund	62,124	352	0	0	0	0
Planning	116,562	40,000	100,000	0	10,000	110,000
Police Bureau	0	14,922	0	0	0	0
Portland International Raceway	0	5,111	2,000	2,000	5,000	5,000
Refuse Disposal Fund	0	10,945	0	2,161	600,000	600,000
Water Bureau	1,311,361	1,361,809	1,498,800	1,498,800	1,241,500	1,241,500
	14,862,496	15,671,745	22,806,590	19,033,026	22,661,256	22,761,256
Equipment Cash Transfers						
Environmental Services	80,565	0	0	0	0	0
	80,565	0	0	0	0	0
Total Internal Revenues	33,653,438	36,396,273	59,938,911	53,634,885	39,049,129	39,149,129
Beginning Fund Balance	10,081,983	15,389,469	17,942,946	23,309,522	19,193,547	19,193,547
TOTAL RESOURCES	\$ 103,369,202	\$ 119,474,719	\$ 148,202,103	\$ 146,149,684	\$ 139,399,279	\$ 139,399,279

REQUIREMENTS

Bureau Expenses						
Personal Services	43,326,331	44,456,176	48,658,895	47,685,717	48,566,660	48,446,777
External Materials and Services	21,569,260	22,835,505	23,475,312	21,868,633	25,770,407	25,704,830
Communications Services	835,116	822,054	892,812	0	890,836	890,836
Data Processing Services	127,877	230,298	296,475	0	1,011,544	1,011,544
Facilities Services	1,343,086	1,316,012	1,880,370	0	1,747,353	1,678,714
Fleet Services	6,731,715	6,473,909	6,468,488	14,449,298	6,575,529	6,575,529
Insurance	1,262,492	1,364,040	1,567,262	0	1,732,775	1,732,775
Printing & Distribution	389,385	375,288	452,428	0	457,747	457,747
City Attorney	73,745	75,000	79,000	0	81,686	81,686
Auto Port Operating	44,031	0	0	0	0	0
Buildings	3,403	993	20,500	0	49,114	49,114
Energy Office	54,700	17,254	16,133	0	16,215	16,215
Environmental Services	386,431	595,895	660,620	0	448,365	448,365
Finance & Administration	39,110	328,793	516,295	0	29,751	29,751
Government Relations	11,333	13,990	13,990	0	13,990	13,990
LID Construction Fund	90,412	26,300	0	0	0	0
Parking Facilities	28,761	76,297	77,860	0	86,366	86,366
Parks Bureau	1,259,867	923,180	906,117	0	906,276	906,276
Parks Construction	0	13,450	0	0	0	0
Planning	350,425	4,328	0	0	200,828	200,828
Police Bureau	46,263	10,191	9,600	0	11,000	11,000
Water Bureau	145,212	1,184,837	737,300	0	213,300	213,300
	13,223,364	13,852,109	14,595,250	14,449,298	14,472,675	14,404,036
Capital Outlay	6,637,916	11,265,222	51,531,508	42,255,837	36,192,670	36,192,670
Equipment Cash Transfers						
Communications Services	0	38,054	0	99,895	0	0
Fleet Operating	124,644	193,524	99,895	0	0	0
	124,644	231,578	99,895	99,895	0	0
Minor Equipment Transfers						
Communications Services	13,430	16,931	11,418	11,418	0	0
	13,430	16,931	11,418	11,418	0	0
Total Bureau Expenses	84,894,945	92,657,521	138,372,278	126,370,798	125,002,412	124,748,313
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	5,330,126	0	4,899,786	5,103,195
Prior Years Encumbered	0	0	(285,640)	0	3,000,000	3,000,000
Compensation Adjustment	0	0	1,100,000	0	1,100,000	1,100,000
	0	0	6,144,486	0	8,999,786	9,203,195
General Fund Overhead	2,438,193	2,951,517	3,048,945	3,048,945	3,278,224	3,249,914

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Fund Cash Transfers						
Buildings Fund	10,000	0	0	0	0	0
Improvement Bond Int & Sinking	601,437	525,910	522,329	522,329	528,189	607,189
Intermediate Debt Fund	11,405	11,340	0	0	0	0
LID Construction Fund	23,816	18,909	14,065	14,065	9,719	9,719
Pension Debt Redemption Fund	0	0	0	0	1,480,949	1,480,949
	646,658	556,159	536,394	536,394	2,018,857	2,097,857
Inventory Increases	0	0	100,000	0	100,000	100,000
Unappropriated Ending Balance						
Unappropriated Ending Balance	15,389,406	23,309,522	0	16,193,547	0	0
	15,389,406	23,309,522	0	16,193,547	0	0
Total Fund Requirements	18,474,257	26,817,198	9,829,825	19,778,886	14,396,867	14,650,966
TOTAL REQUIREMENTS	\$ 103,369,202	\$ 119,474,719	\$ 148,202,103	\$ 146,149,684	\$ 139,399,279	\$ 139,399,279

FUND OVERVIEW

The Transportation Operating Fund accounts for all revenues and expenditures that are related to the operation, maintenance, and acquisition of capital assets for the City of Portland Office of Transportation.

Revenues

All revenues except interest earned on cash balances in the Reserve Fund are received into this fund. Major external revenues are gas taxes, parking fees (meter and citation), intergovernmental revenues received via agreements with State and local governments, and cost recovery revenues (service charges, licenses, and permits.) Internal revenues are from interfund cash transfers and interfund service reimbursements.

Requirements

All transportation operating and capital expenditures including transfers from contingency and charges from other city bureaus are charged to this fund.

CHANGES FROM PRIOR YEAR

The Adopted Budget for the Transportation Operating Fund for FY 2000-01 is \$139,399,279, an \$8.8 million decrease from FY 1999-00. This decrease is primarily due to reduced capital expenditures related to the Central City Streetcar, scheduled to begin operating in FY 2000-01.

Transportation Reserve Fund – 208

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	50,144	29,156	27,000	24,500	25,000	25,000
	50,144	29,156	27,000	24,500	25,000	25,000
Total External Revenues	50,144	29,156	27,000	24,500	25,000	25,000
Internal Revenues						
Beginning Fund Balance	3,416,173	541,089	541,089	541,089	541,089	541,089
TOTAL RESOURCES	\$ 3,466,317	\$ 570,245	\$ 568,089	\$ 565,589	\$ 566,089	\$ 566,089
REQUIREMENTS						
Bureau Expenses						
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	568,089	0	566,089	566,089
	0	0	568,089	0	566,089	566,089
Fund Cash Transfers						
Transportation Operating	2,925,228	0	0	0	0	0
	2,925,228	0	0	0	0	0
Unappropriated Ending Balance						
Unappropriated Ending Balance	541,089	570,245	0	565,589	0	0
	541,089	570,245	0	565,589	0	0
Total Fund Requirements	3,466,317	570,245	568,089	565,589	566,089	566,089
TOTAL REQUIREMENTS	\$ 3,466,317	\$ 570,245	\$ 568,089	\$ 565,589	\$ 566,089	\$ 566,089

FUND OVERVIEW

History

The Transportation Reserve Fund was created in FY 1992-93. It was established in accordance with the Transportation Reserve Policy developed in FY 1991-92. This policy established a reserve fund with counter-cyclical and emergency reserves.

Counter-Cyclical Reserve

The counter-cyclical reserve is available to maintain current service level programs or to buffer the impact of major revenue interruptions, such as those caused by an economic recession. Its funding level is equal to 5% of transportation's discretionary revenues.

Emergency Reserve

The emergency reserve is available to fund major, one-time unexpected requirements, such as those related to a structural failure or road emergency associated with a natural disaster or event. It will be accessed only when the result of the emergency expenditures would likely result in a negative ending fund balance for the Transportation Operating Fund. Its funding level is equal to 5% of Transportation's discretionary Adopted Budget appropriations, excluding the operating reserve held as contingency.

Gas Tax Bond Redemption Fund – 308

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Local Sources						
Local Cost Sharing	0	0	0	0	0	0
	0	0	0	0	0	0
Miscellaneous Revenues						
Bond and Note Sales	3,070,000	0	0	0	0	0
Interest Earned	950	(556)	0	0	0	0
Other Miscellaneous	0	0	0	0	0	0
	3,070,950	(556)	0	0	0	0
Total External Revenues	3,070,950	(556)	0	0	0	0
Internal Revenues						
Other Cash Transfers						
Arena/Coliseum Operating Fund	0	264,400	264,558	264,558	264,335	264,335
Transportation Operating Fund	601,437	525,910	522,329	520,833	528,189	607,189
	601,437	790,310	786,887	785,391	792,524	871,524
Interfund Service Reimbursements						
Buildings	0	0	0	0	0	0
Neighborhood Involvement	0	0	0	0	0	0
Water Bureau	0	0	0	0	0	0
	0	0	0	0	0	0
Total Internal Revenues	601,437	790,310	786,887	785,391	792,524	871,524
Beginning Fund Balance	1,101	(1,842)	0	1,496	0	0
TOTAL RESOURCES	\$ 3,673,488	\$ 787,912	\$ 786,887	\$ 786,887	\$ 792,524	\$ 871,524
REQUIREMENTS						
Bureau Expenses						
External Materials and Services						
	26,223	0	0	0	0	0
Total Bureau Expenses	26,223	0	0	0	0	0
Fund Requirements						
Debt Retirement						
	3,649,108	786,416	786,887	786,887	792,524	871,524
Unappropriated Ending Balance						
Unappropriated Ending Balance	(1,843)	1,496	0	0	0	0
	(1,843)	1,496	0	0	0	0
Total Fund Requirements	3,647,265	787,912	786,887	786,887	792,524	871,524
TOTAL REQUIREMENTS	\$ 3,673,488	\$ 787,912	\$ 786,887	\$ 786,887	\$ 792,524	\$ 871,524
LINE ITEM DETAIL – AU 712						
Materials and Services						
External Materials and Services						
549000 Miscellaneous	26,223	0	0	0	0	0
Total External Materials and Services	26,223	0	0	0	0	0
Total Materials and Services	26,223	0	0	0	0	0
TOTAL Bureau Expenses	\$ 26,223	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

FUND OVERVIEW

This fund is used to achieve a proper matching of revenues and expenditures related to the debt financing of Portland Transportation's recycling site acquisition, 15th/16th Street project improvements, and Arena Project improvements. Debt service is paid from gas tax revenues with a contribution by the Arena Operating Fund. Gas tax revenues consist of the City's share of the State and Multnomah County collections which are distributed to the City under contract.

Gas Tax Bond Redemption Fund – 308

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Gas Tax Revenue Bonds, 1996 Series A						
09/01/1996 - Due 6/1	6,580,000					
		2000/01	235,000	4.75%	314,998	549,998
		2001/02	250,000	4.85%	303,835	553,835
		2002/03	260,000	4.95%	291,710	551,710
		2003/04	275,000	5.05%	278,840	553,840
		2004/05	290,000	5.15%	264,953	554,953
		2005/06	305,000	5.25%	250,018	555,018
		2006/07	320,000	5.35%	234,005	554,005
		2007/08	335,000	5.45%	216,885	551,885
		2008/09	355,000	5.50%	198,628	553,628
		2009/10	375,000	5.65%	178,925	553,925
		2010/11	395,000	5.70%	157,738	552,738
		2011/12	415,000	5.75%	135,223	550,223
		2012/13	440,000	5.80%	111,360	551,360
		2013/14	465,000	5.80%	85,840	550,840
		2014/15	495,000	5.80%	58,870	553,870
		2015/16	520,000	5.80%	30,160	550,160
		TOTAL	5,730,000		3,111,985	8,841,985
Gas Tax Revenue Bonds, 1998 Series A						
06/01/1998 - Due 6/1	3,070,000					
		2000/01	110,000	4.00%	132,525	242,525
		2001/02	110,000	4.00%	128,125	238,125
		2002/03	120,000	4.10%	123,725	243,725
		2003/04	120,000	4.20%	118,805	238,805
		2004/05	130,000	4.30%	113,765	243,765
		2005/06	130,000	4.30%	108,175	238,175
		2006/07	140,000	4.40%	102,585	242,585
		2007/08	140,000	4.40%	96,425	236,425
		2008/09	150,000	4.50%	90,265	240,265
		2009/10	160,000	4.60%	83,515	243,515
		2010/11	160,000	4.70%	76,155	236,155
		2011/12	170,000	4.75%	68,635	238,635
		2012/13	180,000	4.80%	60,560	240,560
		2013/14	190,000	4.80%	51,920	241,920
		2014/15	200,000	4.90%	42,800	242,800
		2015/16	200,000	5.00%	33,000	233,000
		2016/17	220,000	5.00%	23,000	243,000
		2017/18	240,000	5.00%	12,000	252,000
		TOTAL	2,870,000		1,465,980	9,942,580
Estimated - Line of Credit						
	Variable					
		2000/01	0	variable	79,000	79,000
			0		79,000	79,000
COMBINED DEBT SERVICE						
	9,650,000					
		2000/01	345,000		526,523	871,523
		2001/02	360,000		431,960	791,960
		2002/03	380,000		415,435	795,435
		2003/04	395,000		397,645	792,645
		2004/05	420,000		378,718	798,718
		2005/06	435,000		358,193	793,193
		2006/07	460,000		336,590	796,590
		2007/08	475,000		313,310	788,310
		2008/09	505,000		288,893	793,893
		2009/10	535,000		262,440	797,440
		2010/11	555,000		233,893	788,893
		2011/12	585,000		203,858	788,858
		2012/13	620,000		171,920	791,920

Gas Tax Bond Redemption Fund – 308

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
		2013/14	655,000		137,760	792,760
		2014/15	695,000		101,670	796,670
		2015/16	720,000		63,160	783,160
		2016/17	220,000		23,000	243,000
		2017/18	240,000		12,000	252,000
TOTAL FUND DEBT SERVICE			\$ 8,600,000		\$ 4,656,965	\$ 13,256,965

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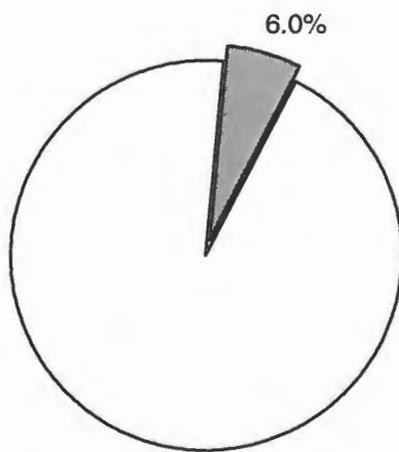
Legislative, Administrative and Support Services

Office of the City Attorney
 Office of the City Auditor
 Office of Management and Finance
 Office of Government Relations
 Bureau of Licenses
 Office of the Mayor

Commissioner of Public Utilities
 Commissioner of Public Works
 Commissioner of Public Affairs
 Commissioner of Public Safety
 Special Appropriations

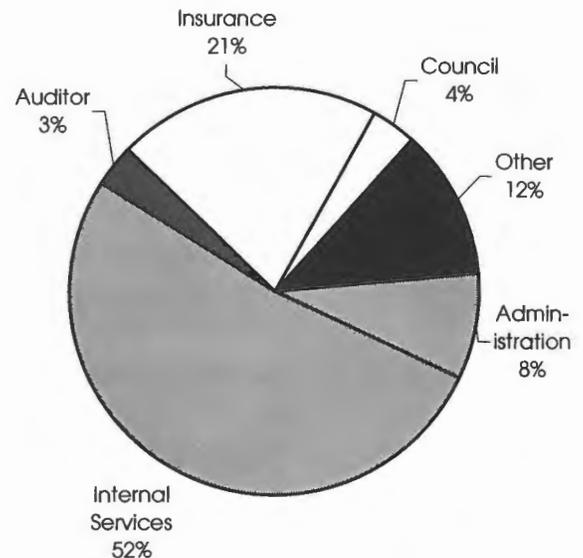
Percent of City Budget

Leg/Admin/Support Services = \$101.4 Million



City Budget = \$1.68 Billion

Bureau Pie Chart



Service Area Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	125,128,656	116,341,417	-8,787,239	-11.1%
Capital	19,495,575	14,489,492	-5,006,083	-28.9%
Allocated Overhead Costs	2,603,889	2,316,768	-287,121	-14.9%
Total Cost with Allocated Overhead	\$ 147,228,120	\$ 133,147,677	\$ -14,080,443	-13.5%
Authorized Full-Time Positions	607	614	7	-3.3%

Note: Per capita change values are adjusted for inflation and population growth.

Note: The table shows direct operating and capital costs for bureaus within the service area. The pie charts reflect bureau and fund costs in the service area, including the full allocation of centralized expenditures, for example health insurance reserves.

Service Area Highlights

DESCRIPTION

The Legislative, Administrative and Support Services service area includes the City's general internal support bureaus, the offices of the Mayor and Commissioners, the Bureau of Licenses, and all Special Appropriations. The general internal support bureaus are the offices of the City Attorney, the City Auditor, Government Relations, and Management and Finance.

MAJOR THEMES

City Attorney

The Adopted Budget will fund an additional paralegal position for six months during the upcoming State legislative session. It will also support completion of the City Code Update Project.

City Auditor

The Auditor's Office reduced its budget while preserving all on-going activities and services. The Adopted Budget will fund several new programs, such as a City Ombudsman, an enterprise records management system (E-Files), and closed captioning of Council sessions.

Future Management and Financial Reorganization

The Council created a new Office of Management and Finance effective May 3, 2000. The reorganization merges the Office of Finance and Administration, the Bureau of General Services, and the Bureau of Purchases.

The Office of Management and Finance's Adopted Budget reflects a reduced current service level and is focused on maintaining critical and basic services and the ability to meet customer needs. The Adopted Budget, for example, reduces BGS operating budgets by 3.75%.

The reductions eliminated six positions and trimmed repair and maintenance, and supplies budgets. In addition, Vehicle Services will lease lower cost vehicles, saving \$15,000, and Printing and Distribution Services will eliminate commercial vended printing and require stricter adherence to addressing standards, saving \$270,000.

Some decision packages were included in the Adopted Budget to enhance City programs and services. A few examples of these are:

- ◆ The Bureau of Purchases plans to expand procurement card oversight to reduce processing time for small purchases and to strengthen controls.
- ◆ \$100,000 is allocated to the Citywide Service Improvement Initiative program in the Bureau of Human Resources.
- ◆ \$270,000 was approved for Communications Services for an 800 MHz software agreement and \$8 million to construct the Integrated Regional Networking Enterprise (IRNE).
- ◆ Facilities Services will complete construction of a childcare facility in the Portland Building using \$495,000 of capital set-aside funds.

Bureau of Licenses

The bureau will continue to develop the Business License Information System (BLIS) and will add 4.5 full-time revenue collecting employees when the system is completed.

The Adopted Budget also will allow Licenses to partner with other City and State agencies to develop a new small business assistance program. The program will ultimately provide Portland's business community with information and access to resources.

**Special
Appropriations**

The ballet and opera will each receive \$200,000 in General Fund support this year as part of a multi-year commitment to each.

The budget creates two new Special Appropriations, Storefront Improvements and Enterprise Zones, both under the auspices of the Portland Development Commission.

Reductions in Special Appropriations have been made where possible. These include City Memberships and Dues, Council Emergency Funds, and the Employee Suggestion Program.

Office of the City Attorney

Legislative, Administrative and Support Services Service Area

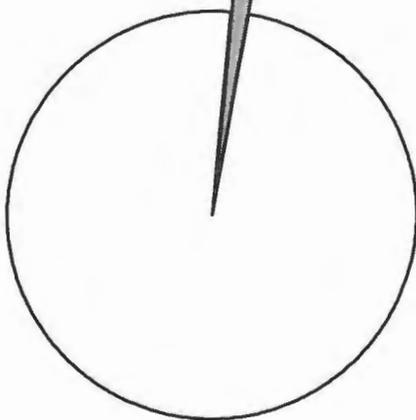
Mayor Vera Katz, Commissioner-in-Charge

Jeffrey L. Rogers, City Attorney

Percent of General Fund

Attorney = \$4.5 Million

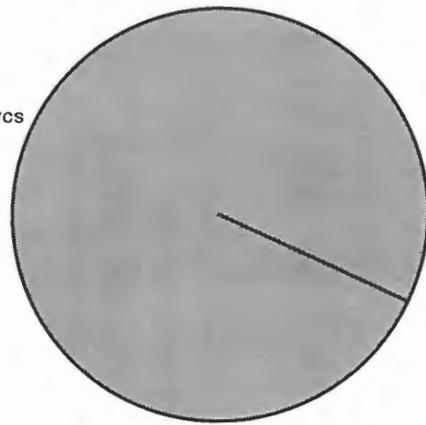
1.3%



General Fund = \$354 Million

Bureau Programs

Legal Svcs

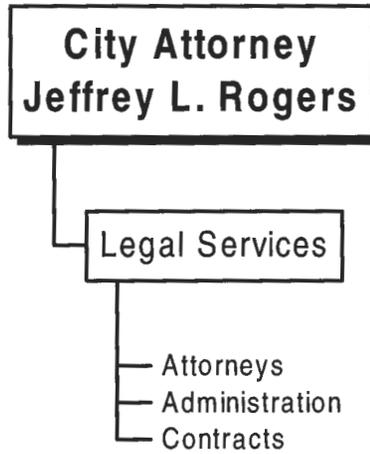


Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	4,370,120	4,502,576	132,456	-1.5%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 4,370,120	\$ 4,502,576	\$ 132,456	-1.5%
Authorized Full-Time Positions	39	40	1	-1.9%

Note: Per capita change values are adjusted for inflation and population growth.

Office of the City Attorney



Bureau Summary

BUREAU MISSION

To help the City achieve its policy goals in the public interest by providing excellent, objective, timely, and economical legal advice and advocacy unaffected by politics, personalities, or self-interest.

BUREAU HIGHLIGHTS

Workload

Staff size has been relatively constant over 10 years.

The City of Portland's legal requirements continue to increase while the size of the City Attorney's staff is basically the same as ten years ago. As in recent years, this situation will result in the City spending more on legal services because of the need to hire outside counsel to handle overflow.

The office competes with private law firms in litigation, land use, hiring, and other areas.

During the past year, the City spent about \$1 million dollars on outside counsel. Some of those expenditures were required because of conflicts of interest or the need for very specialized services. However, part of the outside counsel costs resulted from overflow, because the City Attorney's office has not had the capacity to absorb all of the increasing volume of City legal work that must be done. The City sends overflow cases to outside counsel, who are more expensive than the City Attorney's Office.

As confirmed by Risk Management statistics, in the last few years tort cases (as well as other litigation) have become larger and more complex, and are taking longer to resolve. The most difficult and costly cases have been constitutional challenges in federal court to policies and programs put into place by City Council. The second largest exposure comes from tort cases filed against the City, and especially the Police Bureau.

The City's non-litigation legal workload is comprised of general advice; legal analysis and opinions for City Council, bureaus, and managers; and consultation regarding the legal issues that come up in City programs.

Cost Control

Two ways to cut costs: increase paralegal use and decrease outside counsel use.

Reducing Attorney Costs

Two of the most effective ways to control the City's legal costs are to minimize the use of outside counsel and to maximize use of paralegal assistants. The City's legal costs have increased in the past three years as the City has hired outside firms to handle overflow work. Some of that overflow work could also be handled by paralegals.

When the Legislature is in session the City Attorney's Office reviews legislative bills that may impact the City of Portland and its citizens. The Council approved funding in this budget for a Paralegal Assistant to provide support during the upcoming State legislative session. This one-time funding of a position for 6 months will cost \$32,830 and will be funded out of the General Fund.

Internal Cost Control Program

The City Attorney's Office reduced its Materials and Services support in order to make the 5% reductions requested by City Council. The office maintains an effective internal cost control program. Financial management and partnership with other internal City bureaus and service providers help keep expenses low compared to comparable non-City law offices and firms.

Other Cost Control Options

The office staff is rapidly shifting to computer-assisted legal research work. This conversion will ultimately save the office time and money because automated research is being made available at desktops, reducing library expenses and eliminating the costly purchase of some legal subscriptions.

General Description

BUREAU OVERVIEW

The City Attorney's Office provides legal services and programs for its client, the City of Portland. The City Attorney is appointed by the full City Council and provides legal services as needed by all six elected officials and all City bureau managers and officials.

The office provides many types of legal services.

The legal staff handles legal work generated by citizens, the City Council, and City bureaus. Legal requirements include defending the City in court, initiating legal actions when appropriate in the public interest, handling other judicial and quasi-judicial actions, reviewing policies and programs, providing legal advice and counsel, producing formal legal opinions, and performing any other legal services required by the City of Portland.

Legal services are required by City Code, state statutes, regulations, administrative requirements, and federal law. In addition, the Oregon State Bar Association establishes ethical professional requirements that govern office lawyers and the legal work performed for the City and City officials.

At any given time the office is involved in issues including constitutional defense of municipal legislation, personnel and labor law issues, workers' compensation, land use litigation and planning, environmental issues, code enforcement, police and public records issues, fire and safety requirements, utilities and license fees, collections and work related to franchises, contracts, and more.

The work includes training and educating employees and officials on legal issues in an effort to prevent problems.

Consultative legal work encompasses advising, advocating, analyzing and reviewing activities and materials, negotiating actions, and drafting documents and legal instruments, and assisting in policy development and program implementation as requested and needed.

Office attorneys and paralegals work with Council members and their staffs, officials, and bureaus to find legally acceptable ways to achieve public objectives and goals. These actions also assist City-wide programs, such as Fair Contracting/Employment initiatives, transportation goals, housing needs, public safety and community policy objectives.

Legal issues usually arise outside the office's direct control

Legal services are affected by decisions made within City government, including legislative issues, and by other municipalities and government entities. Legal issues usually originate outside the office's direct control. The City Attorney's Office works with Council members and bureau managers to review the legal issues that may be associated with City projects.

Preventive law efforts play an important part in managing the City's legal needs to avoid problems. Attorneys are responsible for working on multiple projects that involve financial resources. Legal advice is sometimes required on short notice. However, the effects of legal advice are usually long term.

CHANGES FROM PRIOR YEAR

Adopted Budget

The Adopted Budget includes a 5% General Fund reduction, more than \$75,000, which the bureau made to comply with Council directed City-wide cost-saving measures. The total City Attorney budget is approximately \$4.5 million, an amount 3% higher than the current budget. Other adjustments, for reclassifications already approved and changes in internal services' costs, added over \$14,000 back to the budget.

Revenues

The Adopted Budget is supported by General Fund discretionary revenues, General Fund overhead revenues, and interagency agreements based upon services provided to other City bureaus. The primary funding source is interagency funding of nearly \$1.9 million. The General Fund discretionary is about \$1.53 million, which represents a 4.3% increase from present levels of funding.

City Code Update Project

The budget also includes \$42,500 in General Fund resources carried over from the prior year to support the City Code Update Project. Because of the lack of resources, this work has been delayed for several years. The current one-time funding will give the office the ability to make some headway on this complex and time consuming project.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

Long-Term Goals

The office operates to fulfill the following long-term goals:

1. Coordinate all legal services for the City so as to avoid conflicts, ensure consistent quality, and fulfill the City Attorney's legal obligations under the City Charter, City Code, state statute, federal law, and all other requirements.
2. Perform top quality, professional work, unaffected by politics or personalities.
3. Control, and whenever possible avoid, expenditures on outside legal counsel by providing legal services in-house at reduced cost.
4. Pursue aggressive cost controls and expenditure restrictions to decrease costs and promote efficiencies.
5. Identify legal risks and repair legal problems, while nonetheless encouraging prudent risk-taking; when the City encounters legal obstacles, propose alternative legally acceptable ways to accomplish public objectives.
6. Help achieve City and Council goals by actively assisting City officials develop and implement legally sound, effective, and efficient policies and programs.
7. Practice preventive law, helping the City avoid legal problems and resolve disputes fairly, compassionately, and effectively within the public interest.
8. Pursue reorganization, changes in staff assignments, and revise office procedures to best promote and utilize existing resources by reducing administrative requirements and paperwork and directing activities toward improving benchmark performance relative to best practices of law firms and legal departments. Review at end of fiscal year.
9. Expand environmental practices and procedures in using 100% recycled paper and supplies, and recycling. Update annually.
10. Make maximum feasible use of computerized research and other legal tools so as to limit expenditures and be able to perform as well as private firms which oppose the City in litigation.
11. Maintain an office environment and a level of compensation that allows the office to compete with private law firms in hiring and retaining top quality lawyers and staff.

MAJOR INITIATIVES

Initiatives

The office works on virtually all major initiatives in the City. At the outset of every major initiative by any Council member or bureau, it is necessary to determine whether there is legal authority for the proposed program. Next, it is necessary to craft the details of the program in such a way as to meet constitutional and statutory requirements. Third, after being adopted, all major City initiatives are subject to legal challenge, which may involve extended litigation. Fourth, even if the policy is legally sound, the way it is implemented may be challenged long after it is in place.

The nature and amount of legal work is not under the control of the office.

Although the City Attorney's Office works on most major City initiatives, the content of the office's work generally depends on forces beyond its control. As noted, one of those forces is initiatives taken by City Council and bureaus. Other sources of legal work include litigation filed against the City by citizens and businesses, employment and disciplinary matters in bureaus, federal and state mandates, code enforcement matters, land use applications, environmental requirements, applications for workers' compensation, and intergovernmental initiatives.

In some instances, the City Attorney's office goes beyond traditional lawyering and plays a key role on major initiatives. An example is the City's multi-year effort to prohibit discrimination on the basis of sexual orientation in employment, housing, and public accommodations in Portland. This initiative required extensive legal work over many years, including efforts to craft the needed ordinances and programs, as well as extensive litigation in trial and appellate court.

COUNCIL PRIORITIES

Council Issues and Priorities

Because of its role as provider of legal services to all parts of the City, and because all City programs are based on law, the office is necessarily working on virtually all of the City's priorities. The intensity of the legal work required varies from priority to priority.

It is anticipated that in the next two fiscal years, the office will be most actively providing legal advice and services on the following priorities identified by the Council in December of 1999.

Virtually all major City initiatives require legal work.

- ◆ Multi-model transportation system.
- ◆ Maintain street networks.
- ◆ Diversify city work force.
- ◆ Dealing with growth and its implications, including how to pay for services.
- ◆ Providing access to jobs for Portland citizens.
- ◆ Neighborhood infrastructure.
- ◆ Public safety.
- ◆ FPD&R and PERS funding.
- ◆ Willamette River Greenway plan.
- ◆ Youth and families.
- ◆ Utility rate reform.
- ◆ 25 year vision.
- ◆ Unified planning strategy.
- ◆ Purchase property to link the Greenway.
- ◆ Enforcement of taxi regulations.

In addition to working with Council and bureaus to further the City's priorities, the City Attorney's office also works internally to promote diversity and other goals. The office works with the League of Oregon Cities, the Oregon City Attorney's Association, the Oregon State Bar, and other community organizations and groups to promote policies and programs in support of goals found in the Portland/Multnomah Benchmarks and Future Focus.

Overview of Programs

LEGAL SERVICES

All bureau staff work within the Legal Services Program

The City Attorney's budget has one budget program that includes personnel, administrative and overhead costs. This Legal Services Program includes the following personnel: the City Attorney, Chief Deputies, Deputy City Attorneys, Paralegal Assistants, Legal Assistants, and Administrative Staff. All provide legal work directly to the City Council, bureaus, agencies and program managers.

Legal Services include representing the City in court litigation, administrative proceedings, appeals, and other judicial processes. In addition, this program provides advice, consultation and research on issues and questions regarding municipal operations and programs.

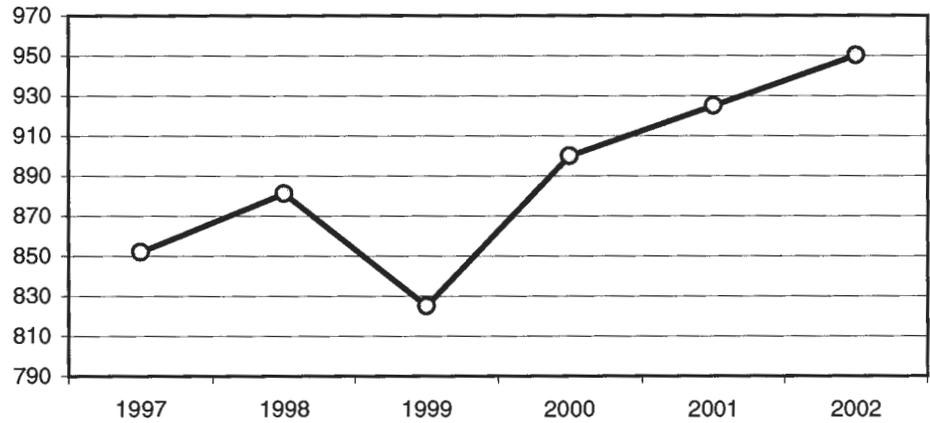
Sources of program funding

The program consists of services partially supported by discretionary General Fund dollars, internal City overhead revenues, and interagency agreements. These funds support office operations through materials, services, and overhead expenses. Interagency agreements with selected agencies support additional specialized legal work in specific areas. Over 85% of the City Attorney's costs are for personal services. The office's indirect overhead costs are substantially less than those in private sector law firms and other law offices.

Performance Measures

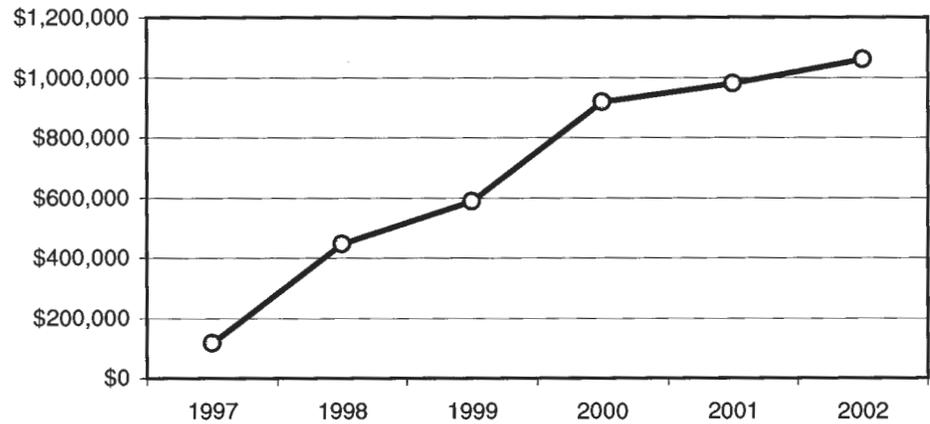
Litigation Cases Handled

- ◆ Complexity and cost of litigation have increased despite efforts to minimize litigation.



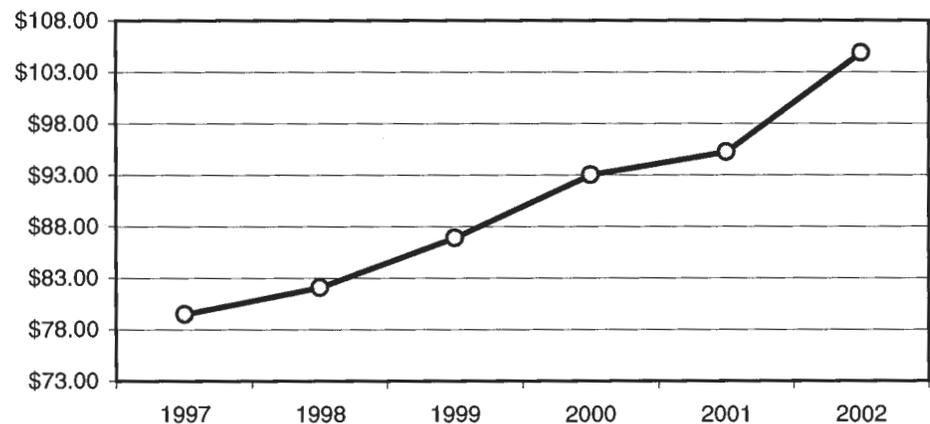
Outside Legal Expense

- ◆ Hiring outside counsel is usually 1.5 to 2.5 times as expensive as handling the work in-house.
- ◆ (Note: The FY 2000 amount does not include outside counsel costs for Civic Stadium negotiations.)



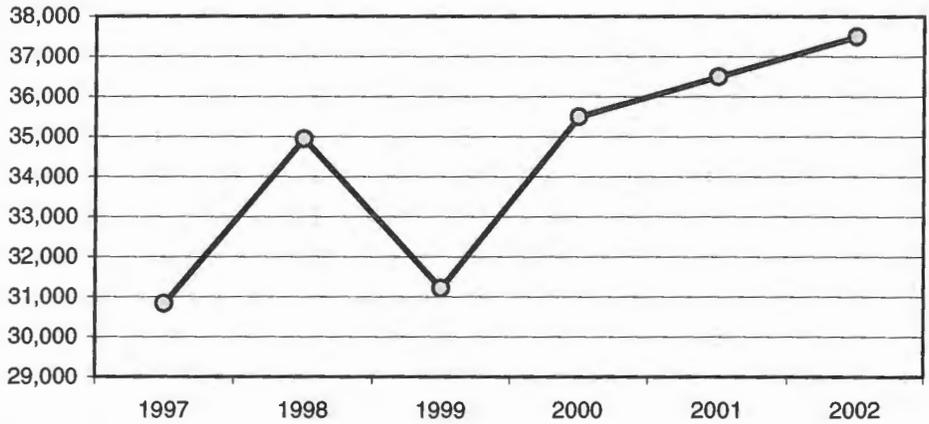
Fully Loaded Hourly Rate

- ◆ A law office's fully loaded hourly rate includes direct expenses for staff and materials necessary to produce legal work, and also both indirect and direct overhead costs.

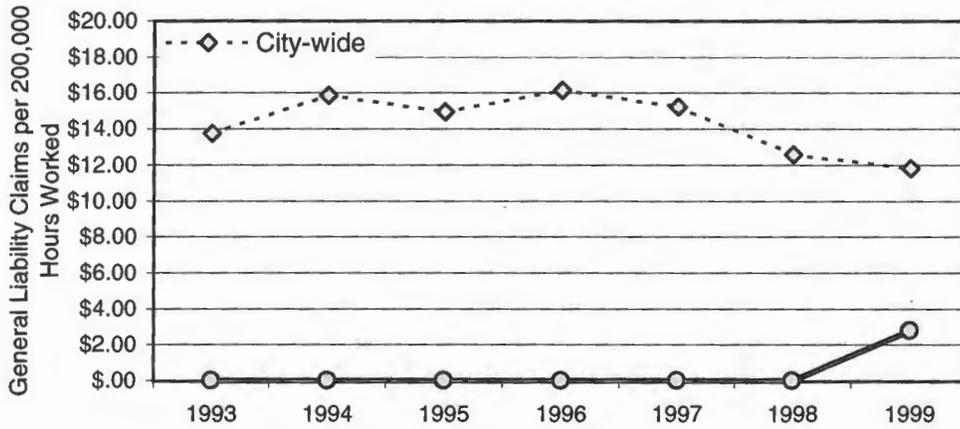


Legal Document Pages

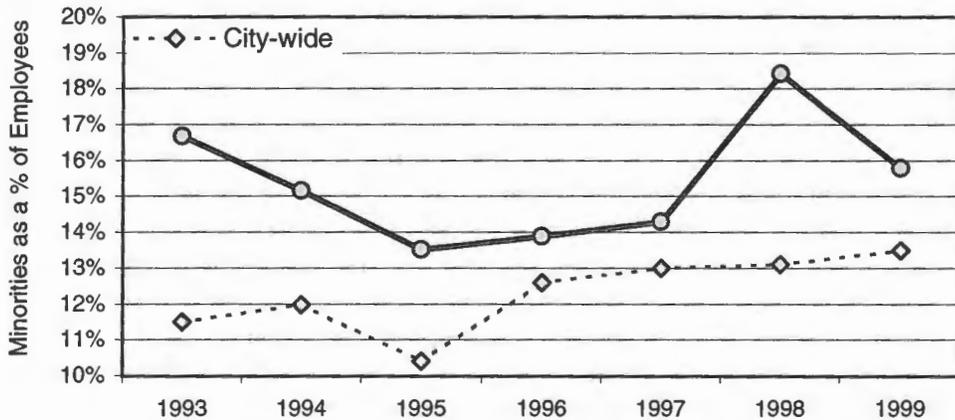
◆ While all legal work is document-intensive, actual printing requirements fluctuate.



Bureau Loss Experience vs. Citywide Loss Experience



Workforce Diversity — Bureau Employees vs. Citywide Employees



	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
OFFICE OF THE CITY ATTORNEY						
Affirmative Action Measures						
Female Employees as a Percent of Total	68.6%	68.4%	68.4%			
Minority Employees as a Percent of Total	14.3%	18.4%	15.8%			
Office of the City Attorney						
Risk Data						
General Liability Claims per 200,000 Hours Worked	0.00	0.00	2.80			
Worker's Comp Claims per 200,000 Hours Worked	0.00	0.00	0.00			
Fleet Claims per 100,000 Miles Driven	0.00	0.00				
Fleet Claims Cost per 100,000 Miles Driven	\$0	\$0				
General Liability Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.04			
Worker's Comp Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.00			
Legal Services						
Workload						
Hourly Rate	\$79.49	\$82.08	\$86.89	\$93.00	\$95.25	\$104.84
Legal Document Pages	30,821	34,944	31,200	35,500	36,500	37,500
Litigation Cases	852	881	825	900	925	950
Efficiency						
Outside Legal Expense	\$115,669	\$447,521	\$589,051	\$918,384	\$980,000	\$1,060,000

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	3,275,143	3,553,551	3,704,513	3,744,893	3,744,893
External Materials and Services	267,247	293,721	301,933	314,038	356,538
Internal Materials and Services	354,611	342,824	363,674	401,145	401,145
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	9,200	0	0	0	0
Total Operating Budget	3,906,201	4,190,096	4,370,120	4,460,076	4,502,576
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 3,906,201	\$ 4,190,096	\$ 4,370,120	\$ 4,460,076	\$ 4,502,576
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	3,906,201	4,190,096	4,370,120	4,460,076	4,502,576
RESOURCES					
General Fund Discretionary		1,285,823	1,467,578	1,450,631	1,530,331
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		1,893,205	1,776,715	1,884,075	1,884,075
Program Revenue		3,946	0	0	0
Overhead Revenues		1,007,122	1,125,827	1,125,370	1,088,170
Total Non-Discretionary Revenues		2,904,273	2,902,542	3,009,445	2,972,245
TOTAL GENERAL FUND RESOURCES		\$ 4,190,096	\$ 4,370,120	\$ 4,460,076	\$ 4,502,576
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Administration		655,094	0	0	0
<i>Positions</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Legal Services		3,535,002	4,370,120	4,460,076	4,502,576
<i>Positions</i>		<i>39</i>	<i>39</i>	<i>40</i>	<i>40</i>
TOTAL PROGRAMS		\$ 4,190,096	\$ 4,370,120	\$ 4,460,076	\$ 4,502,576
<i>Positions</i>		<i>39</i>	<i>39</i>	<i>40</i>	<i>40</i>
<i>General Fund Discretionary Positions</i>		<i>13</i>	<i>13</i>	<i>14</i>	<i>14</i>

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,861,536	2,087,613	2,600,274	2,616,844	2,616,844
512000 Part-Time Employees	247,411	205,483	140,810	187,562	187,562
517000 Benefits	802,887	855,355	963,429	940,487	940,487
518000 Paid Absence	363,309	405,100	0	0	0
Total Personnel Services	3,275,143	3,553,551	3,704,513	3,744,893	3,744,893
Materials and Services					
External Materials and Services					
521000 Professional Services	0	0	0	0	0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	13,978	2,130	20,360	15,025	15,025
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	100,038	119,734	98,746	104,669	104,669
531000 Office Supplies	47,313	53,107	58,493	64,059	64,059
532000 Operating Supplies	90,420	82,902	85,512	92,629	92,629
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	0	0	0	0	0
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	0	0	0	0
541000 Education	12,576	29,225	29,522	29,522	29,522
542000 Local Travel	506	1,474	1,898	2,044	2,044
543000 Out-of-Town Travel	2,416	5,149	6,090	6,090	6,090
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	0	0	1,312	0	42,500
Total External Materials and Services	267,247	293,721	301,933	314,038	356,538
Internal Materials and Services					
551000 Fleet Services	2,124	2,612	3,105	3,105	3,105
552000 Printing & Distribution	45,548	48,571	50,942	50,194	50,194
553000 Facilities Services	132,240	170,635	183,148	185,540	185,540
554000 Communications Services	46,815	50,476	51,912	47,409	47,409
555000 Data Processing Services	9,018	14,379	16,396	45,432	45,432
556000 Insurance	61,299	56,151	58,171	69,465	69,465
557000 Master Lease	57,567	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	354,611	342,824	363,674	401,145	401,145
Total Materials and Services	621,858	636,545	665,607	715,183	757,683
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	9,200	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 3,906,201	\$ 4,190,096	\$ 4,370,120	\$ 4,460,076	\$ 4,502,576

Office of the City Attorney AU 312

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
920	Administrative Supervisor I	1	1	1	51,729	0	0	0	0
922	Administrative Supervisor II	1	1	1	54,433	0	0	0	0
924	Administrative Supervisor III	0	0	0	0	1	58,032	1	58,032
962	Assistant Program Specialist	0	1	1	44,744	1	47,670	1	47,670
714	Chief Deputy City Attorney	2	2	2	172,756	2	173,335	2	173,335
715	City Attorney	1	1	1	100,755	1	101,088	1	101,088
114	Clerical Specialist	1	2	2	60,340	0	0	0	0
710	Deputy City Attorney I	1	1	0	0	0	0	0	0
711	Deputy City Attorney II	2	3	4	237,138	4	236,038	4	236,038
712	Deputy City Attorney III	4	6	7	529,942	3	215,810	3	215,810
2543	Information Systems Analyst III	1	1	1	54,806	1	55,536	1	55,536
240	Legal Assistant	7	6	6	331,530	6	288,776	6	288,776
102	Office Support Specialist II	0	0	0	0	2	59,690	2	59,690
709	Paralegal Assistant	3	4	3	147,122	4	170,315	4	170,315
970	Program Manager II	1	1	1	63,509	0	0	0	0
971	Program Manager III	0	0	0	0	1	67,694	1	67,694
816	Senior Administrative Specialist	1	0	0	0	0	0	0	0
713	Senior Deputy City Attorney	9	9	9	751,470	13	1,087,710	13	1,087,710
828	Senior Financial Analyst	0	0	0	0	1	55,150	1	55,150
TOTAL FULL-TIME POSITIONS		35	39	39	\$ 2,600,274	40	\$ 2,616,844	40	\$ 2,616,844

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

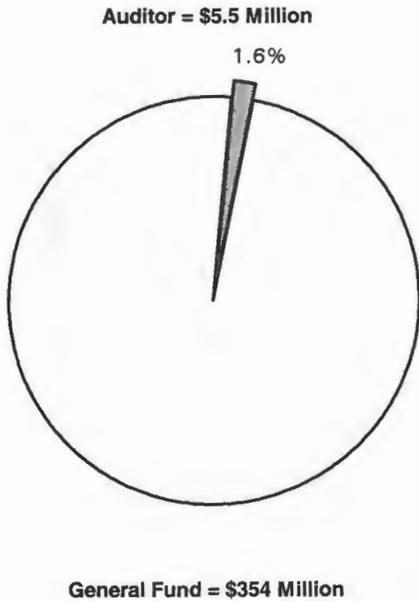
ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	4,545,295	0	4,545,295	39.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments					
	(37,557)	0	(37,557)	0.0	2.5% reduction: General Fund discretionary.
	(28,974)	0	(28,974)	0.0	2.5% reduction: General Fund overhead.
Mayor's Proposed Budget Decisions					
	(37,557)	0	(37,557)	0.0	Additional 2.5% reduction: GF discretionary.
	(28,974)	0	(28,974)	0.0	Additional 2.5% reduction: GF overhead.
	7,513	0	7,513	0.0	Reclassifications adjustment: GF discretionary.
	5,622	0	5,622	0.0	Reclassifications adjustment: GF overhead.
	0	32,830	32,830	1.0	6 months Paralegal Assistant: GF discretionary.
	577	0	577	0.0	BGS adjustments: GF discretionary.
	432	0	432	0.0	BGS adjustments: GF overhead.
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	42,500	42,500	0.0	Carry over for Code Update project
	19,753	0	19,753	0.0	True-up for General Fund discretionary
	(18,884)	0	(18,884)	0.0	True-up for General Fund overhead
	(118,049)	75,330	(42,719)	1.0	Total FY 2000-01 Decision Packages
			\$ 4,502,576	40.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	65,659	0	65,659	1.0	On-going full-time Paralegal Assistant
			\$ 65,659	1.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions					
	0	0	0	0.0	None
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Office of the City Auditor

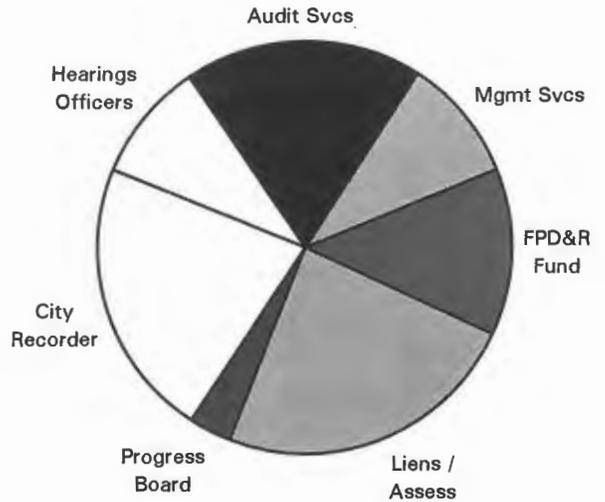
Legislative, Administrative and Support Services Service Area

Gary Blackmer, City Auditor

Percent of General Fund



Bureau Programs

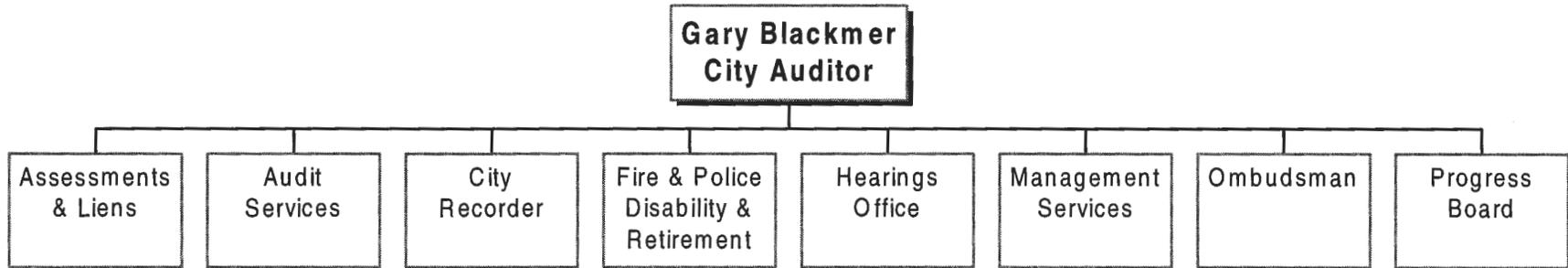


Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	5,205,262	5,298,481	93,219	-2.7%
Capital	0	205,000	205,000	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 5,205,262	\$ 5,503,481	\$ 298,219	1.1%
Authorized Full-Time Positions	56	58	2	-1.0%

Note: Per capita change values are adjusted for inflation and population growth.

Office of the City Auditor



Bureau Summary

BUREAU MISSION

The mission of the City Auditor's Office is to promote open and accountable government by providing independent and impartial reviews, public access to information, and service for City government and the public. To that end, the Auditor's Office performs audits, maintains City records, and provides financial services with integrity, sensitivity, and efficiency.

BUREAU HIGHLIGHTS

Budget Summary

The City Auditor, Gary Blackmer, took office on January 4, 2000. This is his first opportunity to reshape the budget and propose new activities that will improve the accountability of City government and increase access to citywide information for citizens and current and future City Councils.

Adopted Budget

In November 1999, the City Auditor proposed to Council a two-year plan for assessing whether some duties should be removed from his office, as well as adding several new capabilities. The FY 2000-02 Adopted Budget for the Auditor's Office supports these changes within the limited City funds available. The budget makes reductions to the Auditor's Office while preserving all its ongoing activities and services provided to citizens, other City bureaus, and agencies. The budget also funds a City Ombudsman program, a half-time auditor position, closed captioning for Council sessions, an enterprise records management system and technician, and an Assistant Risk Specialist position for the Fire and Police Disability and Retirement Fund (FPD&R).

Each new program will benefit citizens and City bureaus. The Ombudsman program will provide an independent, centralized point to resolve complaints that citizens have regarding City actions. The half-year funding will allow a professional ombudsman to work with City bureaus, the Hearings Office, and the City Council to develop procedures, City Code, and clear responsibilities to serve the public effectively. In FY 2001-02, when the program becomes fully functional, the Ombudsman will be funded for the full year and two assistants will be added.

The half-time auditor position is the first staff increase in the Audit Services Division in 15 years. This position will allow the Auditor's Office to be more responsive to City needs, such as addressing the increasing number of requests for audits and special reviews.

The Adopted Budget supports accountability and enhanced access to City government.

The Adopted Budget also provides funding for closed captioning of all City Council sessions for the hearing impaired through a City funding match of a three-year federal grant.

The budget funds the "E-Files" capital project -- an enterprise records management system. This system can preserve information in an electronic format, reducing future storage costs and increasing accessibility. A technician will be hired halfway through the first fiscal year; the hardware, software, and technical services needed to establish the system are funded with one-time capital set-aside resources.

The Adopted Budget includes one new Assistant Risk Specialist position to assist in managing the disability claims process for the FPD&R Division. This position is fully funded through an interagency agreement with the FPD&R Fund.

In addition to the program enhancements, the Auditor's Office has made budget cuts by eliminating one Customer Accounts Specialist position, making a 20% reduction in Professional Services, amounting to \$70,000, and making other reductions in Materials and Services.

General Description

BUREAU OVERVIEW

Organizational Description

The City Auditor is the sixth elected official of the City of Portland. In the Commission form of government, the Auditor provides accountability for the use of public resources, and access to information for all Council members and the public. The Auditor is required by City Charter to be professionally certified and is prohibited from running for any other elected City position while in office. The City Auditor is elected on a non-partisan basis and serves a four-year term.

The City Charter describes the legal authority of the Auditor regarding the following activities: performance of financial and performance audits, supervision of City elections, maintenance of all official records and all other records regarding City business, provision of official certifications, acting as the Secretary of the Fire and Police Disability and Retirement system, and performing some responsibilities concerning Assessments and Liens. In addition, the Hearings Office was assigned to the Auditor's Office in 1990 due to the integrity and impartial nature of the Auditor. These activities are carried out by the following divisions:

Operations

Audit Services

This division conducts independent performance audits and analyses that provide objective information for City officials, management, and the public. The division also manages the contract with the outside firm which conducts the annual audit of the City's financial statements as required by state law.

City Recorder

As Clerk of the Council, the City Recorder Division develops, maintains, and provides accurate documentation of City business and acts as an information clearinghouse for Council, bureaus, and the public. This division provides a centralized point for contracts and payments, maintains and distributes the City Code, is responsible for applying state records retention requirements, and provides for records storage, retrieval, and destruction. The division is responsible for maintaining the City's historical records and provides expertise concerning City records issues.

The Assessments and Liens Division administers the financing of property enhancements.

Assessments and Liens

This division administers the financing of Local Improvement Districts (LIDs) for improvements to streets, sidewalks, sewers, and special projects, such as the Central City Streetcar LID. This division finances both original construction costs and property owner assessment contracts after project completion. The division assists the Office of Planning and Development Review in support of their code enforcement efforts. This division is also responsible for collecting and financing sidewalk assessments for the Bureau of Maintenance and system development charges for the Parks Bureau, the Office of Transportation, and the Bureau of Environmental Services.

Fire and Police Disability and Retirement Fund

The City Auditor serves as Secretary of the Fire and Police Disability and Retirement Fund and is one of the eleven-member Board of Trustees. This division administers all pension and disability matters, including disbursing payments to qualifying police officers and fire fighters.

Hearings Officers

This division conducts two hearings functions: Land Use and City Code. The Land Use Hearings Officer is responsible for holding public hearings and making decisions to allow or deny land use permits. The Code Hearings Officer provides enforcement of the City Code in proceedings initiated by other bureaus and also hears appeals from citizens on code enforcement determinations made by bureaus.

Management Services

The Management Services Division provides leadership and support for all Auditor's Office divisions. Services include budgeting and accounting, human resource functions and payroll matters, purchasing and supplies, and managing all information technology systems. This division monitors problem-solving efforts throughout the office, provides information and expertise, and serves as the contact point for other agencies in the City.

The Auditor is also responsible for overseeing election processes in the City of Portland. Staff in the Management Services Division receive, process, and file all declarations of candidacy for City office, Contributions and Expenditure Reports, initiative, referendum, and recall petitions, and Council originated ballot measures.

The Progress Board measures whether the community is reaching its vision and goals.

Progress Board

The Portland Multnomah Progress Board identifies and reports on indicators (called benchmarks) which collectively gauge whether the community is meeting its goals and vision for the future. Staff maintain trend data on over 60 benchmarks on the Internet and produce an annual report. In addition, Board staff produce special reports analyzing individual benchmarks, as well as provide technical assistance to encourage other organizations to adopt performance-based efforts.

Bureau Management and Direction

Gary Blackmer, the City Auditor, uses his management role to promote open and accountable government by providing independent and impartial reviews, public access to information, and service for City government and the public. The Auditor's Office performs audits, maintains City records, and provides financial services with integrity, sensitivity, and efficiency.

MAJOR ISSUES

Lien Accounting System Replacement

The Auditor's Office interagency agreement with the Bureau of Information Technology has increased by 26%, or \$80,000, over the last two fiscal years. The Auditor's Office will seek solutions that avoid passing the increased costs to customers. The Lien Accounting System is over ten years old and is becoming too expensive to operate in its current configuration. The office plans to investigate alternative software programs, to migrate the system to a different platform, and to make information accessible to customers in a web-based environment during the next two fiscal years.

There are only three major systems operating on the Enterprise Server: the Lien Accounting system, IBIS, and the Police Bureau database. These three programs do not use the full capacity of the Enterprise Server. Once the Lien Accounting system has migrated to a different platform, the costs for the two remaining programs likely will increase dramatically.

Foreclosure

There are approximately \$7 million in inactive, delinquent assessments on property owners for code violations, nuisance fees, and improvements. Although the City of Portland has not foreclosed on properties for over 20 years, some of these accounts may need to be resolved by this means. The City must develop policies and procedures to ensure fair and appropriate foreclosure practices are put in place.

The Auditor's Office will work closely with the City Treasurer, Council, and other bureaus to draft guidelines for moving forward with foreclosures.

Hearings and Review

The Ombudsman program, along with changing workloads and responsibilities in the Hearings Office, has triggered the need for a comprehensive review of the City's hearings and review processes. The Good Neighbor Agreement regarding the Civic Stadium identifies the Hearings Office as the avenue for appeal. The Auditor's Office will conduct a review this year of workload, costs, and division of duties among these functions.

The Auditor's Office will work closely with Council, the City Attorney, and other bureaus to draft proposals that provide citizens, neighborhood associations, and other appropriate entities an avenue of appeal to an independent agency for reviews and recommendations.

CHANGES FROM PRIOR YEAR

The Auditor's Office has made reductions, reorganized some ongoing activities and services, and distributed added resources to new and expanded programs.

Position Changes in LID and the City Recorder Division

The Auditor's Office eliminated one vacant Customer Accounts Specialist in the Assessment and Liens Division due to a decline in activity. Commensurate reductions were also made in their Materials and Services budget, and Professional Services were reduced by over \$70,000.

One Administrative Specialist position will be transferred from its current location in the Assessment and Liens Division to the City Recorder program and reclassified as an Assistant Program Specialist. While in the Assessment and Liens Division, this position was funded with General Fund dollars. In the City Recorder program, this position will better fit the needs of the entire organization. After reviewing all duties and functions handled by current City Recorder staff, duties will be redistributed in a more organized and efficient manner, taking advantage of the additional resources this position will bring. The Auditor's goal is to increase the capacity in the City Recorder program to undertake additional activities in support of City operations.

Ombudsman Position

The Auditor's Office budget contains added funding for an Ombudsman position beginning in January 2001. This position will work with the Council offices, bureau managers, and key staff to clarify the role and responsibilities of the Ombudsman Office and to develop operating guidelines, procedures, and policies. Two additional staff will be funded when the program begins July 1, 2001.

E-Files

Capital set-aside funds have been approved to purchase and implement an Electronic Records Management System (E-Files). This project not only implements a new electronic system, but will eventually change the way every City employee does business. The Auditor's Office will undertake a massive outreach, education, and support effort to every City employee who creates or accesses archived paper or electronic City records.

A new position is critical to the success of the new E-files system. The budget includes an Information Technician starting in January of 2001. The person in this position will assist in the customization and installation of software and hardware for the E-Files system, modify the retention procedures, and provide Council members' staff with system orientation and training.

Senior Management Auditor

The Auditor's Office budget contains a one half-time Senior Management Auditor position to help with the increased workload of the Audit Services Division. The division has experienced an increase in requests for audit and consulting services from City bureaus and the City Council. An increase in staff is needed in order to continue to provide quality and responsive service to bureaus and the public.

Closed Captioning

At the request of the City Council, the Auditor's Office received funds in the Adopted Budget to provide closed captioning services for official City Council meetings. These funds are to pay the vendor, LNS, for providing these services. The vendor has received a federal grant which will pay for approximately half of the total cost to provide these services. At the end of the three year grant period, the cost to the City will be approximately \$63,000.

Assistant Risk Specialist Position

Funding for one new Assistant Risk Specialist position for the FPD&R Fund is included in the Adopted Budget. This position is needed to assist with the increase in the number and complexity of disability claims.

Future Decision Packages

As part of the Auditor's Office proposed two-year plan, some budget requests were made for the second year. The Auditor requested one new management Auditor position to begin the second year of the budget to meet the increasing workload of audit requests. The funding source for the position will be reexamined. The Auditor also requested \$40,000 for a neighborhood survey that would be able to gather citizen satisfaction information at the neighborhood association level. The survey was not approved due to lack of funds for FY 2000-01, but the Auditor plans to resubmit the request for FY 2001-02.

FUNDING SOURCES

General Fund

The Auditor's Office receives partial funding from General Fund discretionary resources and the overhead allocation.

Interagency Revenues

The Auditor's Office receives revenue from other City agencies and has a number of interagency service agreements with other funds and bureaus to provide support for specific programs. The Auditor's Office has an interagency service agreement with the LID Construction Fund to pay for all expenses related to the Assessment and Liens Division. The Auditor's Office has an interagency service agreement with the Fire and Police Disability and Retirement Fund to pay for the personnel costs required to manage this program. In addition, the Auditor's Office also has interagency service agreements with the Bureaus of Police, Environmental Services, and Licenses, and the Office of Planning and Development Review (OPDR) to pay for services provided by the Hearings Office.

Intergovernmental Revenues

The Auditor's Office has intergovernmental agreements for support of specific programs and services with Multnomah County, the Port of Portland, Tri-Met, the Portland Public Schools, and the Oregon Department of Transportation. Multnomah County, the Port of Portland, Tri-Met and the Oregon Department of Transportation pay for services provided by the Hearings Office. Multnomah County provides funding for ongoing operations of the Progress Board. The Portland Public Schools pay for services provided by the City Recorder Division.

Other Funding Sources

The Auditor's Office receives revenue from the Planning Bureau permit fees for partial support of the Land Use Appeals process. In addition, the Auditor's Office receives miscellaneous revenues from the sale of the City Code and City Charter.

Strategic Direction

VISION AND VALUES

Citizens will have increased confidence in City government, knowing that an independent Auditor's Office is improving their City services and access to information. The Auditor's Office has the following vision and values:

We value our unique position of independence in the Commission form of government.

We value professionalism in the quality of our work and our interactions with each other, with other bureaus, and with the public.

We value open and accountable government to achieve continuous improvement in City services to the public.

MANAGEMENT GOALS & OBJECTIVES

Management Objectives for FY 2000-01

The Auditor's Office plans to achieve the following objectives in FY 2000-2001:

- ◆ Complete eight audits that help improve the City's public accountability and that identify opportunities for increased efficiency and effectiveness.
- ◆ Continue to work closely with City bureaus and elected officials to help improve the City's performance management and reporting systems.
- ◆ Automate the development of the weekly Council agenda and provide bureau staff with the capability of reviewing Council documentation for the weekly meeting electronically.
- ◆ Establish a website of selected ordinances, historical documents, and photographs in celebration of the City's 150th birthday.
- ◆ Complete Phase 1 of the E-Files proposal with the purchase, implementation, and configuration of the server and storage hardware. Expand the City's Records Retention Schedule to include electronic records.
- ◆ Organize and coordinate the information on the City's Internet and Intranet websites. Maintain and update the website with current information on a weekly basis.
- ◆ Continue to work with the Office of Transportation and Bureau of Environmental Services to reengineer and improve the LID process.
- ◆ Develop and implement a plan to rewrite the current Lien Accounting System software to operate on another platform and migrate the system off the City's Enterprise Server. Develop software that is more user friendly, cost efficient, and accessible to customers in a web based environment.
- ◆ Establish policies, procedures, and recommendations on how the City should proceed with foreclosures.
- ◆ Develop a database for the Land Use Hearings Office.
- ◆ Update the Progress Board benchmarks and publish an annual report.
- ◆ Study at least one benchmark in detail and prepare a report on it.
- ◆ Develop a detailed plan for establishing the Ombudsman Office within the Auditor's Office. Develop guidelines, procedures, and a funding mechanism.

Long-Term Goals

The Auditor's Office plans to achieve these long-term goals during the next five years:

- ◆ Work with other bureaus to transfer duties elsewhere, or into the Auditor's Office, that directly relate to core responsibilities and best serve the public.
- ◆ Gather and objectively report information to help improve City services, to assist Council decision-making, and to better engage citizens and businesses in collaborative problem-solving.
- ◆ Provide an information system for the storage, management, and retrieval of official City records in both paper-based and electronic forms.
- ◆ Provide citizen and bureau access to current and retrospective information on the City Code, City Charter, Council documentation, and other City records through effective use of information technology.
- ◆ Provide a full range of services for assisting citizens in resolving problems with City bureaus.

MAJOR INITIATIVES**Major Shifts in Organization and Priorities**

The City Auditor was sworn into office on January 4, 2000. He has reviewed the roles and responsibilities of the City Auditor, prepared a presentation for City Council, and proposed a two-year plan for significant changes within the Office. The Auditor identified "core functions" that logically fit within the Auditor's Office, "legacy responsibilities" that have carried over for many years, and "proposed" or "possible" activities that might be most appropriately located in the Auditor's Office.

Core Functions

Audit Services is a "core" responsibility of the Auditor's Office. The two-year Adopted Budget provides for a slight increase in audit staff and resources to allow this division to perform additional audits.

Maintaining records of City actions and notifying the public of official proceedings are as critical to accountability as an independent audit. A new major priority is providing crucial Citywide information, both current and historical, in an electronic format. The Adopted Budget includes funds to provide electronic storage and archival services for the City's permanent and semi-permanent records. The Auditor's Office will purchase and implement an E-files system that will allow the City to keep many records in an easily retrievable electronic format. An Information Technician position to assist in the implementation of the new system is also included in the Adopted Budget.

The Auditor's Office also plans on updating many current City Recorder functions to provide citizens with better information on current City activities. The Auditor wants the City Recorder Division to take on the responsibility for providing a unified content for the City's Internet and Intranet sites. The Auditor's Office wants timely, organized information available to citizens electronically, so they can better understand their City services.

The Adopted Budget includes funding for an Ombudsman position slated to start January 1, 2001. This position will work with the Council offices, bureau managers, and key staff to establish the Ombudsman Office. The Ombudsman can ensure citizens know about and have pursued the proper appeal channels, can investigate complaints about City actions, review documents and interview relevant persons, negotiate a settlement, or recommend changes to procedures to make them more fair. The majority of funds for this Office are requested in the second year of the budget process.

Possible Additions The Auditor has identified two possible activities that might be more appropriate under the Auditor's Office, such as the Police Internal Investigations Advisory Committee and the Information and Referral Unit. The Auditor will continue to explore these possible additions but is not anticipating any changes before the next budget cycle.

Possible Transfers of Legacy Responsibilities Because of their duties, the Assessments and Liens Division and the Fire and Police Disability and Retirement Fund staff might be better located elsewhere than the Auditor's Office. The Auditor will continue to investigate the possibility of moving these functions during the next two years.

COUNCIL PRIORITIES

Council Issues and Priorities **Support Quality Education to Produce Well Educated Citizens**

Monitoring and Technical Assistance :The Auditor is a member of the Portland Public School Audit Implementation Steering Committee, that provides expertise on audit and management related issues.

School Success Benchmark: The Portland Multnomah Progress Board is completing a major study of the factors leading to school success, working closely with the Commission on Children, Families, and Communities as well as the Leaders Roundtable.

Maintain a Financially Stable City of Portland

Financial Condition Report: The Audit Services Division regularly produces a financial condition report that identifies warning trends that can affect the City's financial position and ability to sustain its services. The most recent report was published in Spring of 2000.

Maintain and Improve our Parks, Green Spaces, Water, and Air Sheds

Parks Audit: The Audit Services Division is completing a major audit of Parks operations with a primary focus on maintenance issues.

Salmon Study: The Portland Multnomah Progress Board is completing an in-depth study of salmon in the Johnson Creek watershed, identifying the factors and relevant laws and agencies involved in protecting the water quality, stream conditions, the fish, and habitat.

Keep the Central City Vital

Technical Assistance: The Progress Board staff are committed to working closely with the Association for Portland Progress and other sponsors of the 25-Year Vision for Central Portland. Several of the elements of a vital central city are also benchmarks. Board staff have offered assistance in developing additional measures and analyzing data to help assess progress toward the 25-Year Vision.

Become a More Effective Partner in the Region

Progress Board Partnership: The Portland Multnomah Progress Board is comprised of executives from the cities of Gresham and Fairview, Multnomah County, the Portland School District, the Port of Portland, the Housing Authority, Portland State University, Portland Community College, and Metro, as well as several business community representatives and citizens. Through these relationships and common benchmark goals, the Mayor and other City officials have established strong partnerships.

Build a Sense of Community by Promoting Participation, Connectedness, and Partnerships

City Recorder: Citizen access to City information is a primary responsibility of this division, ensuring that the public is notified of the Council meetings, that they have the opportunity to speak, and that they can research past Council decisions. The Auditor's Office will be placing more information about the City on the Internet.

Neighborhood-Level Citizen Survey: The Audit Services citizen survey does not have a large enough sample size to provide citizens with information precise at the level of the neighborhood association. If funds were approved in the second year of the budget, the resources would be sufficient to allow citizens to talk about the concerns of their immediate neighborhoods and to better engage them in problem-solving and City service delivery.

Elections: Citizens can monitor and participate in government through the electoral process. The Auditor's Office provides citizens, candidates, and the media easy access to current and historical election information through the Internet.

Continuously Improve the Delivery of Quality Public Services

Performance Audits: Only the Audit Services Division has the charter authority and mission of improving the delivery of services throughout the City of Portland. Through its audits, the division has identified management improvements in the City for the past 16 years. The addition of a one half-time senior management auditor will assist with audits. The funding for another management auditor for FY 2001-02 is being examined.

SEA Report :The Audit Services Division produces the annual Service Efforts and Accomplishments Report (SEA). This report gathers and analyzes performance measures from the City's nine largest bureaus to provide objective information to assess improvements in effectiveness and efficiency. The annual SEA report also includes the results of the City Auditor's citizen survey on satisfaction with City services. This report is used in addition to the benchmarks report to provide valuable information for the decision-makers in the City and county government.

Overview of Programs

AUDIT SERVICES

The mission of the Audit Services program is to promote honest, efficient, effective, and fully accountable City government. The program addresses this mission by conducting independent audits and analysis that provide objective information to City officials, management, and the public. The program also prepares the annual Service Efforts and Accomplishments Report which includes the City Auditor's Citizen Survey.

Performance and financial audit reports identify savings and revenue enhancements, strengthen management controls, and improve the efficiency and effectiveness of City government operations. Since 1985, the Audit Services program has issued over 127 reports and identified over \$16 million in measurable financial benefits to the City. Audit recommendations have also resulted in positive changes in the way City programs operate that are not readily measurable. Bureaus have implemented or are in the process of implementing over 85% of report recommendations.

CITY RECORDER

The City Recorder program develops, maintains, and provides accurate and objective documentation of City business and acts as an information clearinghouse for the Council, bureaus, and the public. The City Recorder represents the elected Auditor on the City Home Page Group for planning and maintaining the home page presence for the City on the Internet.

Council Clerk/ Contracts

As Clerk of the Council, the City Recorder Division is responsible for preparing the Council agenda, processing City ordinances and resolutions, and transcribing the official summary minutes of Council meetings. The division maintains the official copy of the Portland City Code and City Charter and coordinates the publishing of the City Code in paper, CD Rom, and online formats. The City Recorder Division also receives accounting documents, contracts, and data from other bureaus and provides this information to the public, other City bureaus, and to various financial institutions as requested. Through this division, the City Auditor gives final approval to all claims for payment against the City, disburses payments, and maintains current files of all City contracts.

Records Management/ Archives

The Archives and Records Management Program of the City Recorder Division assists the Mayor's Office, and City Commissioners in managing their public records legally and efficiently. This division is committed to documenting and preserving evidence of City actions and City government history. The division develops and distributes retention and disposal schedules for all City agencies and negotiates retention periods and policy disclosure status in cooperation with the Oregon State Archives. The division is responsible for semi-current and inactive records storage, confidential destruction, preservation of historical records, and provision of reference and retrieval services for City employees and the public at the Stanley Parr Archives and Records Center (SPARC).

LIENS & ASSESSMENTS

The Assessment and Liens program promotes a livable City by helping to plan and finance local improvement projects, assisting the Office of Planning and Development Review in support of their code enforcement efforts, and providing low-cost financing to property owners for street, sewer, and sidewalk improvements. This program oversees the LID Construction Fund, the Bancroft Bond Fund, and the Assessment Collection Fund.

Program Revenues

The program is entirely funded through fees and charges paid by property owners and, to a limited extent, interagency revenues from the Office of Transportation, the Bureau of Environmental Services, and the Assessment Collection Fund.

In FY 1998-99, over \$16 million in liens receivable was collected for City assessments for street, sewer, and sidewalk improvements, and code enforcement efforts. New accounts created that year totalled 3,320 with a total assessed value over \$7.4 million. There are currently 13,000 active accounts, with a total value of over \$50 million.

Last year the division added Parks Bureau System Development Charges (SDCs) to its portfolio of assessments, which now includes Transportation and Bureau of Environmental Services SDCs; Local Improvement District assessments; Nuisance Abatement, Derelict Building, Code Violation, and Demolition Assessments; Sidewalk Assessments; and the Private Plumbing Loan Program. Also new last year was the use of the LID Program to finance speed bumps, street lighting, and, in part, the Central City Streetcar.

Future Issues

As the City seeks to implement Metro 2040 goals and address a large backlog of infrastructure needs, it is anticipated that there may be even greater reliance on the Local Improvement District process to finance infrastructure development creatively. The Auditor's Office, in cooperation with the City's new LID administrator and other City representatives, continues to participate in the review of the LID program and its reengineering to address efficiency and affordability issues. This process, being led by the Office of Transportation, is intended to be completed by the Fall of 2000.

FIRE & POLICE DISABILITY & RETIREMENT FUND

This program manages the City's Fire and Police Disability and Retirement System, which was authorized by the voters in 1948 and revised by them in 1989. This program is supported by the proceeds of a continuing property tax levy authorized in 1948. Program personnel support the Fund's Board of Trustees, advise and assist members of the retirement system, provide claims management service, process disability and medical claims, prepare payments for members of the system and their survivors, and manage the Employee Assistance Program for the Fire and Police Bureaus.

Revisions

The revision of this program, authorized by voters in 1989, significantly affected the way this program does business. The revisions emphasized rehabilitation and return to work of disabled personnel, limited claims due to stress, and changed the list of work-related injuries. These changes, particularly those affecting disability eligibility and return to work, require a more active role of staff in investigating and processing claims and greatly increase the need to counsel members on eligibility requirements and program options.

Budgeted Costs This program includes only the personnel costs of managing the Fire and Police Disability and Retirement System. The Auditor's Office is fully reimbursed for these costs through an interagency service agreement. All other costs (Materials and Services, Service Reimbursements, and Capital Outlay) are budgeted directly in the Fire and Police Disability and Retirement Fund.

Change from Prior Year The program budget for FY 2000-01 contains one new Assistant Risk Specialist position. The Auditor's Office will be fully reimbursed for the position through an interagency service agreement with the Fire and Police Disability and Retirement Fund.

HEARINGS OFFICERS

The City's Hearing Officers are a vital and integral part of the Land Use and Code Enforcement processes. The Hearings Officers program encompasses two hearings functions: Land Use and City Code.

Land Use The Land Use Hearings Officer is responsible for holding public hearings and making decisions to allow or deny land use permits. Permits subject to the public hearing process and timelines for decision-making are strictly governed by state law and the City Code. The Land Use Hearings Officer provides a public process for review of land use permit applications and ensures that Land Use applications are reviewed in a fair and open process and that the decisions are legally supportable.

City Code The Code Hearings Officer provides a means of quick, fair, and efficient enforcement of City Code requirements. The appeal functions of the Code Hearings Officer ensure administrative determinations of the various bureaus are legally supportable, fair, and appropriate by allowing parties who feel otherwise an opportunity to obtain an impartial review of those determinations and decisions.

The Code Hearings Officer enforces the City Code in proceedings initiated by the Office of Planning and Development Review (OPDR), the Bureau of Environmental Services (BES), and the Bureau of Fire, Rescue and Emergency Services. The Code Hearings Officer hears appeals from code enforcement determinations made by OPDR, the Police Bureau, the Licenses Bureau, and BES and hears appeals of vehicle tows ordered by the Bureau of Traffic Management, Police, the Bureau of Buildings, the Port of Portland, Tri-Met, and the Oregon Department of Transportation. Drug-Free Zone, Prostitution Free Zone, Park Exclusions, and Adult Care Facility appeals are also heard by this office.

Program Revenues The Hearings Officers program is partially supported by fees, interagency service agreements, and intergovernmental contracts. Fees are charged for the program's services to the Land Use Program of the Bureau of Planning and the Code Enforcement and Neighborhood Improvement Programs of OPDR. Costs for code appeal hearings for the Bureau of Licenses, Police, Environmental Services, the Port of Portland, and Multnomah County are recovered either by interagency service agreements or intergovernmental contracts.

MANAGEMENT SERVICES

The Management Services Division provides leadership and support for all divisions of the Auditor's Office. These functions include budgeting and accounting, human resource and payroll matters, purchasing and supplies, and managing all information technology systems. The division monitors problem-solving efforts throughout the office, provides information and expertise, and serves as a contact point for other agencies in the City.

This program is also responsible for overseeing the election processes in the City. Staff receive, process, and file all declarations of candidacy for City office; Contributions and Expenditure Reports; initiative, referendum, and recall petitions; and Council originated ballot measures.

The division supports all functions of the Auditor's Office and helps ensure good management of the operational programs. This program also coordinates office activities with the other functions of the City government through Citywide policy and management committees.

PROGRESS BOARD

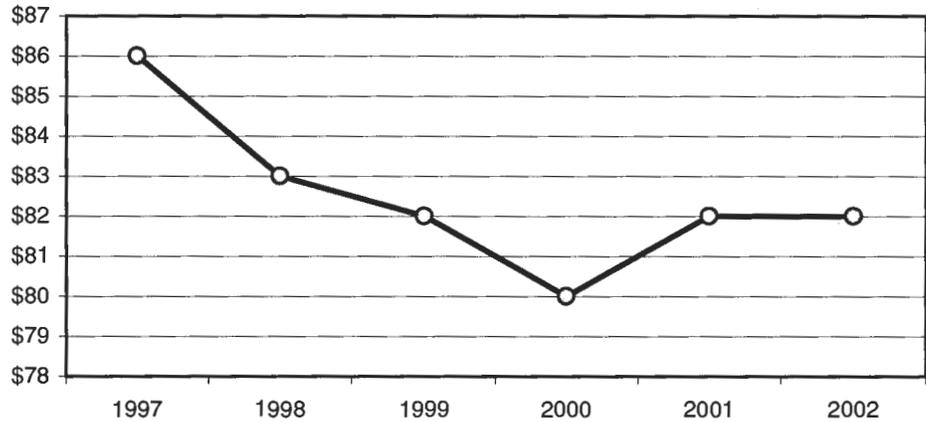
This program provides research and technical assistance to the Portland Multnomah Progress Board. The board's staff maintain trend data on over 65 benchmarks on its website and produce two in-depth benchmark analyses each year.

The Portland Multnomah Progress Board was established in 1994 to identify and report on indicators (called benchmarks) which collectively gauge whether the community is meeting its goals and vision for the future. These benchmarks measure the livability of the community which is being increasingly challenged by population growth, environmental concerns, an underfunded education system, and the shift to a world economy. The local government, business, and educational leaders who serve on the board track major trends in the community and act as a catalyst for government, business, and community groups to improve their performance as gauged by the benchmarks.

Performance Measures

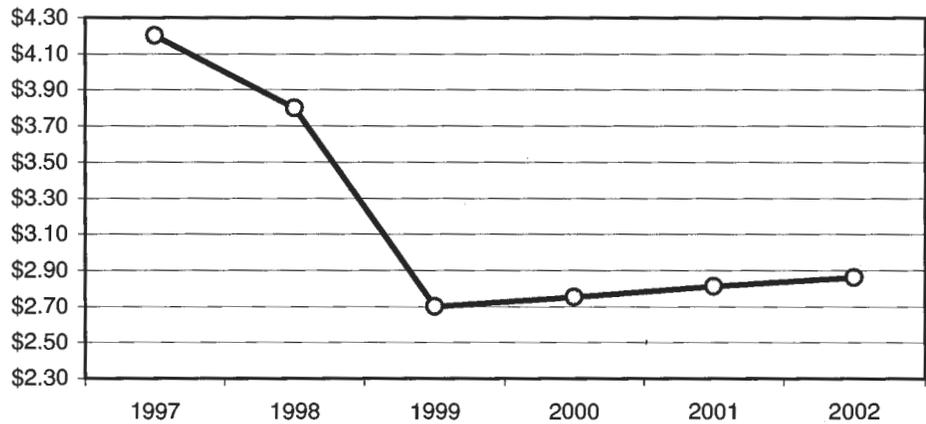
Full cost per Audit Hour

◆ The full costs per Audit Hour have decreased since FY 1997.



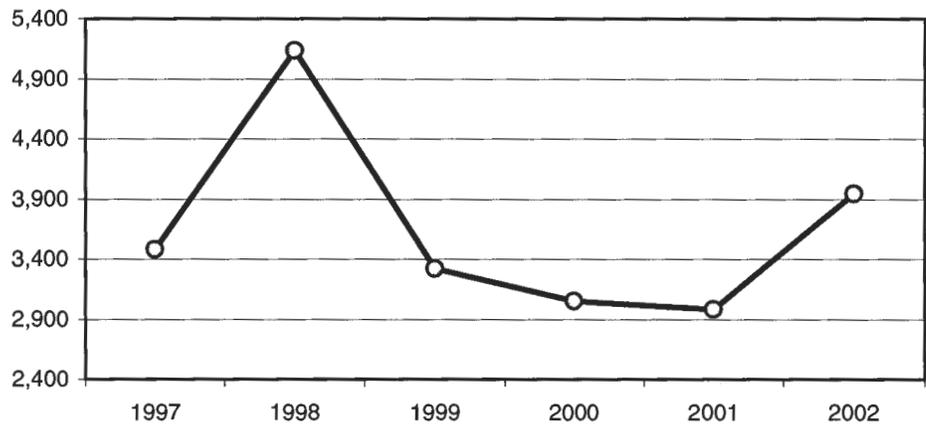
Direct Cost per Retrieval and Delivery of Record

◆ Direct costs have decreased since FY 1996.

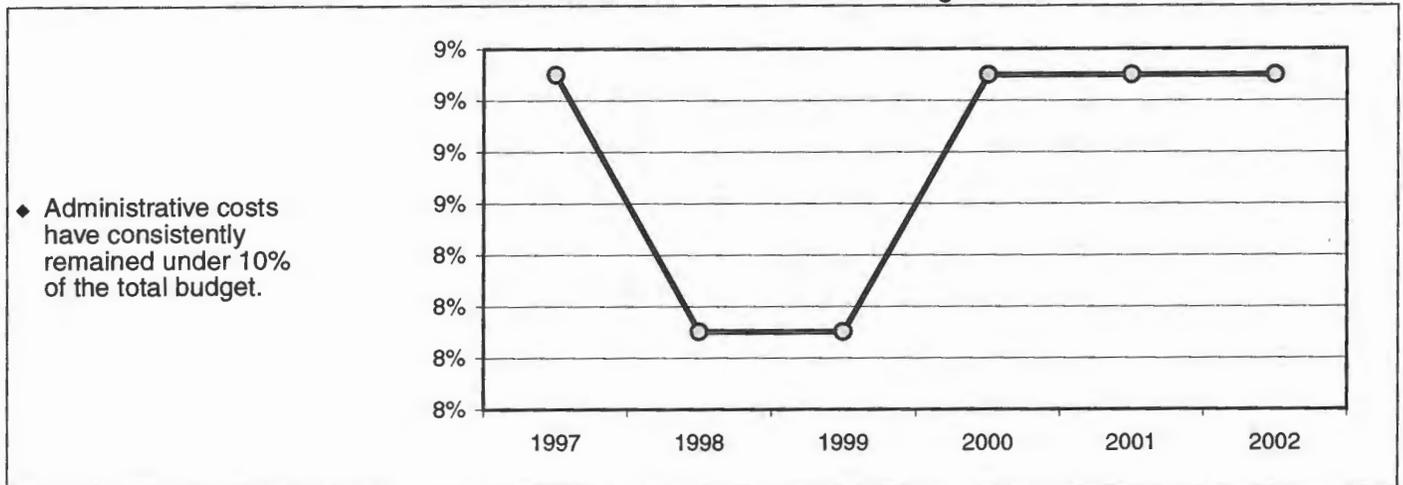


New Liens Recorded

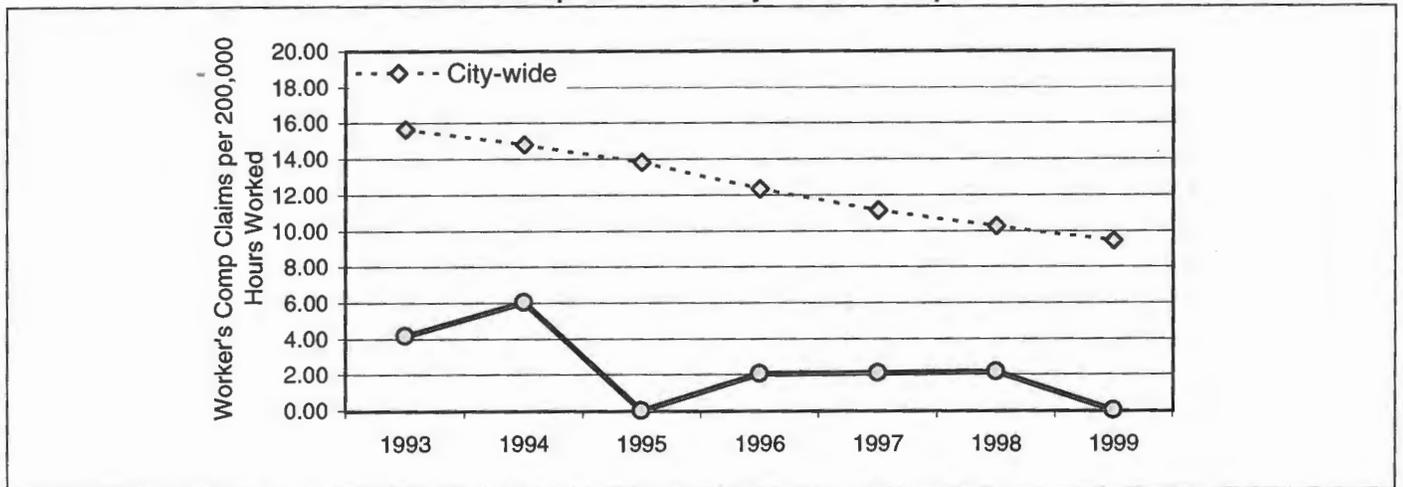
◆ The number of new liens recorded has fluctuated since FY 1997 due to special projects, such as the Central City Streetcar.



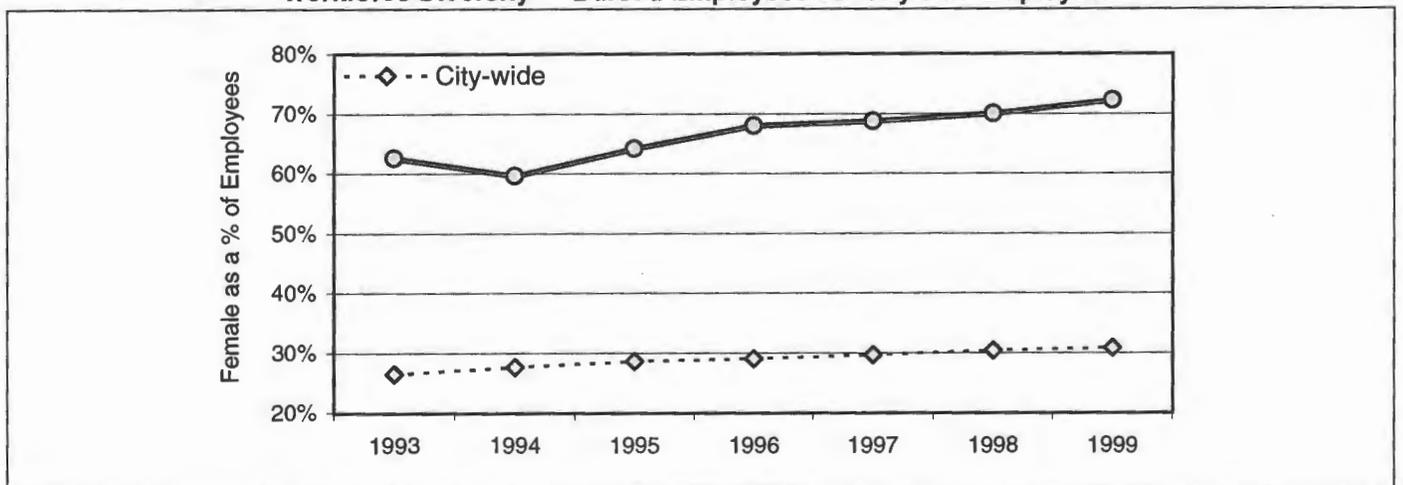
Administrative Costs as a % of Total Budget



Bureau Loss Experience vs. Citywide Loss Experience



Workforce Diversity — Bureau Employees vs. Citywide Employees



	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
OFFICE OF THE CITY AUDITOR						
Affirmative Action Measures						
Female Employees as a Percent of Total	68.6%	70.0%	72.2%			
Minority Employees as a Percent of Total	15.7%	16.0%	16.7%			
Office of the City Auditor						
Risk Data						
General Liability Claims per 200,000 Hours Worked	0.00	2.15	0.00			
Worker's Comp Claims per 200,000 Hours Worked	2.08	2.15	0.00			
Fleet Claims per 100,000 Miles Driven	0.00	0.00				
Fleet Claims Cost per 100,000 Miles Driven	\$0	\$0				
General Liability Claims Cost per \$100 Payroll	\$0.00	\$0.07	\$0.00			
Worker's Comp Claims Cost per \$100 Payroll	\$0.04	\$0.69	\$0.00			
Audit Services						
Workload						
Number of reports issued	10	7	9	9	9	9
Effectiveness						
Percent of report recommendations implemented -- Goal is 90%	90%	86%	85%	85%	90%	90%
Efficiency						
Full cost per Audit Hour	\$86	\$83	\$82	\$80	\$82	\$82
City Recorder						
Workload						
Number of checks/deposit advices processed	202,800	203,100	177,755	192,300	196,000	200,000
Record & Center Retrieval Requests	45,000	46,776	44,884	41,000	42,000	42,000
Effectiveness						
Percent of Requests provided within 24 hours -- Goal 100%	99.90%	99.50%	99.70%	99.80%	99.80%	99.80%
Efficiency						
Direct cost per retrieval and delivery of record from Records Center	\$4.20	\$3.80	\$2.70	\$2.75	\$2.81	\$2.86
Liens & Assessments						
Workload						
New Liens Assessed	3,482	5,136	3,320	3,049	2,980	3,943
Effectiveness						
Total # of Liens Delinquent	7,754	7,053	6,884	6,746	6,611	6,479
Efficiency						
# of Delinquent Accounts Per Staff	456	441	430	422	472	463
Fire & Police Disability & Retirement Fund						
Workload						
Performance measurements are reported in the FPD&R budget						
Hearings Officers						
Workload						
Code Proceedings filed	375	290	243	237	240	240
Management Services						
Effectiveness						
Percent of City Auditor performance measures fully achieved -- Goal 100%	98%	98%	99%	100%	100%	100%

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
Efficiency						
Administrative Costs under 10% of total budget	9%	8%	8%	9%	9%	9%
Progress Board						
Workload						
Number of Benchmark Audits issued			1	2	2	2
Effectiveness						
Number of organizations that added benchmarks to their accountability systems, assisted by the Progress Board			2	4	4	4

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	3,105,794	3,388,905	3,731,902	3,855,401	3,848,401
External Materials and Services	374,333	368,143	698,333	598,544	598,544
Internal Materials and Services	606,301	659,414	775,027	851,536	851,536
Minor Capital Outlay	0	0	0	205,000	0
Equipment Cash Transfers	4,700	0	0	0	0
Total Operating Budget	4,091,128	4,416,462	5,205,262	5,510,481	5,298,481
Capital Improvements	0	0	0	0	205,000
TOTAL BUREAU EXPENDITURES	\$ 4,091,128	\$ 4,416,462	\$ 5,205,262	\$ 5,510,481	\$ 5,503,481
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	4,091,128	4,416,462	5,205,262	5,510,481	5,503,481
RESOURCES					
General Fund Discretionary		1,245,655	1,349,997	1,661,494	1,472,388
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		19,497	76,594	98,332	98,332
Interagency Revenues		1,820,088	2,201,728	2,188,263	2,188,263
Program Revenue		118,485	160,500	137,500	137,500
Overhead Revenues		1,212,737	1,416,443	1,424,892	1,606,998
Total Non-Discretionary Revenues		3,170,807	3,855,265	3,848,987	4,031,093
TOTAL GENERAL FUND RESOURCES		\$ 4,416,462	\$ 5,205,262	\$ 5,510,481	\$ 5,503,481
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Audit Services		949,697	1,037,241	1,028,744	1,028,744
<i>Positions</i>		9	9	9	9
City Recorder		851,198	876,336	1,207,951	1,207,951
<i>Positions</i>		11	11	12	12
Liens & Assessments		1,176,689	1,446,188	1,308,712	1,308,712
<i>Positions</i>		16	16	14	14
Fire & Police Disability & Retirement Fund		551,806	664,168	722,387	722,387
<i>Positions</i>		8	9	10	10
Hearings Officers		420,624	532,807	517,803	517,803
<i>Positions</i>		5	5	5	5
Management Services		391,441	483,197	539,083	532,083
<i>Positions</i>		4	4	6	6
Progress Board		75,007	165,325	185,801	185,801
<i>Positions</i>		0	2	2	2
TOTAL PROGRAMS		\$ 4,416,462	\$ 5,205,262	\$ 5,510,481	\$ 5,503,481
<i>Positions</i>		53	56	58	58
<i>General Fund Discretionary Positions</i>		13	13	15	15

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,906,964	2,047,558	2,679,137	2,763,952	2,756,952
512000 Part-Time Employees	64,193	107,412	45,482	86,973	86,973
514000 Overtime	652	788	300	800	800
515000 Premium Pay	4,383	1,698	3,250	2,250	2,250
517000 Benefits	799,581	871,391	1,003,733	1,001,426	1,001,426
518000 Paid Absence	330,021	360,058	0	0	0
Total Personnel Services	3,105,794	3,388,905	3,731,902	3,855,401	3,848,401
Materials and Services					
External Materials and Services					
521000 Professional Services	238,812	207,168	383,766	310,506	310,506
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	7,785	7,170	28,356	33,687	33,687
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	43,367	15,127	53,810	65,154	65,154
531000 Office Supplies	11,913	10,830	33,378	35,413	35,413
532000 Operating Supplies	50,152	85,744	149,337	97,992	97,992
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	0	0	0	0	0
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	0	0	0	0
541000 Education	8,301	22,687	17,052	22,721	22,721
542000 Local Travel	1,468	872	2,006	3,065	3,065
543000 Out-of-Town Travel	6,301	12,497	10,140	13,477	13,477
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	1,902	1,961	1,961
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	6,234	6,048	18,586	14,568	14,568
Total External Materials and Services	374,333	368,143	698,333	598,544	598,544
Internal Materials and Services					
551000 Fleet Services	1,805	1,744	1,760	1,863	1,863
552000 Printing & Distribution	110,355	117,341	104,205	101,947	101,947
553000 Facilities Services	202,955	246,417	298,874	305,091	305,091
554000 Communications Services	42,698	44,544	49,568	45,632	45,632
555000 Data Processing Services	181,952	194,496	263,802	329,388	329,388
556000 Insurance	55,713	54,072	56,018	66,715	66,715
557000 Master Lease	9,948	0	0	0	0
558000 Same Fund Services	875	800	800	900	900
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	606,301	659,414	775,027	851,536	851,536
Total Materials and Services	980,634	1,027,557	1,473,360	1,450,080	1,450,080
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	205,000	205,000
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	205,000	205,000
573000 Equipment Cash Transfers	4,700	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 4,091,128	\$ 4,416,462	\$ 5,205,262	\$ 5,510,481	\$ 5,503,481

Class	Title	Actual	Actual	Revised		Proposed		Adopted	
		FY 1998	FY 1999	FY 1999-00		FY 2000-01		FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	1	0	1	29,641	1	34,694	1	34,694
515	Accountant II	0	1	0	0	0	0	0	0
516	Accountant III	0	0	1	42,238	1	46,675	1	46,675
510	Accounting Technician	1	1	0	0	0	0	0	0
819	Administrative Assistant	1	3	3	128,941	3	132,643	3	132,643
815	Administrative Specialist	5	3	3	85,379	2	60,222	2	60,222
924	Administrative Supervisor III	0	1	0	0	0	0	0	0
3212	Assessment Analyst	1	1	1	44,687	1	44,836	1	44,836
826	Assistant Financial Analyst	0	1	0	0	0	0	0	0
962	Assistant Program Specialist	3	3	2	103,458	3	147,784	3	147,784
844	Assistant Risk Specialist	0	0	1	60,365	2	82,452	2	82,452
928	Bureau Administrative Manager	1	1	1	74,073	1	70,857	1	70,857
3	City Auditor	1	1	1	72,491	1	73,174	1	73,174
859	Claims Technician	0	0	1	32,886	1	33,140	1	33,140
858	Claims Technician, Assistant	0	2	1	28,076	1	32,983	1	32,983
114	Clerical Specialist	2	2	0	0	0	0	0	0
131	Customer Accounts Specialist I	7	6	6	209,016	5	178,255	5	178,255
118	Customer Services Rep	1	1	0	0	0	0	0	0
541	Deputy City Auditor	1	1	1	63,509	1	63,710	1	63,710
538	Director Of Audits	1	1	1	82,079	1	82,347	1	82,347
827	Financial Analyst	0	0	1	38,139	1	42,836	1	42,836
245	Hearings Clerk	3	3	3	123,539	3	122,084	3	122,084
935	Hearings Officer	2	2	2	143,169	2	144,107	2	144,107
2544	Information Systems Analyst IV	1	1	1	62,510	1	64,969	1	64,969
2523	Information Systems Tech II	0	0	0	0	1	19,937	1	12,937
716	Legal Advisor	0	0	1	86,376	1	81,515	1	81,515
536	Management Auditor	2	2	3	142,579	3	132,835	3	132,835
100	Office Support Specialist I	0	0	1	29,302	1	29,994	1	29,994
102	Office Support Specialist II	0	0	2	60,512	2	65,753	2	65,753
104	Office Support Specialist III	0	0	3	97,023	3	109,887	3	109,887
966	Program Coordinator	1	1	2	103,133	2	108,994	2	108,994
968	Program Manager I	1	1	0	0	0	0	0	0
970	Program Manager II	3	2	2	127,018	3	152,187	3	152,187
964	Program Specialist	2	2	2	108,251	2	104,312	2	104,312
846	Risk Specialist	1	0	0	0	0	0	0	0
850	Risk Supervisor	0	0	1	60,365	1	64,619	1	64,619
220	Secretarial Clerk I	2	2	0	0	0	0	0	0
221	Secretarial Clerk II	3	1	0	0	0	0	0	0
816	Senior Administrative Specialist	0	2	2	78,192	2	79,810	2	79,810
828	Senior Financial Analyst	1	0	0	0	0	0	0	0
537	Senior Management Auditor	5	5	6	362,190	6	356,341	6	356,341
TOTAL FULL-TIME POSITIONS		53	53	56	\$ 2,679,137	58	\$ 2,763,952	58	\$ 2,756,952

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	5,264,290	0	5,264,290	55.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions					
	(68,943)	0	(68,943)		2.5% Reduction
	(70,216)	0	(70,216)	0.0	5% Support/Admin Reduction
	(4,491)	0	(4,491)	0.0	Increase for BGS I/A Adjustments
	0	205,000	205,000	0.0	E-Files -- CRC Funding
	29,583	0	29,583	1.0	E-Files Technician
	29,640	0	29,640	0.0	Closed Captioning
	56,675	0	56,675	1.0	FPD&R Risk Specialist
	27,643	0	27,643	1.0	Ombudsman (half year)
	41,300	0	41,300	0.0	Management Auditor
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	(7,000)	(7,000)	0.0	Delay E-files Technician
	41,191	198,000	239,191	3.0	Total FY 2000-01 Decision Packages
			\$ 5,503,481	58.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	40,000	0	40,000		Neighborhood Survey
			\$ 40,000	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions					
	0	95,000	95,000	0.0	Second year E-Files
	6,240	0	6,240	0.0	Second year Closed Captioning
	137,357	0	137,357	2.0	Full Funding of Ombudsman Program
	31,610	0	31,610	0.0	Full Year of E-Files Technican
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	7,000	0	7,000	0.0	Full Funding of E-Files Technician
	182,207	95,000	277,207	2.0	0
			\$ 277,207	2.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0



Office of Government Relations

Legislative, Administrative and Support Services Service Area

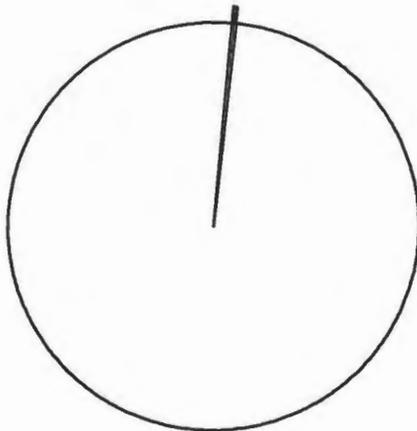
Mayor Vera Katz, Commissioner-in-Charge

Marge Kafoury, Director

Percent of General Fund

Gov Rel = \$697.1 Thousand

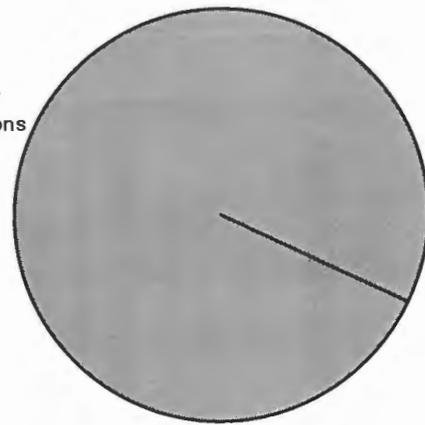
0.2%



General Fund = \$354 Million

Bureau Programs

Gov Relations

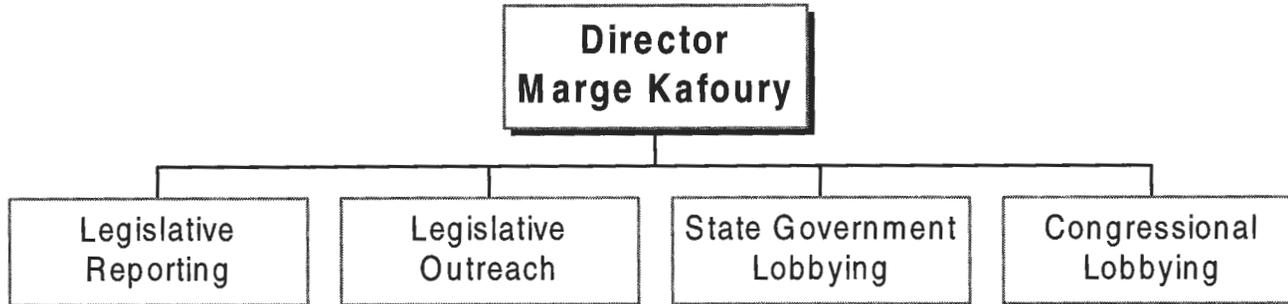


Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	674,523	697,074	22,551	-1.2%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 674,523	\$ 697,074	\$ 22,551	-1.2%
Authorized Full-Time Positions	4	5	1	19.5%

Note: Per capita change values are adjusted for inflation and population growth.

Office Of Government Relations



Bureau Summary

BUREAU HIGHLIGHTS

Overview

This budget reflects continued representation of City Council issues by Government Relations in advancing City objectives with local government, State, and Congress. Government Relations continues to administer the City's Washington, D.C. lobbying contract. Government Relations will continue working with BIT to enhance and improve the Legislative Tracking System, making it user-friendly for bureaus. Government Relations is continuing the Council directed "Outreach" with the Oregon Legislative Delegation throughout the State. The bureau provides information and assistance with grants and appropriations for the City, monitors federal initiatives, and is liaison with national member associations.

Funding

Government Relations is funded primarily by the General Fund. In addition, the bureau receives interagency funding from Transportation, Environmental Services, and Water.

General Description

BUREAU OVERVIEW

Organizational Description

The Office of Government Relations provides government representation for all City bureaus and offices, the Mayor, and members of the City Council in advancing City objectives with the Congress, State Legislature and other governments. The office also provides assistance to City Council members in achieving their outlined goals and objectives.

CHANGES FROM PRIOR YEAR

This budget reflects a Legislative Session year for Government Relations. The office in Salem will be open, and staff will be spending six+ months in Salem lobbying on the City's behalf. In addition, staff will continue our travel to Washington, D.C. to lobby for increased appropriations to advance the Council's goals. Staff will also continue to travel around the State to further the Council Outreach Program with legislators who do not reside within the City of Portland Legislative Delegation area. Staff will continue regular meetings with the Portland Area delegation as well.

Government Relations will be writing the 2001 Legislative Session Package for Council approval.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

Long-Term Goals The Office of Government Relations will continue with the Council Outreach Program and endeavor to establish working relationships with other jurisdictions located around the State.

Management Objectives for FY 2000-01 Government Relations will continue working with Oregon’s Congressional Delegation on issues relative to the economic vitality of the City of Portland. The Office will also maintain the City’s working relationships with legislators in keeping them apprised of City issues and areas of concern throughout the State.

COUNCIL PRIORITIES

Council Issues and Priorities The Office of Government Relations works for the entire City Council. Their goals become the goals of the office.

Government Relations currently works and will continue to work with Congress and the legislature to advance the following Council goals including but not limited to:

- ◆ Affordable Housing
- ◆ Growth Management
- ◆ Support for Education Funding
- ◆ Economic Development
- ◆ Financial Stability for the City
- ◆ Adequate Funding for Police Officers and Public Safety Programs
- ◆ Clean Air and Water Quality
- ◆ Viable Transportation Systems
- ◆ Partner with State Legislators Outside Portland Area
- ◆ Funding for a Vital Central City

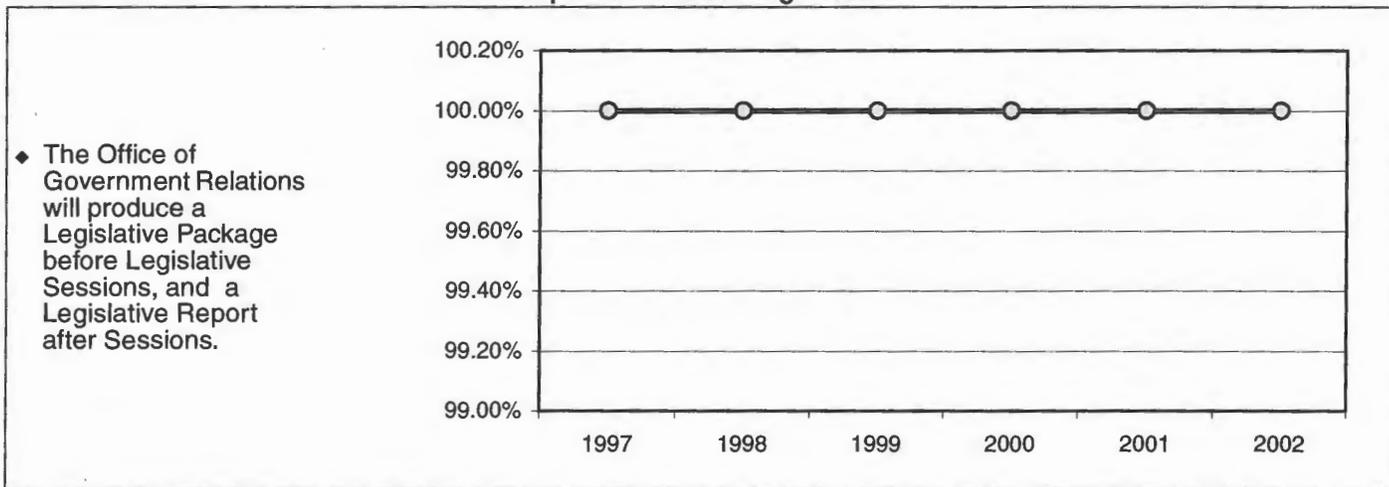
Overview of Programs

GOVERNMENT RELATIONS

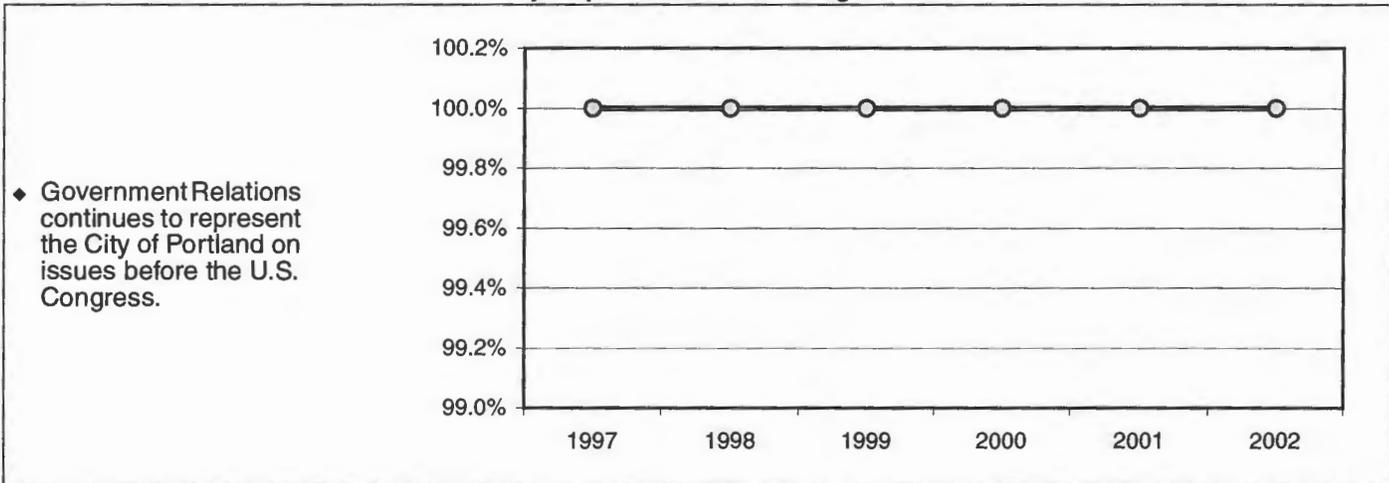
The Office of Government Relations supports government representation for the Mayor and members of the City Council in advancing City objectives with the Congress, State Legislature and local government agencies. The office supports the Council and assists them with their goals and objectives. Government Relations also administers the Washington, D.C. lobbying contract. The contract provides for full staffing and support for visiting City officials. Contractors provide information and assistance with grants and appropriations for the City, monitor federal initiatives, and are a liaison with national member associations.

Performance Measures

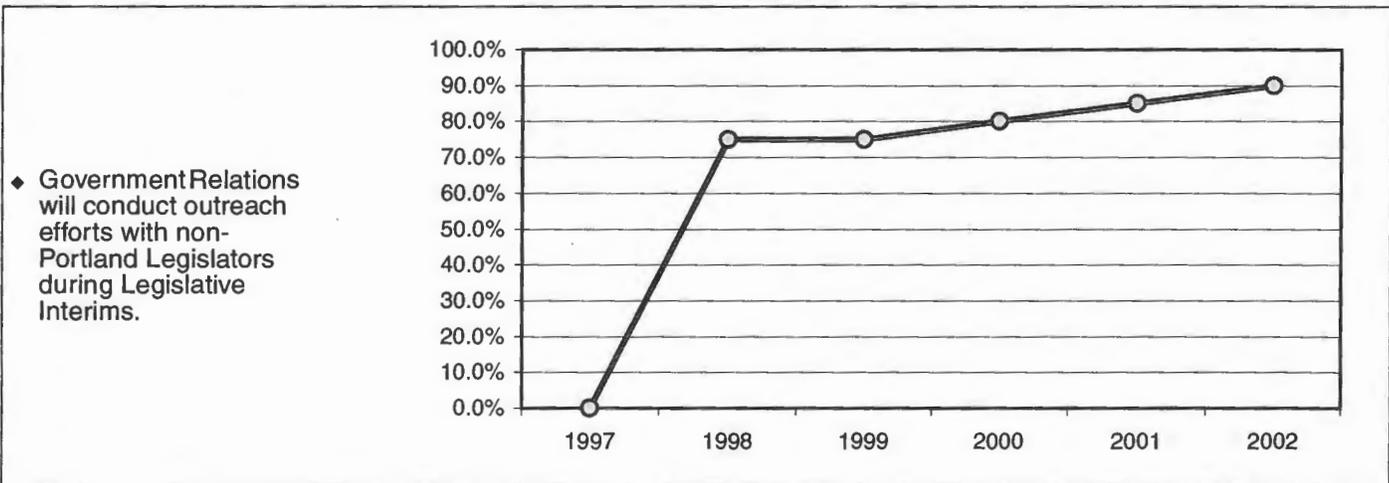
Representation at Legislature



City Representation at Congress

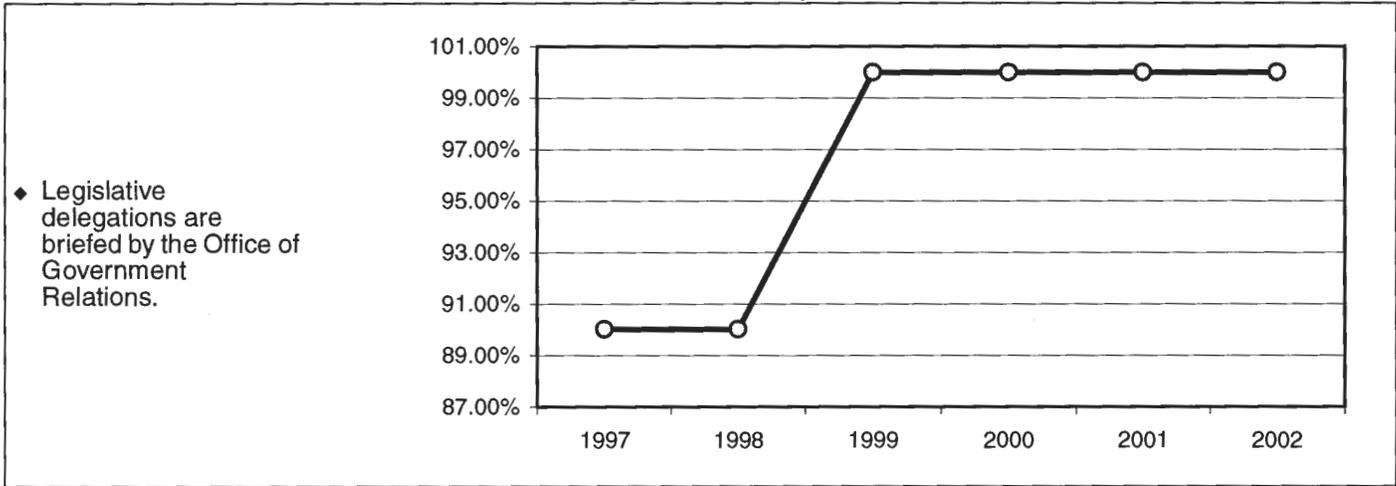


Conference Attendance



Legislative, Administrative and Support Services Service Area

Delegation Briefings



PERFORMANCE MEASURES

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
OFFICE OF GOVERNMENT RELATIONS						
Government Relations						
Risk Data						
General Liability Claims per 200,000 Hours Worked	0.00	0.00	0.00			
Worker's Comp Claims per 200,000 Hours Worked	0.00	0.00	0.00			
Fleet Claims per 100,000 Miles Driven	0.00	0.00				
Fleet Claims Cost per 100,000 Miles Driven	\$0	\$0				
General Liability Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.00			
Worker's Comp Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.00			
Government Relations						
Workload						
Legislative Reporting	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Represent City with Congress	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Legislative Outreach	0.0%	75.0%	75.0%	80.0%	85.0%	90.0%
Brief Legislative Delegation on City Issues	90.00%	90.00%	100.00%	100.00%	100.00%	100.00%

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	317,558	377,445	352,567	393,247	393,247
External Materials and Services	184,553	201,580	262,290	183,731	183,731
Internal Materials and Services	40,800	77,409	59,666	120,096	120,096
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	542,911	656,434	674,523	697,074	697,074
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 542,911	\$ 656,434	\$ 674,523	\$ 697,074	\$ 697,074
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	542,911	656,434	674,523	697,074	697,074
RESOURCES					
General Fund Discretionary		266,980	266,450	289,525	299,098
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		41,970	41,970	43,390	43,390
Program Revenue		0	0	0	0
Overhead Revenues		347,484	366,103	364,159	354,586
Total Non-Discretionary Revenues		389,454	408,073	407,549	397,976
TOTAL GENERAL FUND RESOURCES		\$ 656,434	\$ 674,523	\$ 697,074	\$ 697,074
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Government Relations		656,434	674,523	697,074	697,074
Positions		4	4	5	5
TOTAL PROGRAMS		\$ 656,434	\$ 674,523	\$ 697,074	\$ 697,074
Positions		4	4	5	5
<i>General Fund Discretionary Positions</i>		2	2	2	2

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	199,238	247,878	258,855	282,968	282,968
512000 Part-Time Employees	0	10,480	0	10,800	10,800
517000 Benefits	82,123	88,187	93,712	99,479	99,479
518000 Paid Absence	36,197	30,900	0	0	0
Total Personnel Services	317,558	377,445	352,567	393,247	393,247
Materials and Services					
External Materials and Services					
521000 Professional Services	142,425	142,000	157,000	150,400	150,400
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	420	2,100	4,000	0	0
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	232	105	5,748	0	0
531000 Office Supplies	1,702	3,253	5,500	3,500	3,500
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	12,142	9,739	8,000	367	367
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	1,722	3,844	8,500	3,000	3,000
541000 Education	10	320	8,000	0	0
542000 Local Travel	2,014	8,361	11,500	7,500	7,500
543000 Out-of-Town Travel	10,429	9,916	15,000	11,500	11,500
544000 Space Rental	8,813	8,813	12,000	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	4,644	13,129	27,042	7,464	7,464
Total External Materials and Services	184,553	201,580	262,290	183,731	183,731
Internal Materials and Services					
551000 Fleet Services	0	8,817	0	16,560	16,560
552000 Printing & Distribution	2,393	2,432	4,042	3,729	3,729
553000 Facilities Services	15,100	24,286	26,140	26,487	26,487
554000 Communications Services	8,578	13,270	13,205	12,106	12,106
555000 Data Processing Services	6,166	20,272	7,647	50,510	50,510
556000 Insurance	8,563	8,332	8,632	10,704	10,704
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	40,800	77,409	59,666	120,096	120,096
Total Materials and Services	225,353	278,989	321,956	303,827	303,827
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 542,911	\$ 656,434	\$ 674,523	\$ 697,074	\$ 697,074

Office of Government Relations AU 303

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
230	Administrative Secretary	0	0	0	0	1	16,520	1	16,520
807	Government Relations Assistant	1	1	1	49,130	1	49,296	1	49,296
810	Government Relations Director	1	1	1	90,924	1	91,229	1	91,229
808	Government Relations Lobbyist	2	2	2	118,801	2	125,923	2	125,923
TOTAL FULL-TIME POSITIONS		4	4	4	\$ 258,855	5	\$ 282,968	5	\$ 282,968

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	731,331	0	731,331	5.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(34,404)	0	(34,404)	0.0	5% reduction (Discretionary & Overhead)
	147	0	147	0.0	Adjustment for BGS I/As
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(34,257)	0	(34,257)	0.0	Total FY 2000-01 Decision Packages
			\$ 697,074	5.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Bureau of Licenses

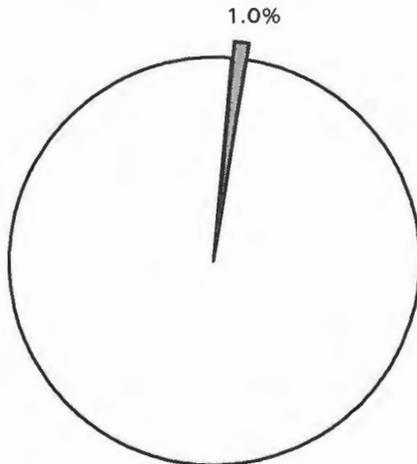
Legislative, Administrative and Support Services Service Area

Jim Francesconi, Commissioner-in-Charge

James Wadsworth, Director

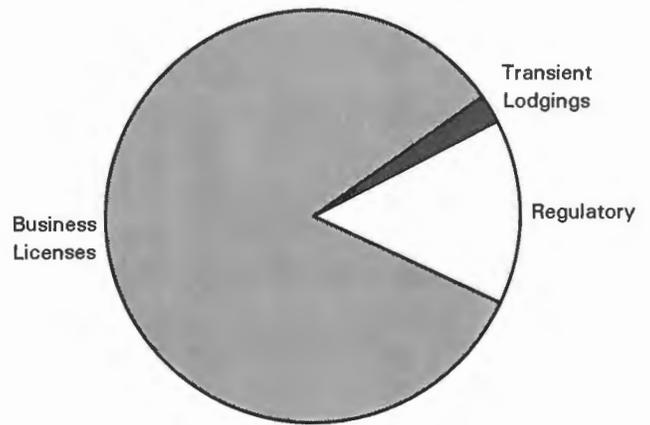
Percent of General Fund

Licenses = \$3.6 Million



General Fund = \$354 Million

Bureau Programs

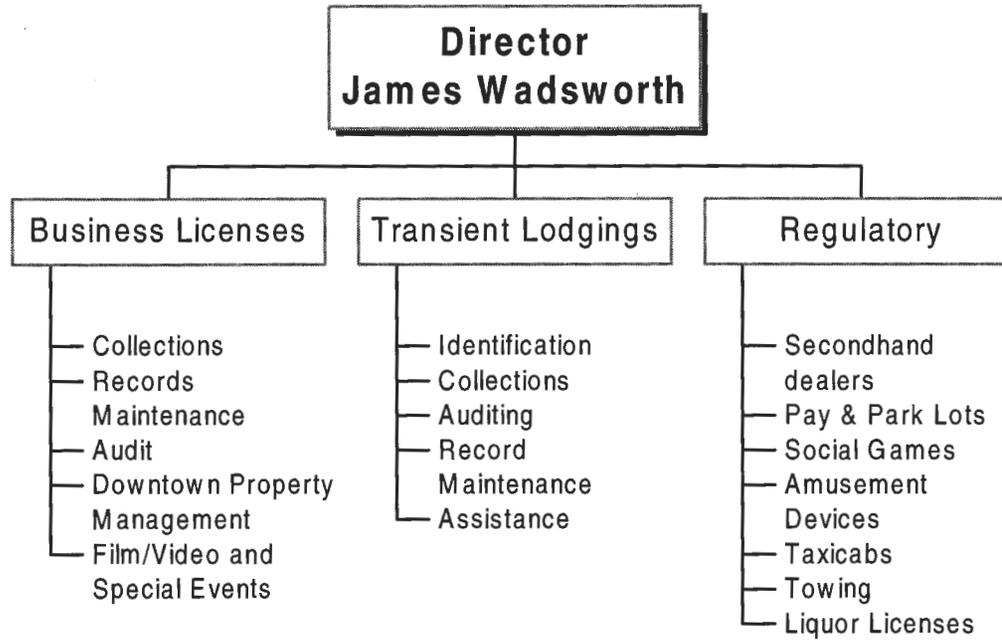


Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	3,214,814	3,635,279	420,465	8.1%
Capital	0	0	0	0.0%
Allocated Overhead Costs	459,004	297,737	-161,267	-38.0%
Total Cost with Allocated Overhead	\$ 3,673,818	\$ 3,933,016	\$ 259,198	2.4%
Authorized Full-Time Positions	41	46	5	7.3%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Of Licenses



Bureau Summary

BUREAU MISSION

A new mission statement was adopted during FY 1999-00 that better reflects the purpose and the impact bureau activities have on the community. It states: "Our mission is to help create an environment in which people in our neighborhoods, businesses, government and other agencies work together through common sense licensing, regulation, and revenue collection to promote public safety, support business, and enhance the livability and economic vitality of Portland and surrounding communities."

BUREAU HIGHLIGHTS

Overview

The major focus of the Bureau of Licenses is to identify, license, collect, and audit a variety of license and regulatory fees and taxes paid by businesses in the city of Portland and Multnomah County. To meet this objective the bureau will continue to expand the effective use of the Business License Information System, Internet, and continue associated process reengineering and resource realignment (SII) to improve productivity, service delivery, and provide additional services to licensees, citizens, and the business community.

Challenges

Enhancing revenue collections while projecting a decrease in revenue growth will present additional challenges to the staff in the bureau. By fully utilizing computer automated functions to perform routine tasks, staff will be able to concentrate on licensing new businesses and on enhancing collection efforts for existing non-paying and delinquent accounts.

In cooperation with the Portland Development Commission, BHCD, OECDD, Small Business Association, Portland Community College, Portland State University, and members of the business community, the bureau will develop enhanced small business support through identifying, referencing, and defining links to existing City, State, Federal, and non-profit services and identifying possible new services and service delivery methods.

Revenues

Business License Program

The largest portion of the revenue collected is the consolidated Portland Business License/Multnomah County Business Income Tax.

Transient Lodgings Program

The bureau also collects the Transient Lodgings Tax for distribution to the City, County, and Portland Oregon Visitors Association. This amount in FY 2000-01 is more than last year because of an increase in the Multnomah County portion of the tax, which will be used to renovate Civic Stadium and expand the Oregon Convention Center.

Downtown Property Management Program

The bureau administers the Downtown Business Property Management Program, which provides over \$2.7 million annually for the Downtown Clean and Safe Program managed by the Association for Portland Progress.

The bureau is collecting fees for the Lloyd Business Improvement District from member businesses for similar services in that district. These funds will also be collected through the Downtown Property Management Program. Other districts are in the organizing or planning stages and may be added in FY 2000-01.

Total Revenue Collection

In FY 2000-01, the bureau will collect approximately \$122.9 million in revenues for the City, Multnomah County, and other agencies.

Coordination & Regulation**Regulatory Programs**

The bureau administers regulatory programs including towing, taxi and other for-hire transportation, pay and park lots, secondhand dealers, amusement devices, social games, and liquor licensing.

A change in the ordinance regulating the Amusement Device Program will result in a loss of \$67,500 in revenue for FY 2000-01. It is anticipated that a change in the Towing Program ordinance will result in an additional \$32,000 in revenues for FY 2000-01. The result is a loss of \$35,500 for the Regulatory Programs.

Film/Video & Special Events

In addition, the bureau coordinates permitting with other bureaus and agencies for special events such as parades and runs, as well as film and video projects that require street closures or other similar types of interruptions within the City limits.

General Description

BUREAU OVERVIEW

Organizational Description

The bureau will collect \$121.8 million in revenue for the City, Multnomah County, and other agencies.

Revenue Collection

The primary mission of the Bureau of Licenses is to identify, collect and audit a variety of business license fees and taxes paid by businesses in the city of Portland and Multnomah County. The largest portion is the consolidated Portland Business License/Multnomah County Business Income Tax. It will generate about \$95.1 million for the two jurisdictions in FY 2000-01.

The bureau also collects the Transient Lodgings Tax, which generates over \$23.9 million for distribution to the City, Multnomah County, and to the Portland Oregon Visitors Association through the Convention and Tourism Fund. The County added a 2.5% tax increase to fund the Convention Center expansion and the Civic Stadium renovation, which the bureau began collecting in April, 2000 increasing revenue collection by approximately \$4 million.

In addition, the bureau administers the Downtown Property Management Program, which provides over \$2.7 million annually for the Downtown Clean and Safe Program.

In FY 2000-01, the bureau will collect \$121.8 million in revenues for the City, Multnomah County, and other agencies.

Event Coordination

In addition, the bureau coordinates with other bureaus and agencies in issuing the permits for special events such as parades and runs, film and video projects and other similar types of events within the City limits that require street closures.

Business Regulation

The bureau also administers regulatory programs which monitor the activities of towing, taxi transportation, pay and park lots, secondhand dealers, amusement devices, social games, and liquor licensing. In FY 2000-01, the bureau anticipates that the Regulatory Program will be self-supporting from program fees and will use no General Fund Discretionary dollars.

Operations

Operationally, the bureau will continue to incorporate information technology to automate many functions and improve the response time, accuracy, and cost effectiveness of customer service. During FY 2000-01 the bureau will be doing the following:

- ◆ Continuing to expand the capabilities of the Business License Information System (BLIS).
- ◆ Utilizing the Internet to enhance filing for tax and fee payers.
- ◆ Continuing efforts to develop electronic filing and funds transfer capabilities through BLIS and e-commerce.
- ◆ Planning and implementing a Web site resource referral service to assist small business owners who are currently doing business or want to start doing business in Portland. Assistance would include service referral to existing services available and how to begin doing business in Portland.

In addition, the formal business process improvement strategy initiated in July, 1998, to meet the bureau's customers' needs, will continue to be a priority.

MAJOR ISSUES

Economic Impact

The biggest challenge facing the Bureau of Licenses in FY 2000-01 will be maintaining or enhancing current levels of revenue while projecting decreasing revenue growth, international fiscal down turns, and mergers. Not only do these factors generally weaken revenue collections, but they also can add confusion and uncertainty within the customer base.

In cooperation with the Portland Development Commission and members of the business community, the bureau will develop enhanced small business support through defining links to existing services and identify possible new services and service delivery methods.

Workload

It is expected that audit, collection, customer service and IT support staff will all face increased workloads in assisting the bureau's customers with complying with requirements of the bureau's various programs as well as continuing enhancement efforts, both computer system and service improvement. However, as processes are streamlined and technology is used to perform repetitive, standard functions as much as possible, staff should have resultant increased internal capacity for customer service and dealing with exceptions.

The bureau will continue to focus on enhancing the Business License Information System and Web page to improve productivity and provide additional services to the business community.

There will be an increase in the Taxi Program enforcement and planned program expansion to regulate Executive Cars as requested by Council. The impact to current staffing will be analyzed.

CHANGES FROM PRIOR YEAR

There are three significant changes from the prior year's budget

Enhance Revenue Collection Capacity

Additional funding has been provided in the budget that will enhance the bureau's revenue collection capacity. This funding will allow additional programming and development of the Business License Information System (BLIS) and the addition of 4.5 full time revenue collecting employees that will be added to coincide with the completion of BLIS development.

Service Improvement Initiative Efforts

The bureau is in the second year of efforts to improve proficiency and better serve its many and varied customers. Management and staff are being trained in applying the principles of performance measurement, project planning and management, process improvement, activity-based costing, and resource and organizational realignment to enhance service delivery and increase interacting with and availability of information to the public and other agencies.

Business Assistance Referral

A recent survey conducted by the bureau indicated that businesses would like to know and readily access services already available to better and more easily operate a business in the City of Portland. In response, the bureau has partnered with other City and State agencies to develop a one-stop resource identification and referral concept to assist all businesses. The project is currently in the definition and planning stage, but the bureau anticipates the business community will start seeing results in FY 2000-01.

FUNDING SOURCES

Funding for the bureau's programs comes from fees collected to regulate specific business activities such as the towing of vehicles requested by the City, the County or the Portland Airport, secondhand dealers, liquor recommendations, and taxicab and other for-hire transportation.

Additional funding is provided by agencies outside the City that contract with the bureau to collect revenues for programs, such as Multnomah County Business Income Tax, Convention & Tourism and the downtown Economic Improvement District.

The balance of funding comes from the General Fund.

Strategic Direction

VISION AND VALUES

Values

The Bureau of Licenses is committed to the following values as a means to accomplish its assigned mission:

- ◆ **Innovation:** Actively seeking better ways to solve problems and provide services.
- ◆ **Flexibility:** Being adaptable to changes in how we do our jobs.
- ◆ **Quality Service:** Being courteous, friendly, caring, accurate, efficient, timely, respectful, and accessible to customers and co-workers.
- ◆ **Diversity:** Being equitable, inclusive, and respectful of different cultures, languages and the unique nature of individuals.
- ◆ **Professionalism:** Having integrity and honesty, and being well trained and competent, helpful, knowledgeable, respectful, hardworking, and conscientious.

MANAGEMENT GOALS & OBJECTIVES

In FY 1999-00, the Bureau of Licenses reviewed how it has been doing business and the internal environment in which it operates. As part of the process, goals were set for the next three years. They are:

- ◆ Resource realignment of staff around functions and define and implement a system to measure bureau "processes", outcomes, successes and improvements.
- ◆ Continue information technology development and complete existing identified systems enhancements and requirements.
- ◆ Identify and implement training plans to create and maintain a highly skilled, knowledgeable workforce.
- ◆ Identify marketing strategies for the Bureau of Licenses services, knowledge, skills and abilities to position the bureau to develop new program, client, and revenue collection opportunities.

Objectives to reach these goals will be developed after the realignment has occurred.

COUNCIL PRIORITIES

Council Issues and Priorities

Small Business Assistance

The bureau is developing a small business support proposal that will involve City bureaus and outside agencies and associations. Currently the bureau is planning a Web page for businesses to access information, services and assistance resources that are currently available. In addition, the bureau is identifying added assistance that can be provided by staff when interacting with customers and performing existing duties. This assistance will be part of the effort to provide increased support to ensure a successful small business environment in the Portland Metropolitan area.

Business Improvement Districts

The bureau will assist in the development and administration of business improvement districts throughout the City. Although still in their design stage, the districts will offer economic development services.

For-Hire Transportation

In order to provide innovative, cost effective, and common sense regulation, the bureau continues to work with representatives of Port of Portland, Portland Oregon Visitors Association, Tri-Met, the taxi/ground transportation industry and citizens to promote service quality standards and ensure public safety. Progress is being made regarding the issue of compliance of the 3-tiered rate structure of shuttles, taxicabs and limited passenger transportation, and luxury sedans, and ensuring reliable, affordable service to any person in every part of town.

Overview of Programs

BUSINESS LICENSES

The Business License Program is the second largest source of General Fund revenue for the City. Receipts are expected to be in excess of \$53 million in FY 2000-01. This program is jointly administered with the Multnomah County Business Income Tax (MCBIT). An additional \$42 million for the County is anticipated to be collected for FY 2000-01.

Under this program, staff identify businesses subject to the Business License law and MCBIT, collect accounts, maintain accurate records, audit accounts for accuracy, and assist businesses in complying with the law. For budget purposes, this program includes the Downtown Property Management Program and the Film/Video and Special Events Coordination.

REGULATORY PROGRAMS

The Regulatory Program involves investigating, monitoring, and issuing various regulatory permits. The nine programs include secondhand dealers, pay and park lots, social games, amusement devices, taxicabs and other for-hire transportation, and towing companies. This program is also responsible for the City's liquor license recommendation process.

Under intergovernmental agreements, this program administers the secondhand dealer program for Multnomah County and contract towing for Portland International Airport and the Multnomah County Sheriff.

TRANSIENT LODGINGS

The Transient Lodgings Tax Program is the fourth largest source of General Fund revenue for the City, with receipts expected to exceed \$10 million in FY 2000-01.

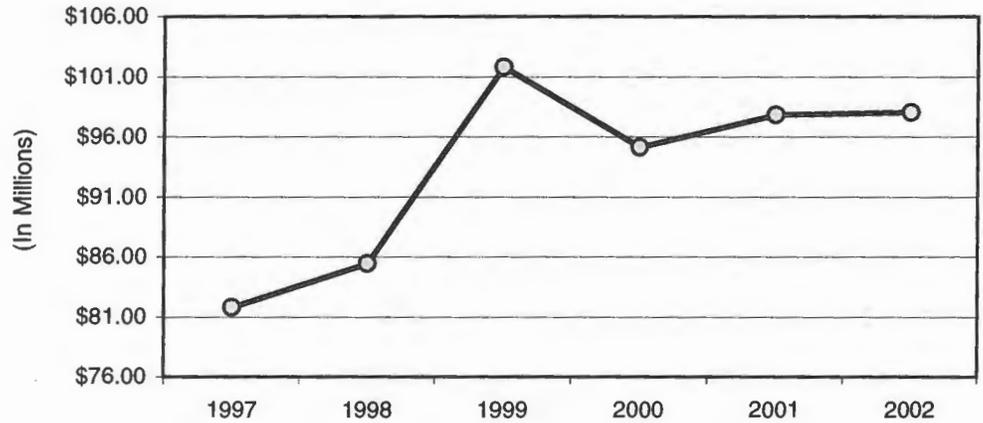
The program includes identifying operators subject to the tax, collecting fees, auditing accounts for accuracy, maintaining records, and providing assistance to operators in payment of the tax. The City continues to collect this tax for Multnomah County within the boundaries of Portland.

This program also provides approximately \$2 million in funding for the Portland Oregon Visitors Association to support tourism activity.

Performance Measures

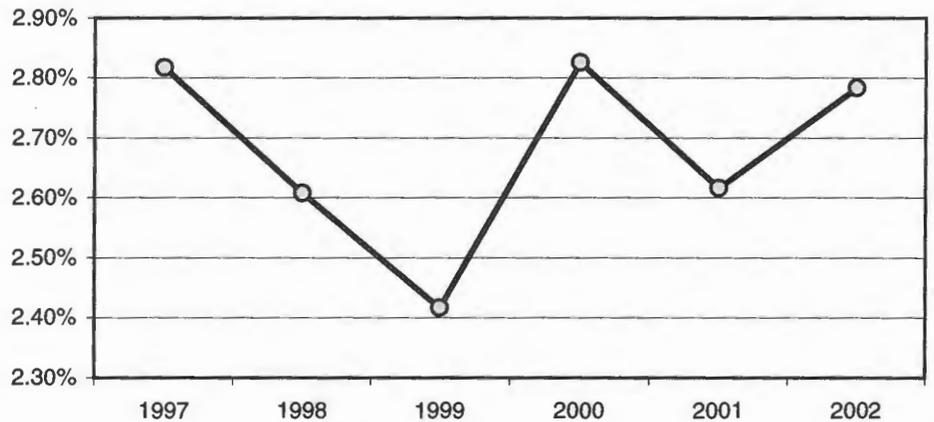
Business Licenses Total Revenue Collected

- ◆ The 1999 increase was due to a one-time only surcharge applied to MCBIT payers to support schools.
- ◆ Portland's local economy grew in past years, although it is expected to start leveling off.



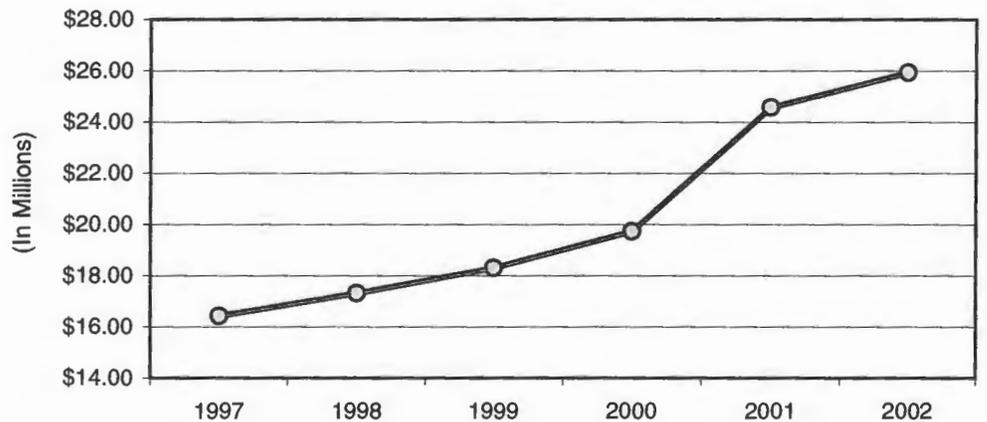
Expenses as a Percent of Revenue

- ◆ Slight increases in various years are indicative of costs associated with Business License Information System application development project.

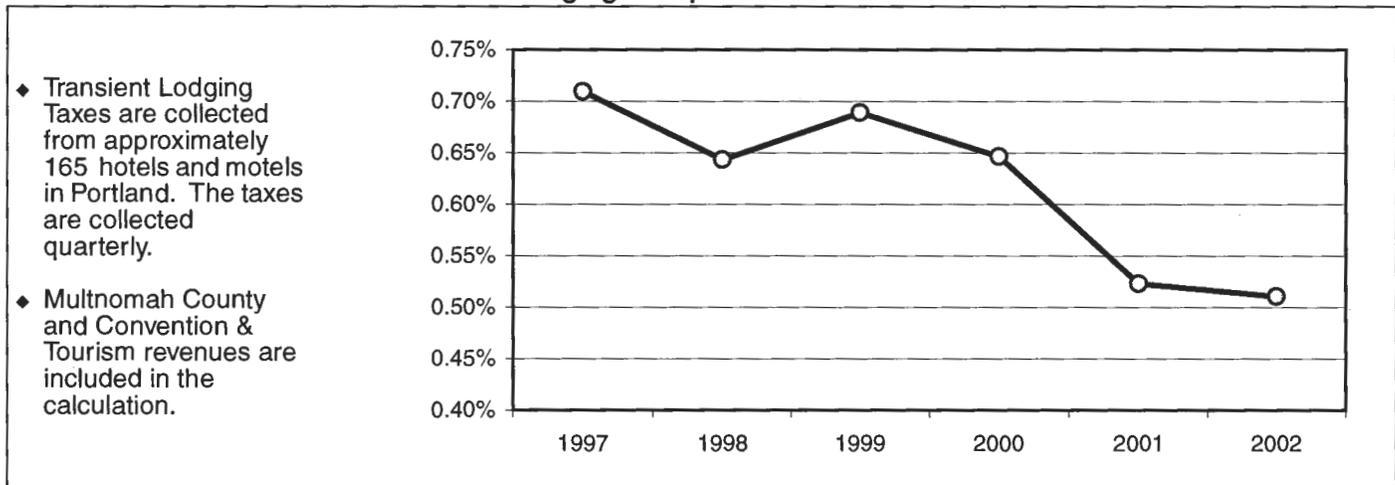


Transient Lodging Tax Collected

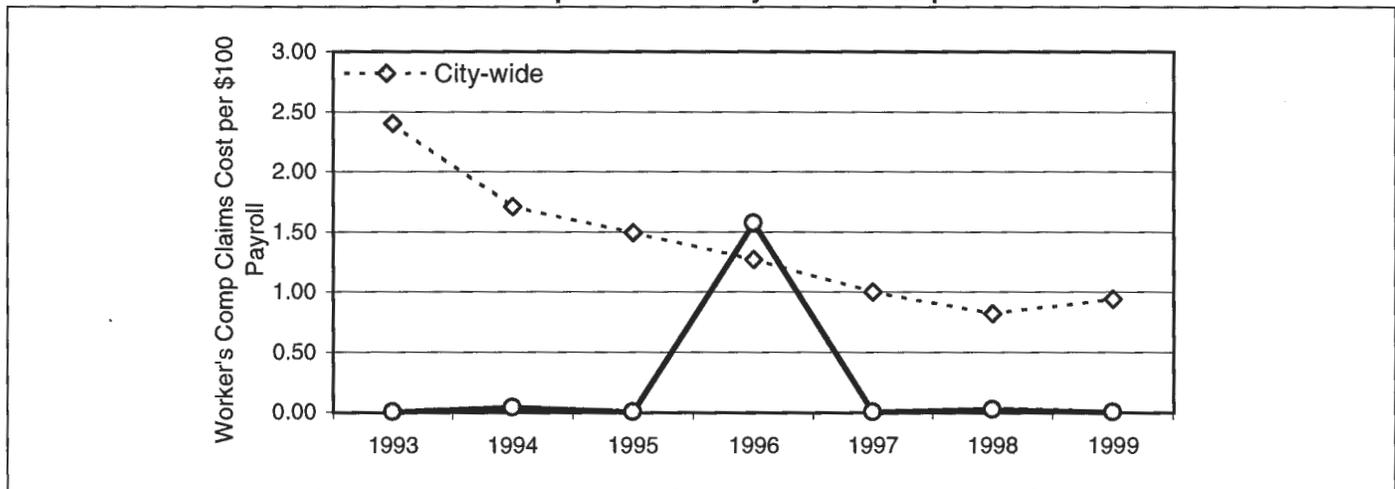
- ◆ In April, 2000, Multnomah County will begin collecting a temporary additional 2.5% tax for the expansion of the Convention Center and renovation of Civic Stadium.



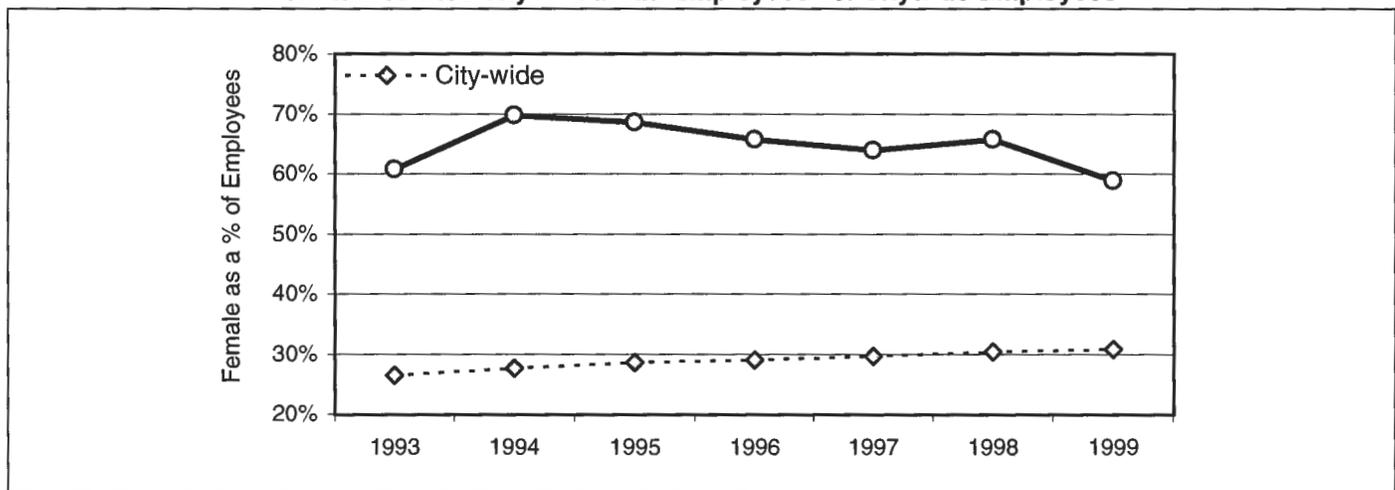
Transient Lodgings - Expenses as % of Revenues



Bureau Loss Experience vs. Citywide Loss Experience



Workforce Diversity — Bureau Employees vs. Citywide Employees



	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
BUREAU OF LICENSES						
Affirmative Action Measures						
Female Employees as a Percent of Total	63.9%	65.7%	58.8%			
Minority Employees as a Percent of Total	13.9%	14.3%	14.7%			
Bureau of Licenses						
Risk Data						
General Liability Claims per 200,000 Hours Worked	0.00	0.00	2.94			
Worker's Comp Claims per 200,000 Hours Worked	0.00	6.10	0.00			
Fleet Claims per 100,000 Miles Driven	0.00	0.00				
Fleet Claims Cost per 100,000 Miles Driven	\$0	\$0				
General Liability Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.35			
Worker's Comp Claims Cost per \$100 Payroll	\$0.00	\$0.02	\$0.00			
Business Licenses						
Workload						
Business Licenses - No. of Monetary Transactions	54,991	174,808	225,799	257,410	226,520	228,000
Effectiveness						
Business Licenses -- Total Revenue Collected	\$81.77	\$85.44	\$101.79	\$95.10	\$97.81	\$98.02
Efficiency						
Business Licenses - % Expenses are of revenue	2.82%	2.61%	2.42%	2.83%	2.62%	2.78%
Regulatory Programs						
Workload						
Regulatory Permits - No. of Permits	7,020	6,806	6,705	4,292	5,018	5,018
Effectiveness						
Regulatory - Length of Time Handling Liquor Apps	56	56	42	42	42	42
Efficiency						
Regulatory - % of Expenses per Permit	1.4872%	1.5370%	1.7359%	0.7904%	0.9519%	0.9519%
Transient Lodgings						
Workload						
Transient Lodging - No. of Hotel/Motel Audits Performed	25	27	35	30	30	30
Effectiveness						
Transient Lodging Tax Collected	\$16.42	\$17.30	\$18.29	\$19.73	\$24.56	\$25.91
Efficiency						
Transient Lodging % Expenses are of Revenue	0.71%	0.64%	0.69%	0.65%	0.52%	0.51%

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	2,136,897	2,258,213	2,446,871	2,771,761	2,771,761
External Materials and Services	124,091	242,810	267,127	249,602	269,602
Internal Materials and Services	544,889	478,090	500,816	593,916	593,916
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	2,805,877	2,979,113	3,214,814	3,615,279	3,635,279
Capital Improvements	35,131	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 2,841,008	\$ 2,979,113	\$ 3,214,814	\$ 3,615,279	\$ 3,635,279
Allocated Overhead	580,537	229,013	459,004	381,507	297,737
Total Cost with Allocated Overhead	3,421,545	3,208,126	3,673,818	3,996,786	3,933,016
RESOURCES					
General Fund Discretionary		1,816,529	2,043,086	2,352,769	2,372,769
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		512,886	528,273	627,978	627,978
Interagency Revenues		52,081	52,967	54,662	54,662
Program Revenue		597,617	590,488	579,870	579,870
Total Non-Discretionary Revenues		1,162,584	1,171,728	1,262,510	1,262,510
TOTAL GENERAL FUND RESOURCES		\$ 2,979,113	\$ 3,214,814	\$ 3,615,279	\$ 3,635,279
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Business Licenses		2,484,766	2,582,352	3,008,398	3,028,398
<i>Positions</i>		33	33	39	39
Regulatory Programs		392,072	543,000	521,150	521,150
<i>Positions</i>		7	7	6	6
Transient Lodgings		102,275	89,462	85,731	85,731
<i>Positions</i>		1	1	1	1
Property Management		0	0	0	0
<i>Positions</i>		0	0	0	0
TOTAL PROGRAMS		\$ 2,979,113	\$ 3,214,814	\$ 3,615,279	\$ 3,635,279
<i>Positions</i>		41	41	46	46
<i>General Fund Discretionary Positions</i>		32	32	37	37

Bureau of Licenses AU 316

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,278,969	1,349,200	1,749,355	1,987,253	1,987,253
512000 Part-Time Employees	16,465	53,756	9,315	30,264	30,264
514000 Overtime	2,249	7,006	0	0	0
517000 Benefits	575,569	581,077	688,201	754,244	754,244
518000 Paid Absence	263,645	267,174	0	0	0
Total Personnel Services	2,136,897	2,258,213	2,446,871	2,771,761	2,771,761
Materials and Services					
External Materials and Services					
521000 Professional Services	9,450	25,721	138,568	0	0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	4,376	3,780	5,500	5,507	5,507
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	25,746	27,170	12,389	186,500	186,500
531000 Office Supplies	32,553	29,457	27,025	13,643	13,643
532000 Operating Supplies	5,756	46,009	24,999	17,852	37,852
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	58,382	65,363	25,200	0	0
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	0	0	0	0
541000 Education	8,219	31,244	18,865	15,550	15,550
542000 Local Travel	6,952	5,218	8,000	8,300	8,300
543000 Out-of-Town Travel	1,421	0	0	0	0
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	6,367	8,848	6,581	2,250	2,250
Total External Materials and Services	159,222	242,810	267,127	249,602	269,602
Internal Materials and Services					
551000 Fleet Services	0	0	0	0	0
552000 Printing & Distribution	65,974	86,633	72,446	74,837	74,837
553000 Facilities Services	128,086	201,184	299,982	307,929	307,929
554000 Communications Services	34,233	37,503	38,078	45,010	45,010
555000 Data Processing Services	216,291	49,477	37,307	48,903	48,903
556000 Insurance	42,147	39,095	40,503	52,254	52,254
557000 Master Lease	53,211	0	0	0	0
558000 Same Fund Services	4,947	2,250	1,750	5,000	5,000
559000 Other Fund Services	0	61,948	10,750	59,983	59,983
Total Internal Materials and Services	544,889	478,090	500,816	593,916	593,916
Total Materials and Services	704,111	720,900	767,943	843,518	863,518
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 2,841,008	\$ 2,979,113	\$ 3,214,814	\$ 3,615,279	\$ 3,635,279

Bureau of Licenses AU 316

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	1	0	0	0	0	0	0	0
926	Administrative Services Manager	0	0	0	0	1	58,808	1	58,808
815	Administrative Specialist	1	1	1	27,226	0	0	0	0
922	Administrative Supervisor II	0	1	1	54,433	0	0	0	0
2532	Applications Analyst II	0	0	0	0	2	90,896	2	90,896
2534	Applications Analyst IV	0	1	1	62,305	1	53,343	1	53,343
535	Assistant Management Auditor	1	1	1	45,392	0	0	0	0
2220	Assistant Regulatory Specialist	3	3	3	114,504	0	0	0	0
114	Clerical Specialist	8	9	9	229,261	0	0	0	0
2202	Code Specialist II	0	0	0	0	10	377,970	10	377,970
2204	Code Specialist III	0	0	0	0	1	43,722	1	43,722
2207	Code Specialist, Lead	0	0	0	0	1	32,829	1	32,829
2210	Field Representative	6	6	6	226,645	0	0	0	0
2211	Field Representative II	4	4	4	155,543	0	0	0	0
2523	Information Systems Tech II	0	0	0	0	1	43,536	1	43,536
2213	License Bureau Director	1	1	1	86,376	1	86,653	1	86,653
536	Management Auditor	3	3	3	161,141	4	200,200	4	200,200
102	Office Support Specialist II	0	0	0	0	11	319,090	11	319,090
104	Office Support Specialist III	0	0	0	0	2	68,358	2	68,358
2545	Principal Info Systems Analyst	0	1	1	59,941	1	63,478	1	63,478
968	Program Manager I	5	5	5	277,278	4	220,658	4	220,658
964	Program Specialist	1	1	1	54,214	1	54,586	1	54,586
2222	Regulatory Program Administrator	4	4	4	195,096	4	209,416	4	209,416
7494	Sr Community Relation Specialist	0	0	0	0	1	63,710	1	63,710
TOTAL FULL-TIME POSITIONS		38	41	41	\$ 1,749,355	46	\$ 1,987,253	46	\$ 1,987,253

Bureau of Licenses AU 316

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	3,343,683	0	3,343,683	41.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(104,558)	0	(104,558)	0.0	5% CLS Reduction
	199,060	0	199,060	4.0	New Revenue Positions
	0	109,200	109,200	0.0	BLIS Programming
	0	70,170	70,170	1.0	Small Business Assistance
	(2,276)	0	(2,276)	0.0	Adjustment for BGS I/As
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	20,000	20,000	0.0	Small Business Assistance - Carryover Revenue Received in FY1999-00 from BHCD
	92,226	199,370	291,596	5.0	Total FY 2000-01 Decision Packages
			\$ 3,635,279	46.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	45,065	0	45,065		1 FTE Administrative Specialist
	30,000	0	30,000	0.0	Service Improvement Project
	22,279	0	22,279	0.0	IT Network Upgrade
			\$ 97,344	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0



Office of Management and Finance

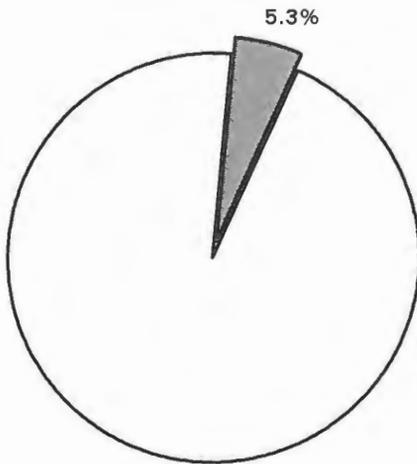
Legislative, Administrative and Support Services Service Area

Mayor Vera Katz, Commissioner-in-Charge

Timothy Grewe, Chief Administrative Officer

Percent of City Budget

OMF = \$89.4 Million



City Budget = \$1.68 Billion

Bureau Divisions

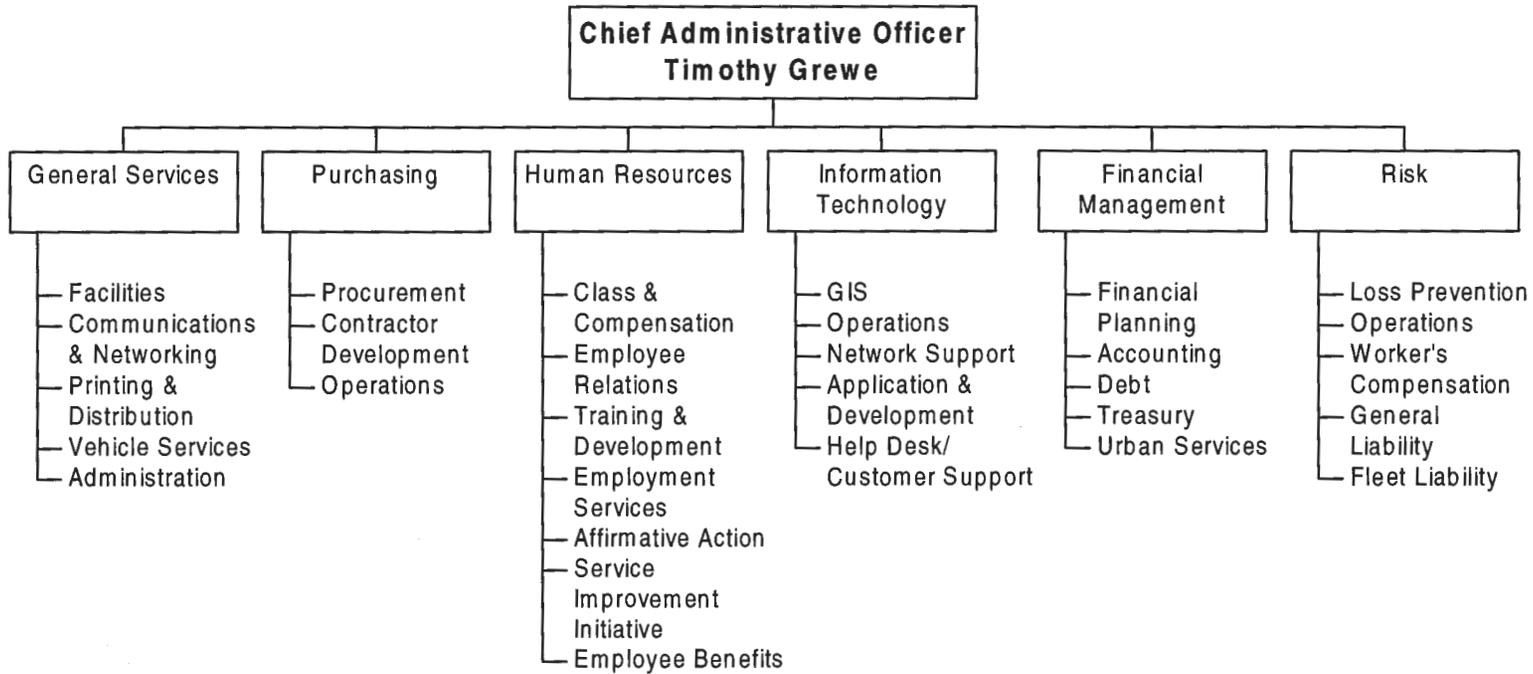


Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	84,817,845	76,988,435	-7,829,410	-13.2%
Capital	17,612,575	12,401,492	-5,211,083	-32.7%
Allocated Overhead Costs	2,144,885	2,019,031	-125,854	-10.0%
Total Cost with Allocated Overhead	\$ 104,575,305	\$ 91,408,958	\$ -13,166,347	-16.4%
Authorized Full-Time Positions	423	421	-2	-4.8%

Note: Per capita change values are adjusted for inflation and population growth.

Office of Management and Finance



General Services

- Facilities
- Communications & Networking
- Printing & Distribution
- Vehicle Services
- Administration

Purchasing

- Procurement
- Contractor Development
- Operations

Human Resources

- Class & Compensation
- Employee Relations
- Training & Development
- Employment Services
- Affirmative Action
- Service Improvement Initiative
- Employee Benefits

Information Technology

- GIS
- Operations
- Network Support
- Application & Development
- Help Desk/ Customer Support

Financial Management

- Financial Planning
- Accounting
- Debt
- Treasury
- Urban Services

Risk

- Loss Prevention
- Operations
- Worker's Compensation
- General Liability
- Fleet Liability

Bureau Summary

BUREAU HIGHLIGHTS

Council creates the Office of Management and Finance.

The Council approved, effective May 3, 2000, a reorganization which created the Office of Management and Finance (OMF) by consolidating the Office of Finance and Administration, the Bureau of General Services, and the Bureau of Purchases. The reorganization was undertaken to achieve efficiencies and savings in the delivery of City administrative services.

OMF supports Council's strategic goals and strategies through its wide array of services.

The Office of Management and Finance provides leadership and services to the Mayor, Council, and bureaus in the following program areas:

- ◆ Financial Management
 - ❖ Financial planning and budget development.
 - ❖ Investment of the City's funds' debt issuance and management.
 - ❖ Oversight of the Oregon Arena and project leadership in other spectator facility issues.
 - ❖ Review of 2040 growth and ORS 195 service delivery policy issues.
 - ❖ Federal, state, and foundation grant compliance and reporting.
 - ❖ Intergovernmental collaboration in growth and service delivery policy issues.
- ◆ Human Resources
 - ❖ Management of human resources, employee benefits, and affirmative action.
 - ❖ Leadership in developing and implementing a Citywide approach to service improvement and labor-management partnerships.
- ◆ Information Technology
 - ❖ Corporate information technology strategic planning and services, including the Geographical Information System (GIS).
- ◆ Risk Management
 - ❖ Management and administration of the City's self-insured workers' compensation and liability insurance programs.
- ◆ Purchases
 - ❖ Administration of competitive contracting and bidding.
 - ❖ Facilitation of the City's Fair Contracting Employment Strategy implementation.
- ◆ General Services
 - ❖ Operation and maintenance of all communications-related services.
 - ❖ Facility planning, building maintenance, real property management, capital project management, and management of the City's Smart Park garage system.
 - ❖ Acquisition, modification, repair, and disposal of vehicles and equipment owned, leased, and rented by the City.
 - ❖ Copy, mail, duplication, and microfilm services.

**OMF Budget
Changes from FY
1999-00**

The Adopted Budget reflects OMF's focus on maintaining its critical and basic services and its ability to meet evolving customer needs.

FY 2000-01 OMF operating budgets resulted in reductions totaling approximately \$1.7 million. Reductions were made in a number of areas:

- ◆ Eliminating commercial quality printing services.
- ◆ Limiting mail delivery and pick-up to once a day.
- ◆ Eliminating non-essential models and options on vehicles rented and leased.
- ◆ Eliminating the Tuition Reimbursement Program.
- ◆ Reducing OMF employee training and education.
- ◆ Reducing materials and services.
- ◆ A net loss of five positions in the OMF Director's Office, Accounting Division, and the Bureau of Information Technology.

Additionally, approximately \$3.3 million in Bureau of General Services' (BGS) capital projects were removed from the FY 2000-01 budget. This was a result of delaying to FY 2001-02 the remodel of the Bureau of Purchases' space, examining other options for the Emergency Operations Center relocation, and requesting further examination of the Pearl District garage construction.

Restoration of reductions and/or enhancements to services were made by the Council as follows:

- ◆ Addition of a Procurement Card Administrator position.
- ◆ Approval of a software subscription agreement for the 800 MHz system.
- ◆ Approval of the Integrated Regional Network Enterprise (IRNE) capital project.
- ◆ Restoration of most major maintenance and capital replacement components of various BGS rates.
- ◆ Approval of capital projects to maintain, preserve, and enhance City facilities.
- ◆ Increased resources for the Citywide Service Improvement Initiative.
- ◆ A net increase of two new positions for workload assistance and organizational needs in BGS.

General Description

BUREAU OVERVIEW

The Office of Management and Finance is the primary advisor and provider of central services to the City Council and City bureaus in the areas of financial management, human resources management, employee benefits, affirmative action, risk management, information technology management, purchasing, urban services, and general centralized services, such as vehicle, facilities, communications, and printing and distribution services.

OMF was created by the City Council on May 3, 2000 through a reorganization of the Office of Finance and Administration, the Bureau of General Services, and the Bureau of Purchases. The consolidation was undertaken to achieve efficiencies and savings in administrative and support services for the City.

MAJOR ISSUES

There are several major initiatives in the Office of Management and Finance's FY 2000-01 Adopted Budget.

Citywide Administrative Review

Council has directed a review of administrative services Citywide. Council has defined the initial list of services to be reviewed to include accounting, budget, debt, treasury, clerical, payroll, external and internal communications, training, education, outreach, grant administration, license and fee collection, risk management, facilities, fleet, human resources, information technology, legal, printing and distribution, public information and purchasing.

Additionally, the Council has targeted a 5% decrease in current service level budgets for administrative organizations for FY 2001-02, which is in addition to the reductions reflected in the FY 2000-01 Adopted Budget.

The City's Chief Administrative Officer will provide leadership to OMF and have ongoing Citywide authority to review and propose improvements to the Council for all administrative service functions in all bureaus.

New GASB Reporting

The Governmental Accounting Standards Board has promulgated new financial reporting models which become effective beginning in 2001. The change in reporting is mandatory. Failure to comply will most assuredly result in a qualified opinion of the City's financial reports. This would impact the City's Aaa bond rating, thereby significantly increasing borrowing costs. One-time costs are estimated at \$160,000. It is quite likely there will be ongoing costs associated with the new reporting model as well; OMF is unable to determine those costs at the current time. This request was not funded in the Adopted Budget, and OMF will attempt to absorb costs internally.

IBIS Replacement

The need to replace the City's Integrated Business Information System (IBIS) is on the horizon. Replacement is necessary to provide better management information upon which to base decisions and to facilitate the use of emerging technology. There are no solid cost estimates currently, but this is a multi-million dollar investment of which Council needs to be aware.

A comprehensive assessment is first required to develop a business case and plan for replacement of the City's financial management system in order to proactively plan for and budget the replacement costs. The Adopted Budget provides no dollars for conducting the assessment. OMF will look internally for savings that can be applied to the assessment.

Virus Recovery Plan and Clean Site

A Virus Recovery Plan and Virus Clean Site are critical business needs of the City. The frequency and destructiveness of virus events is increasing, as evidenced by post-Melissa activity. Proactive virus prevention and recovery planning is the only way to minimize business disruption. Since funding was not provided in the FY 2000-01 Adopted Budget, OMF will absorb first year costs within its current service level due to the importance of this activity. Ongoing costs will be included in the BIT rate model and collected through their interagency agreements.

Facilities Major Maintenance

The level of major maintenance projects to maintain facilities is lower than recommended levels or planned requirements. The generally accepted benchmark for annual spending on major maintenance projects is between 2-4% of the replacement value of a building. This standard is reflected in the Facilities Services Fund policy establishing the goal that 3% of replacement value of buildings within the portfolio be set aside and spent for major building maintenance each year. It has also been adopted as a performance measure component for the Facilities Services Division as recommended in an April 1999 report by the City Auditor. Because of financial restraints, however, current annual collections average only 1.6% of replacement value.

800 MHz Radio System Major Maintenance

Major maintenance emerges as a similar issue for the City's public safety communications infrastructure. The public safety radio and mobile data systems are approaching their eighth year of operation. These systems, operated and maintained by Communications Services, are recognized by the Motorola Corporation as the most reliable of their kind in the world. These communications systems are essential safety tools of all public responders in the region. However, like a building, the physical structures and major electronic components of the system require annual spending on major maintenance projects and equipment of 2-4% of the replacement value to address large issues in aging plant, ones which will effect operational quality and safety standards. This funding source has never been established.

Integrated Regional Networking Enterprise (IRNE)

Another major issue for OMF is the construction and operation of the Integrated Regional Networking Enterprise (IRNE). The City's leadership in developing and managing the IRNE continues to gain support and momentum. This enterprise represents a major investment designed to remove technological barriers for government participation in the e-commerce economy and reduce costs by sharing infrastructure among partners. The IRNE will provide a physical, high-speed, high-capacity, link among and between government buildings. Once this link is in place, a myriad of public service enhancements can occur.

Initially, costs to users of the system would be more than the costs of continuing to lease voice and data lines and equipment from outside vendors. However, the financial models developed so far show that over a 10-year period the IRNE will save the City money, because the costs for data lines are projected to increase rapidly. While the costs of transport per bit of data will go down, the number of bits will grow rapidly as the City implements data intensive systems, such as GIS and Blueprint 2000, and performs more of its basic everyday business over the Internet. By owning the IRNE, the City will be able to take on this higher level of data traffic with minimal increases in cost. Savings in the cost of transporting data in the future allow the project to save the City money over the 10-year period.

MDT Replacement

The Police Bureau will be upgrading their mobile data terminals (MDTs) with MW520s from Motorola. Both Police and Communications had hoped to put this equipment on a fully funded replacement schedule, meaning 100% of the necessary funds would have been available once the equipment was due for replacement. This replacement schedule would also have been established for the Data 911 terminals in the Fire Bureau. Budget pressures, however, initially reduced the replacement funding to 50% of what was needed. In addition, further reductions were made beyond the 50% level in order to balance the Adopted Budget. These additional reductions were considered a temporary measure, with the intent of restoring funding at the 50% level in FY 2001-2002.

RECENT TRENDS**Program Trends**

The Office of Management and Finance programs reflect the following trends over the period FY 1992-93 through FY 2000-01.

- ◆ The Information Technology Program shows significant growth. This is a result of the City's focus on Information Technology, including: 1) the addition of the Information Technology Strategic Planning function, 2) one-time dollars in support of General Fund bureaus for equipment and training, 3) the addition of GIS, and 4) Year 2000 preparedness efforts over the past two to three years.
- ◆ Risk Management shows growth in FY 1998-99 and the current year as a result of costs associated with benefits redesign consulting services and employee involvement and education.
- ◆ Financial Planning shows a slight increase as a result of one-time budget automation dollars as well as \$100,000 in the second year of the two-year budget (FY 1999-00) for Your City Your Choice.
- ◆ Human Resources reflects slight growth in FY 1998-99 and the current year as a result of one-time dollars for workforce planning and classification-compensation studies.
- ◆ General Services budgets reflect the attraction of more customers and a customer base requesting more services. These increase the budget and need for enhanced staffing. When bureaus add employees for programs, they may need building space, telecommunications equipment, printing services, and vehicles. In addition, as other governments and agencies look to reduce costs they find BGS offers high quality service at a reasonable cost and have made the bureau their provider.
- ◆ Purchases has shown continuing growth from FY 1995-96 through FY 1999-2000 due to the Fair Contracting and Employment Strategy.

Revenue Trends**General Fund Revenues**

General Fund overhead has generally remained flat over the 10 year period. Grants and contracts show an increase due to the FCMS Grant for the City's Service Improvement Initiative and the TGM Grant for the Growth Management Analysis. Bureau program revenues have grown slightly due to increased interest earnings from the Trustee Accounts managed by the Treasury Division. General Fund discretionary resources show an increase in the current year, which is a result of a carryover from FY 1998-99, and one-time discretionary dollars for GIS and Your City Your Choice and the Apprenticeship Program for the current year.

Information Technology Rates

BIT Rates reflect an increase beginning in FY 1998-99. This is in part a result of the City's increased focus on information technology. Additionally, BIT reserves were drawn down to minimize financial impacts to bureaus over the last 3 years as a result of Ballot Measure 47/50. The increase, beginning in FY 1998-99, results from recovering full operating costs through interagencies. BIT has consistently communicated with its customers that it is no longer prudent to continue to draw down fund reserves to subsidize rates.

Risk Management Rates

Health Insurance contributions have increased significantly as a result of nationwide, increasing health costs. Benefits redesign is underway as a result of rising costs.

Workers' Compensation rates are generally showing a decline with a slight increase in FY 1999-200 and beyond.

Insurance and Claims rates continue to increase as a result of the City's claims experience.

It is important to note that Health, Workers' Compensation, and Insurance and Claims rates are actuarial based in order to ensure sound and prudent reserves. The increases are primarily claims driven as opposed to increases being driven by higher operating costs from the Bureau of Risk Management, which have remained generally static over the past several years.

General Services Rates

BGS rates normally average increases at the rate of inflation. Rates for some services for FY 2000-01 have been decreased by 3.75% to reflect reductions made to BGS operating budgets. These decreases were made in a number of ways, such as making mail pick-up and delivery only once a day for City offices, reducing repair and maintenance services and supplies, reducing professional services budgets, and eliminating some positions.

CHANGES FROM PRIOR YEAR

OMF responded to the Council's direction to prepare a budget for FY 2000-01 generally at 97.5% of the FY 1999-00 current service level (CSL), adjusted for inflation. The FY 2000-01 budget will likely impact OMF's ability to continue current levels of service.

OMF focused on critical and basic services.

As a result of the consolidation of the Office of Finance and Administration, the Bureau of General Services, and the Bureau of Purchases, OMF is currently in the process of evaluating operations and services and is rethinking how it is structured and how it does business. An assessment of City human resource systems is underway, and an IT Assessment is planned. Additionally, the Citywide administrative review will assess opportunities for consolidating and restructuring services to gain efficiencies and cost savings.

In developing its FY 2000-01 budget at reduced levels, OMF focused on maintaining its critical and basic services and its ability to meet the evolving needs of its customers.

Summary of Changes

Human Resources Program

Reductions within the Bureau of Human Resources include:

Tuition Reimbursement Program: The impact of this reduction is to eliminate partial reimbursement available to City employees for work and career related college level courses. Employees will be required to pay full tuition, or bureaus may choose to participate in funding.

Service Improvement Initiative: A Support Specialist position currently dedicated to the Citywide Service Improvement Initiative (SII) is eliminated. It is important to note that BHR support staff were recently centralized. The SII position's duties and responsibilities will be absorbed through the efficiencies gained as a result of this reorganization.

Human Resources programs have been adjusted to address classification and compensation issues as well as SII and Affirmative Action efforts.

Professional services dollars are decreased but preserve sufficient capacity to continue existing consulting services as well as to procure some additional services as necessary. Additionally, the reduction in professional services is mitigated by the recent hiring of a Human Resources Coordinator who is responsible for assisting bureaus with their facilitation and process improvement requirements. The training function was recently reassigned from the Coordinator to the Human Resources Director. The reassignment of training enables the HR Coordinator to focus energy on SII activities, while maintaining a collaborative link with the Citywide training function.

While the program is experiencing reductions, the budget maintains the integrity of the program by continuing 2 full-time positions, continuing the primary project consultant's role, and associated materials and services. Council approved a \$100,000 increase to the budget of SII in support of program needs.

Shared Positions: The Adopted Budget also provides for shared reception and bureau director support between the OMF Bureaus of Human Resources and Information Technology, who currently share the fourth floor of The Portland Building.

In addition to the above reductions, resources are being shifted within the bureau to address critical business needs.

Classification and Compensation: The City's classification and compensation system has significant financial and legal ramifications for the City and is a core human resources function. The Class-Comp team was dismantled and merged with Employment and Compensation Services during reductions associated with Ballot Measure 47/50. The dismantling of the team has resulted in an increase in appeals, impairments to the City's ability to attract and retain quality candidates, and an inability to support labor negotiations.

The FY 2000-01 Adopted Budget reestablishes a four person Classification and Compensation Team to address this critical business need. In order to recreate the team within current resources and the reduction environment, staffing realignments were made among the Employment and Compensation, Affirmative Action, Employee Relations, and Administrative Support teams.

Affirmative Action: An assessment of the joint City-County Affirmative Action Program has been underway by both the City and County. The FY 2000-01 Adopted Budget reflects a return to a dedicated City program and realignment of services. It is anticipated that the realignment will better integrate diversity and outreach efforts into the recruitment, retention, and compensation functions and activities of the bureau.

Information Technology Program

Changes in the IT program include:

ITSP: Elimination of a Senior Administrative Specialist in the Information Technology Strategic Planning team results in lost capacity for web site construction and maintenance activities and administrative support for the ITSP and ITEC governance committees.

IT Special Projects: Elimination of a Senior Information Systems Manager will limit BIT's in-house capacity to manage large, complex, unplanned, and unbudgeted projects which arise (e.g., the "1900 Building," City standardization projects, bureau moves, Technology Learning Center, etc.).

Position adjustments and materials and services reductions were taken in BIT to comply with Council direction.

Data Center: Elimination of an Information Systems Manager in the Data Center will require increased oversight of the center by other BIT leadership. The loss of the Information Systems Technician II will shift responsibility for the enterprise server Login security management to other staff.

Reduced Space: BIT is releasing approximately 1600 square feet of space on the third floor of The Portland Building adjacent to the Data Center. Original plans were to reserve the space for future expansion of the Network Operating Center and the development of a virus recovery clean site. Release of the space limits BIT's capacity to address the City's growing network management and virus recovery requirements.

Operations Manager: An Operations Manager is created through the reduction of two senior level manager positions. This action provides more effective management and project integration across all service divisions within BIT, especially in emerging information technologies. Additionally, this position assists BIT in succession planning efforts given upcoming retirements.

GIS: Professional services are reduced to achieve current service level reductions. Professional services dollars are primarily tied to the seven year financial plan for the Enterprise GIS HUB but also serve to meet unexpected or critical demands for technical issues that arise. The reduction will potentially impact GIS's ability to meet unplanned requirements.

Risk Management Program

Reductions were made to various Risk Management programs.

Reductions totalling roughly \$70,000 are made in the defensive driving, hearing conservation, back injury prevention, and ergonomic programs. Additionally, fitness center equipment replacement dollars are reduced, and a position supporting the Wellness program is reclassified from a Senior Administrative Specialist to an Administrative Specialist.

Given the Council's priority for controlling losses, reductions will have a negative impact on City educational and preventative activities.

Financial Management Program

Financial Planning: Reductions include the elimination of part-time/intern dollars, which will impact the division's capacity to take on unanticipated special projects. Printing dollars are reduced primarily as a result of cost savings resulting from increased use of the Internet and Intranet for publishing documents. The cutback of training and education dollars and minor equipment limit the division's ability to provide tools to employees for enhancing performance.

Reductions made in Financial Management will limit enhancements to employee performance and the program's ability to take on special projects.

Accounting: The Accounting Division has been undergoing reorganization to shift its role from one of processing to one of accounting leadership and customer service. The reorganization provided for the establishment of a Program Manager I to focus on the division's customer service. The inability to fill the Program Manager position will impact the division's capacity to do collaborative and creative problem solving, system improvements, and provide training to bureaus.

The cutback of training and education dollars and minor equipment limits the division's ability to provide tools to employees for enhancing performance.

Grants: The reduction in materials and services impacts Grant's ability to provide tools that assist the team in their work, such as training and education and subscriptions to grant related publications, which keep them current.

Urban Services: A Program Specialist position was eliminated. The impact was mitigated by the add back of part-time dollars in support of program activities.

CAO's Office and OMF Administration : The Chief Administrative Officer's (CAO) Special Project team of 3.5 FTE is reduced by two positions. This will severely limit the ability of OMF to manage and/or participate in a variety of special projects, including current and emerging development projects and Council office special projects. Additionally, an administrative support position created in the current year budget has been eliminated from the Administration team.

General Services

The Adopted Budget reduced BGS operating rate budgets by 3.75%. These reductions included cutting six positions and reducing repair and maintenance services and supplies expenditures. Eight positions were added to address increased workload growth and the new Integrated Regional Network Enterprise project.

BGS Administration: The Administration Division eliminated one position, which resulted in a budget reduction of \$77,422. An Accountant position was added to address workload issues.

BGS has undertaken cost saving measures to help the City save money.

Communications and Networking Services: The Communications Services operating budget was reduced by \$265,000, including cutting two positions and making materials and services reductions. In addition, Mobile Data Terminal (MDT) replacement funding for the Fire and Police Bureaus has been reduced to below 50%, and the start of the 50% funding has been delayed to FY 2001-02.

Packages adding an Acquisition Specialist position for the Storesroom, \$270,000 for an 800 MHz software subscription, and approximately \$8 million and three positions for a capital project to construct the Integrated Regional Networking Enterprise (IRNE) were approved. The software subscription will insure the 800 MHz radio system continues to be a very reliable public safety-grade system. The IRNE project will allow the City to migrate all its voice and data traffic onto the network in FY 2001-02 and will save the City money in the long-run since costs will be less than leasing the services.

Vehicle Services: Vehicle Services made \$328,000 in cuts to its operating rate budget by decreasing repair and maintenance supplies and services. The division also reduced its budget and interagency agreements with City bureaus by \$15,000 for a cost savings proposal that limits the level of quality vehicles leased. Two positions were added to address workload needs.

Printing and Distribution Services :Printing and Distribution (P&D) made \$109,600 in cuts to its operating rate budget and eliminated two mail delivery positions. As a result, City bureaus will only have mail pick-up and delivery services once a day.

P&D also reduced its budget and interagency service agreements for three cost saving proposals. These reductions included eliminating the level of quality commercial vended printing (\$200,000), reducing the quality standards of in-house printing work (\$50,000), and requiring addressing standards be met to achieve postage discounts (\$20,000).

Funds for workload assistance were added, with the provision that when positions are needed for additional work contracts P&D will work with the Financial Planning Division on obtaining position authority.

Facilities Services: Facilities Services made approximately \$350,000 in cuts to its operating rate budget, including eliminating two positions and materials and services expenses. Facilities added \$62,000 for the additional operation and maintenance costs for the Police Bureau's new facility for the Mounted Patrol Unit.

Several capital projects were approved that will preserve, maintain, and enhance City facilities and assets. Three projects were deferred or denied. The Emergency Operations Center Relocation project was not approved because of other alternatives being examined. The remodel for the Bureau of Purchases will be considered in FY 2001-02 for capital set-aside funding because of other City needs requiring funding in FY 2000-01. The construction of a new garage in the Pearl District was removed from the budget because of the project needing further examination by the Parking Management Committee.

Purchases:

\$62,000 was restored for a Procurement Card Administrator.

The Bureau of Purchases made support and administrative services reductions of \$62,000 that included the elimination of one Program Specialist position that supports the external apprentice program. A new Program Specialist position was added to manage the procurement card program and travel contracts and will provide support to other annual contracts and contract-related projects as required.

FUNDING SOURCES

The Office of Management and Finance Adopted Operating Budget of \$89,389,927 is funded by a combination of resources. The capital budget totals \$12,401,492 for General Services projects and purchases.

- ◆ General Fund discretionary is \$5,077,076, or approximately 6% of OMF's total budget.
- ◆ General Fund overhead revenues total \$6,750,624, or 8%.
- ◆ Bureau specific revenue totals \$317,399 and includes revenue associated with voluntary payroll deductions, wage garnishment fees, and interest earnings by Treasury in the maintenance of Trustee Accounts.
- ◆ Interagency revenue totals \$77,244,828, or 86% of FY 2000-01 Adopted appropriation.

Bureau Funding Sources

Purchases

Approximately 88% of the Bureau of Purchases budget is supported by General Fund Overhead and General Fund discretionary resources. The remaining revenues are from interagency agreements and contract revenues.

Risk Management, General Services, Information Technology, Debt, and Treasury recover their operating costs primarily through interagency agreements with their customers.

Risk Management

Risk Management Program costs are supported 100% by interagency revenues from the Health, Workers Compensation, and Insurance and Claims Funds

Information Technology

Eight percent of BIT's budget is currently supported by General Fund discretionary and overhead revenue. As a result of the Cost of Service Study, General Fund support for BIT services are being eliminated and will be recovered through interagency revenues. To minimize the impact to the General Fund as a result of loss of overhead revenue, a two-year phase in will occur.

General Services

The primary funding source for BGS is interagency service agreements with City bureaus and other local governments and agencies. Other major funding sources include parking garage and commercial space revenues and debt sales.

Financial Management

Financial Management is funded through a variety of sources. Although much of the funding is through General Fund overhead and General Fund discretionary revenues, the Debt Management Division is funded 100% by interagencies, and the Treasury Division is funded 91% by interagencies and bureau specific revenue, with 9% General Fund discretionary funding.

It is important to note that as a result of the preparation of the annual Federal Indirect Cost Plan by OMF's Grants team, approximately \$354,000 of allowable grant costs were recovered in FY 1998-99. This recovery more than supports the costs of the centralized grants compliance function.

Human Resources

The Bureau of Human Resources is primarily funded through General Fund overhead and General Fund discretionary revenues.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

Management Objectives for FY 2000-01

The City Council reorganized City administrative services in May 2000 by creating the Office of Management and Finance, which merged the Office of Finance and Administration, the Bureau of General Services, and the Bureau of Purchases.

Additionally, the City Council charged the Office of Management and Finance with review and reorganization of the City's finance, human resources, information technology, and purchasing functions Citywide to be reflected in the FY 2001-02 Adopted Budget. Council objectives for the reorganization and administrative review include:

- ◆ A single point of responsibility for ongoing review of administrative service policies, practices, and procedures.
- ◆ Increased accountability.
- ◆ Improved services.
- ◆ Targeted 5% reductions in FY 2001-02, in addition to reductions taken in FY 2000-01. The 5% targeted reduction in FY 2001-02 is to apply to administrative services within all City bureaus, including internal service and service delivery bureaus.

In addition to the Citywide review of administrative services, OMF will provide leadership, management, and support to a host of management objectives in FY 2000-01, which are reflected below.

Program Overviews

Financial Management Program

The goals and objectives for the Financial Management program are:

- ◆ Revisit and refine OMF's approach to service improvement and customer service to ensure ongoing integration with City service improvement efforts.
- ◆ A continuous improvement review of the two-year budget process to facilitate Council decision-making and to streamline the process further.
- ◆ Review, refinement, and implementation of the Your City, Your Choice citizen involvement/outreach effort for the FY 2000-04 budget process.
- ◆ Oversight of the Oregon Arena project to ensure the City's interests and investments are protected.
- ◆ Ongoing management of the Civic Stadium redevelopment project.
- ◆ Continuing emphasis on rebate compliance to ensure arbitrage requirements are successfully met.
- ◆ Continued leadership in maintaining the City's Aaa bond rating.
- ◆ Continued leadership in managing a long-term financing strategy for the Public Employees Retirement System and Fire and Police Disability and Retirement pension liabilities.
- ◆ Complete assessment and analysis for implementation of new financial reporting models promulgated by the Governmental Accounting Standards Board.
- ◆ Provide leadership in assessing the City's current financial management system and developing a business plan for replacement.
- ◆ Develop and implement Citywide accounting policies and procedures in collaboration with the Accounting Advisory Committee and customers.

Human Resources Program

The goals and objectives for the Human Resources Program are:

- ◆ Establish a Compensation and Classification team to improve the City's strategic approach to compensation and classification.
- ◆ Integrate and link Affirmative Action efforts with the recruitment, workforce planning, retention, compensation, and employee development activities to ensure the workforce is reflective of the community.
- ◆ Develop a strategic bargaining strategy, which enables the City to move toward an effective collaborative bargaining approach, which is less time consuming and costly.
- ◆ Continuing improvements to the comprehensive human resources management information system.
- ◆ Develop a proactive workforce planning process, which supports the linkage between bureau objectives, human resource activities, school-to-work programs, succession planning efforts, and internships.
- ◆ Continued leadership in the Leadership Institute to develop the City's managers.
- ◆ Negotiate successor agreements with the Portland Police Association (PPA), the Portland Fire Fighters Association, the Portland Police Commanding Officer's Association, and the Bureau of Emergency Communications bargaining units.
- ◆ Conduct a comprehensive review of the City's recruitment and selection policies and implement recommended changes.
- ◆ Conduct proactive Affirmative Action outreach through job fairs, partnerships with community employment organizations, and management of an outreach applicant pool to promote diversity in the City's workforce.
- ◆ Continue to improve Labor and Management collaboration and service improvement through implementation of the Service Improvement Plan for Action. Implement the goals and strategies contained in the FY 1999-2001 Affirmative Action Plan.
- ◆ Promote, support, and manage the development of City apprenticeship and training programs consistent with the City's Fair Contracting and Employment Strategy.
- ◆ Develop and manage a workforce redeployment program to assist employees in career development and job placement during times of layoff and bumping.
- ◆ Continued coordination, participation in, and support of the Labor-Management Benefits Committee.
- ◆ Continued development and implementation of a Benefits Plan Redesign, including employee communication and involvement.

Information Technology Program

The goals and objectives for the Bureau of Information Technology are:

- ◆ Continued implementation of the Citywide Information Technology Strategic Plan and the Enterprise Geographic Information System.
- ◆ Implementation of a Computer Virus Protection and Recovery Plan.
- ◆ Development of a Disaster Recovery and Business Continuity Plan for Citywide IT operations.
- ◆ Continued refinement, in collaboration with customers, of the BIT Cost of Service Study. Development of a billing/cost accounting application which integrates with the new BIT cost model.
- ◆ Support development of the Wide Area Network.

- ◆ Provide leadership for e-business/e-commerce policy development.
- ◆ Reengineer the BIT Help Desk.
- ◆ Develop a true 7 x 24 enterprise network operation.

Risk Management Program

The goals and objectives for Risk Management are:

- ◆ Continued emphasis on Loss Prevention.

General Service Program

The goals and objectives for General Services programs are:

- ◆ Complete renovation of three fire stations and begin construction of one new station in the summer of 2000.
- ◆ Gain approval to proceed with the Integrated Regional Network Enterprise and finish the downtown core ring.
- ◆ Have the grand opening for the Chinese Classical Garden in the summer of 2000.
- ◆ Bid and finalize contract for Smart Park garage operations.
- ◆ Begin construction of a public parking facility in the Pearl/N. Burnside area.
- ◆ Secure another major customer for the Printing and Distribution Division (PSU/Metro).
- ◆ Begin renovation of three additional fire stations in the fall of 2000. Acquire land for station in the vicinity of NE 82nd and Prescott.
- ◆ Complete expansion of 911 and ComNet Center.
- ◆ Begin construction of a fire station/Boys and Girls Club complex in Lents Neighborhood.
- ◆ Acquire or begin construction of new parking for the Pioneer Place expansion.
- ◆ Maintain fleet at 94% availability.

Purchases Program

The goals and objectives for the Purchases program are:

- ◆ Continued implementation of the Fair Contracting and Employment Strategy.
- ◆ Completion and adoption of appropriate City Code, as well as an updated Purchasing Manual, which will result in a streamlined and better-understood procurement process.
- ◆ Design and implementation of a web based system to advertise and provide bid documents to customers electronically.

COUNCIL PRIORITIES

Council Issues and Priorities

OMF, through its wide array of services, supports Council's strategic goals and strategies.

Future Focus

The Office of Management and Finance provides services to the Mayor, City Council and bureaus in the areas of financial planning and management, human resources, information technology, Citywide service improvement, insurance related activities, communication services, printing and distribution services, vehicle services, facilities services, and procurement and contractor development.

The activities of OMF contribute most directly to the goals of "Credible, Efficient, Responsive, Affordable, and Accessible Delivery of Public Service" and "Financial Stability of the City." OMF systems and processes are under review to ensure contemporary and effective systems and processes are in place which meet the City and bureaus' business needs.

**Portland/Multnomah
Benchmarks**

OMF partners with the Council and City bureaus in delivery of service to Portland's citizens. The activities of OMF contribute most directly to the benchmarks of Economic Prosperity, Government Performance, Neighborhood Livability, Diverse Workforce, Growth, Public Safety, Jobs and Infrastructure, Multi-Modal Transportation, and Access to High Speed Internet.

OMF also shares information with and receives input from citizens through community budget forums, the Public Utility Review Board, and other citizen committees and boards.

OMF participates in a variety of forums with other regional jurisdictions (Metro, the city of Gresham, and Multnomah County, to name a few) on a variety of topics. The City's Chief Administrative Officer regularly attends the metro area managers meeting to share, discuss, and process issues of common interest. Additionally, OMF regularly collaborates with the business community with such agencies as the Chamber of Commerce, the Regional Arts and Culture Council, and the Association for Portland Progress.

BUDGET NOTES**Vehicle Services**

Vehicle Services shall develop policy and procedures to enhance accountability for the purchase of non-standard vehicles and all vehicle leases. Exceptions must be approved by the commissioner-in-charge. The policy and procedures will be completed by September 30, 2000.

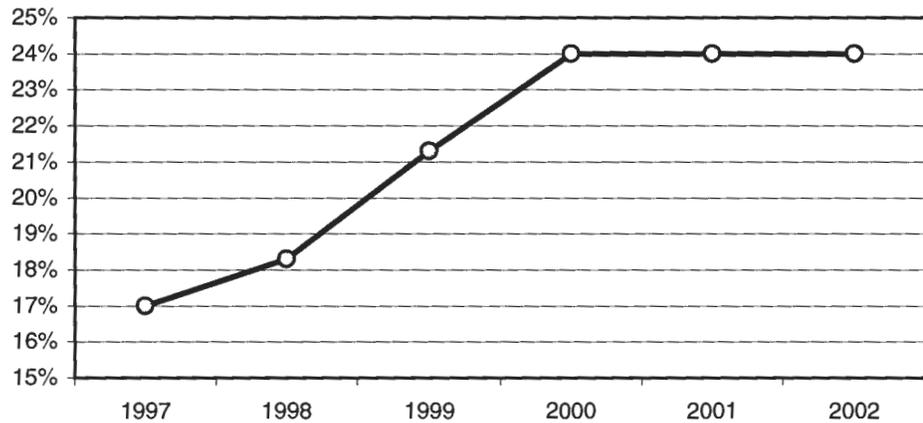
Revenue Bureau

In Year 2 of this budget, the Office of Management and Finance will study possible implementation of a revenue bureau to coordinate the efforts now under the Bureaus of Licenses, Environmental Services, Water and the Auditor.

Performance Measures

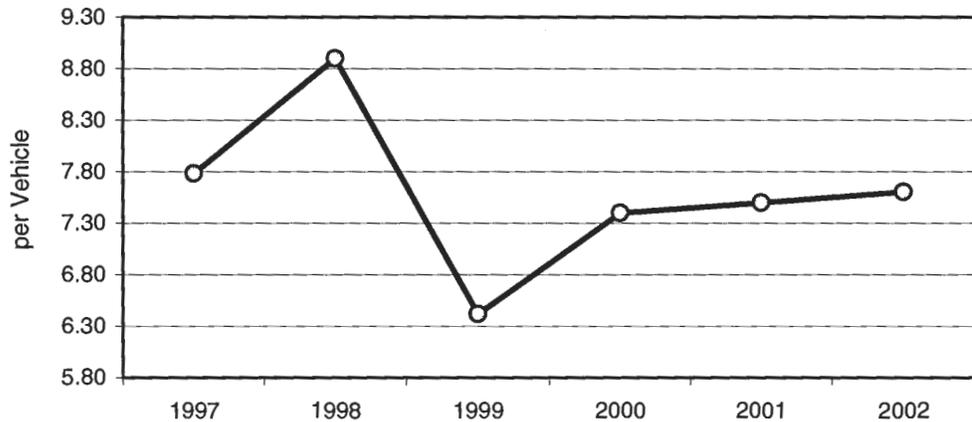
Percentage of Total Hours Worked by Minorities and Women

- ◆ Fair Contracting and Employment Strategy efforts have been implemented Citywide to increase the inclusion of women and minority-owned business enterprises on City projects.



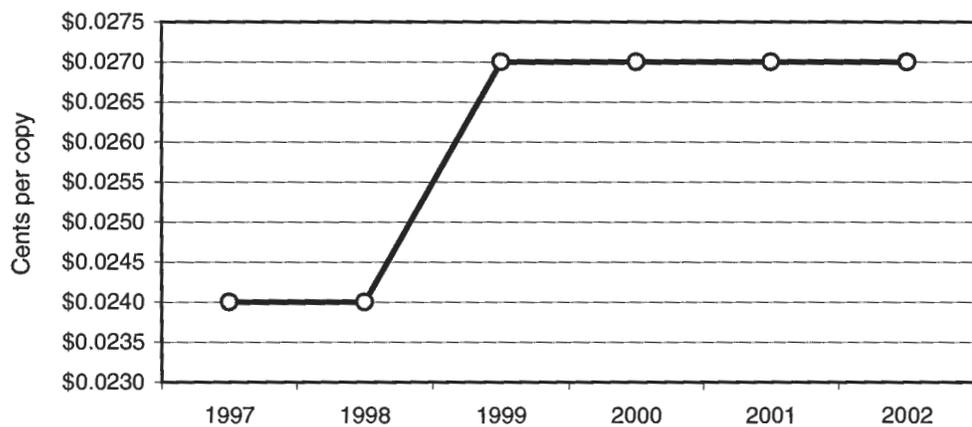
Number of Work Orders per Vehicle

- ◆ Over time, because of more thorough repairs and preventive maintenance, vehicles are becoming more reliable.
- ◆ Vehicle Services' computer system now allows repair orders to be included with Preventive Maintenance Work Orders to reduce the total number of Work Orders.

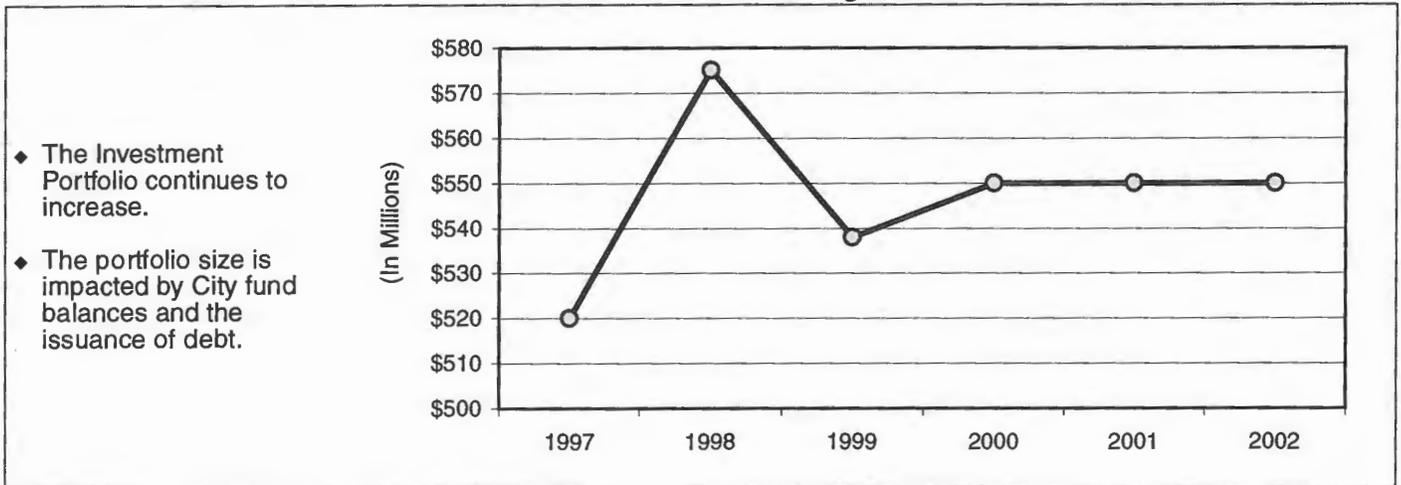


Basic Copy Center Rate

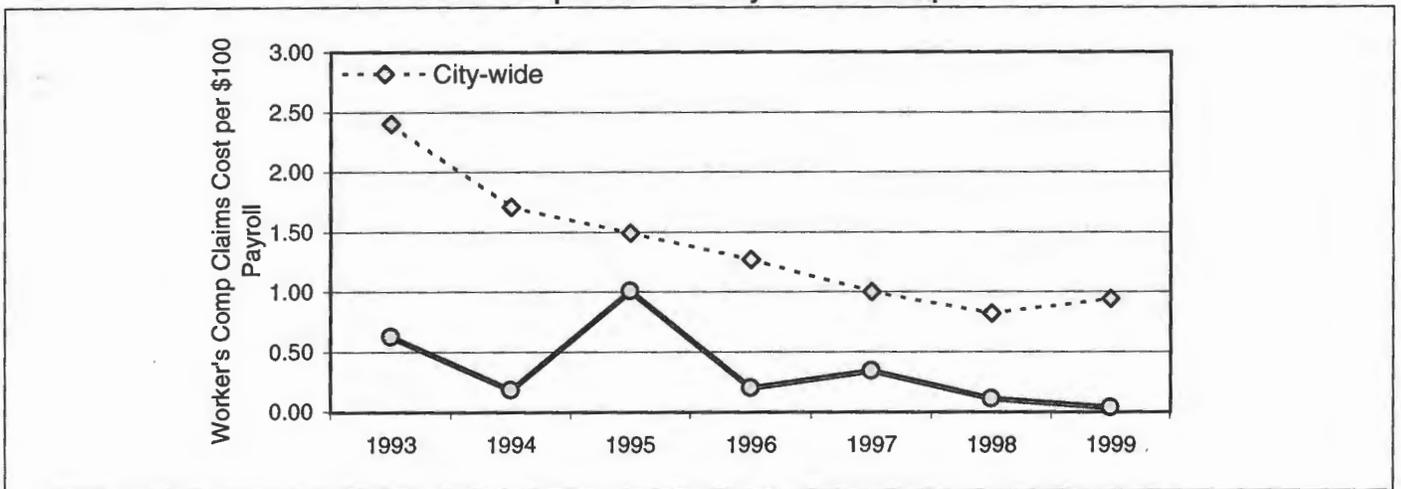
- ◆ Through efficiencies and increased volume, Printing and Distribution has only had one rate increase in the last nine years.
- ◆ Over the nine year period, inflation has averaged 3.9%, and the basic copy center rate has only increased the equivalent of 1.7%



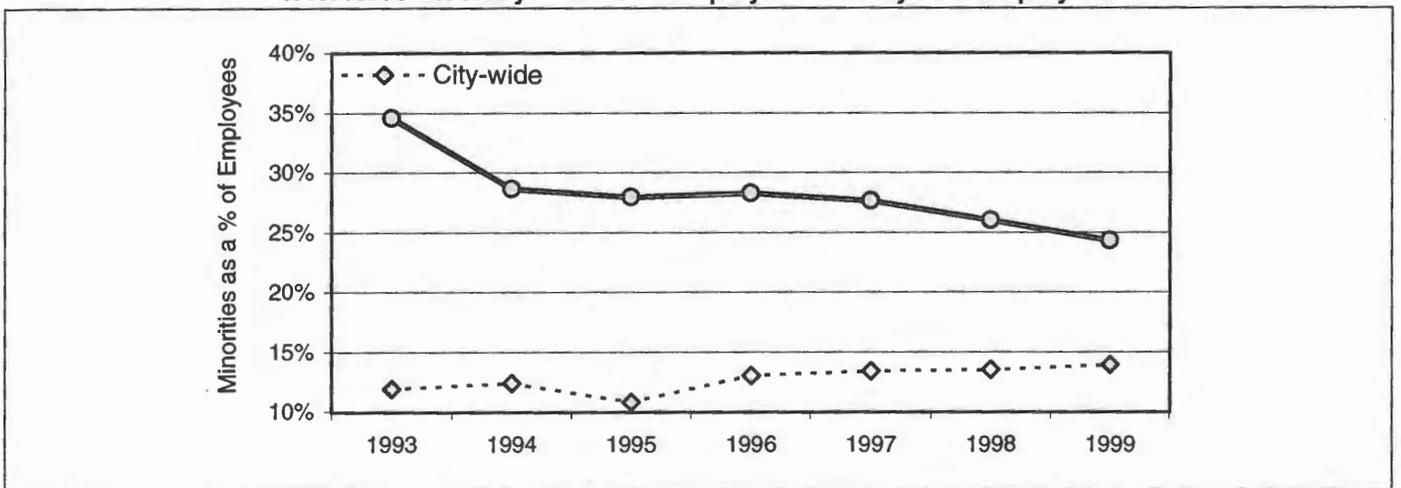
Investment Portfolio Managed



Bureau Loss Experience vs. Citywide Loss Experience



Workforce Diversity — Bureau Employees vs. Citywide Employees



	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
OFFICE OF MANAGEMENT AND FINANCE						
Affirmative Action Measures						
Female Employees as a Percent of Total	55.0%	55.8%	52.8%			
Minority Employees as a Percent of Total	27.2%	25.6%	23.9%			
Administrative Services Division-General Services						
Administrative Services						
Workload						
Admin Employees as a percent of total BGS Employees	9.0%	9.1%	8.9%	8.5%	8.3%	8.3%
Effectiveness						
Meet with BGS operating division managers regularly to review their satisfaction with BGS Admin's service		100%	100%	100%	100%	100%
Efficiency						
Number of accounting transactions per BGS accountant	8,625	8,830	8,943	9,040	9,125	9,125
Communication Services Division						
Radio Shop						
Workload						
Number of pieces of electronic equipment maintained	5,040	5,072	5,411	5,734	6,150	6,450
Effectiveness						
Percentage of customers surveyed rating services good or very good			98%	100%	100%	100%
Efficiency						
Number of pieces of electronic equipment maintained per technician	400	403	404	573	528	554
800 MHz Operations						
Workload						
Number of communication units accessing system	5,158	5,339	5,748	6,049	6,510	6,990
Effectiveness						
Percentage of time system operated without failure	100.00%	99.99%	99.99%	99.99%	99.99%	99.99%
Efficiency						
Number of communication units per employee	1,011	834	858	680	748	803
Telecommunications						
Workload						
Number of Service Requests Processed	2,877	2,823	3,091	4,572	4,600	4,625
Effectiveness						
Percentage of Customers Surveyed Rating Services Good or Very Good			93%	100%	100%	100%
Efficiency						
Service Requests per Telephone Coordinator	719	941	1,030	1,143	1,150	1,156
Facilities Services Division						
Building Operations						
Effectiveness						
Percent of customers rating services as satisfactory or better				71%	90%	90%
Property Management						
Workload						
Number of Facilities Managed				26	26	28

Office of Management and Finance

PERFORMANCE MEASURES

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
Total square footage of facilities managed				2,743,163	2,941,633	3,131,233
Number of facility transactions completed - Purchases, Sales, and Leases				53	53	53
Effectiveness						
Percentage of customers rating services as satisfactory or better				73%	90%	90%
Efficiency						
Average rental rate for City-owned property leased to City bureaus	\$18.37	\$18.68	\$19.17	\$19.57	\$19.98	\$20.68
Average rental rate for privately-owned property leased by City bureaus				\$15.46	\$16.41	\$16.96
Average rental rate for City-owned property leased to the public				\$12.99	\$13.43	\$13.89
Project Management						
Workload						
Number of square feet built per year				161,000	204,070	189,600
Number of square feet renovated per year				84,698	10,915	6,210
Value of capital improvements completed				\$28,095,134	\$28,617,500	\$37,667,000
Value of capital improvements planned				\$28,095,134	\$28,617,500	\$37,667,000
Effectiveness						
Percentage of customers rating services as satisfactory or better				74%	90%	90%
Percentage of projects completed within authorized schedule and budget				100%	100%	100%
PARKING FACILITIES - Average revenue per space	\$2,051	\$1,976	\$2,174	\$2,214	\$2,287	\$2,073
PARKING FACILITIES - Maintain short term parking percentage	87%	88%	84%	83%	85%	85%
Efficiency						
Cost per square foot for new construction				\$179.00	\$67.00	\$69.00
Cost per square foot for renovated space				\$23.00	\$27.00	\$80.00
Facilities Maintenance						
Workload						
Number of facilities maintained				68	65	67
Number of square feet maintained				3,156,573	3,369,043	3,588,643
Effectiveness						
Percentage of customers rating services as satisfactory or better				78%	90%	90%
Percentage of City facilities maintained in good or better condition				100%	100%	100%
Percentage of maintenance service requests resolved within 24 hours				95%	95%	95%
Percentage of maintenance mechanic time devoted to preventive maintenance				35%	35%	35%
Efficiency						
Annual expense for routine maintenance & repair of City-owned buildings, as a percent of aggregate current replacement value				1.2%	1.8%	3.0%
Administrative Support						
Effectiveness						
Percent of customers rating services as satisfactory or better				88%	90%	90%

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
Vehicle Services Division						
Maintenance & Repair						
Workload						
Number of Work Orders Issued	18,292	22,333	16,719	19,500	20,000	20,500
Effectiveness						
Percentage availability of all vehicles	96.20%	94.90%	94.34%	94.00%	94.00%	94.00%
Efficiency						
Number of Work Orders per Vehicle	7.78	8.90	6.42	7.40	7.50	7.60
Motor Pool						
Workload						
Number of Motor Pool Trips	2,919	2,861	2,878	2,900	2,900	2,900
Capital Replacement						
Workload						
Number of Vehicles/Equipment in Fleet Services Inventory	2,351	2,508	2,603	2,650	2,675	2,700
Effectiveness						
Number of Employees in Fleet Services	76	76	80	81	83	85
Efficiency						
Percentage of Planned Replacement Vehicles Purchased	35%	68%	87%	85%	85%	85%
Printing & Distribution Services Division						
Copy Services						
Workload						
Total number of copies	29,797,432	29,044,799	32,069,427	24,386,634	25,000,000	26,000,000
Effectiveness						
Average number of copies between service calls			50,000	50,000	50,000	50,000
Efficiency						
Basic Copy Center Rate	\$0.0240	\$0.0240	\$0.0270	\$0.0270	\$0.0270	\$0.0270
Distribution						
Workload						
Total number of pieces mailed	3,590,000	3,775,000	5,300,000	3,700,000	3,500,000	3,600,000
Effectiveness						
Delivery routes completed on time			98%	98%	98%	98%
Efficiency						
Total number of pieces mailed per employee	598,333	629,167	883,333	769,231	770,000	770,000
Duplicating						
Workload						
Total number of work orders completed	25,363	25,797	25,850	26,500	27,000	27,500
Effectiveness						
Work shipped on time	97.2%	97.9%	96.9%	98.0%	98.0%	98.0%
Microfilm						
Workload						
Total number of work orders completed	1,533	1,911	2,226	1,900	1,900	1,900
Effectiveness						
Work shipped on time	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Efficiency						
Total number of work orders completed per employee	767	956	1,113	950	950	950

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
Bureau of Financial Management						
Financial Planning and Management						
Workload						
Number of budget documents produced	5	5	5	4	4	4
Investment Portfolio	\$520	\$575	\$538	\$550	\$550	\$550
No. of PURB Meetings	60	60	60	60	60	60
Number of Active Federal Grants	159	146	167	170	170	170
Long-Term Debt Under Issuance	\$0.99	\$1.00	\$1.21	\$1.52	\$1.65	\$1.75
Oregon Arena Management Financial Plans	2	2	1	1	1	1
No. of Invoices Issued		2,600	2,700	2,700	2,700	2,700
Effectiveness						
No. of Grant Audit Findings	5	6	3	1	0	0
Accuracy of Financial Forecast	2.3%	3.0%	3.0%	3.0%	3.0%	3.0%
GFOA Budget Quality Award	1	1	1	1	1	1
Accounts Payable Turnaround Time (Days From Receipt)	1-3 Days	1-3 Days	1-3 Days	1-3 Days	1-3 Days	1-3 Days
GFOA CAFR Compliance Certificate	1	1	1	1	1	1
No. Days After FY End to Issue CAFR	165	165	165	165	165	165
No. of Payroll Checks Without Error	155,000	155,000	163,000	163,000	163,000	163,000
Percent of Invoices Collected Within 60 Days	85%	85%	85%	85%	85%	85%
No. of Grant Audit Findings	5	6	3	1	0	0
Accuracy of Financial Forecast	2.3%	3.0%	3.0%	3.0%	3.0%	3.0%
GFOA Budget Quality Award	1	1	1	1	1	1
Accounts Payable Turnaround Time (Days From Receipt)	1-3 Days	1-3 Days	1-3 Days	1-3 Days	1-3 Days	1-3 Days
GFOA CAFR Compliance Certificate	1	1	1	1	1	1
No. Days After FY End to Issue CAFR	165	165	165	165	165	165
No. of Payroll Checks Without Error	155,000	155,000	163,000	163,000	163,000	163,000
Percent of Invoices Collected Within 60 Days	85%	85%	85%	85%	85%	85%
Efficiency						
City's Bond Rating	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Financial Outlooks Issued Within 15 Days of AP End	80%	100%	100%	100%	100%	100%
Number of Overtime hours worked by Financial Planning		1,500	1,000	1,300	1,200	1,200
Bureau of Human Resources						
Human Resources						
Workload						
Personnel Action Notices Processed	9,800	8,095	16,000	16,500	15,000	15,500
Grievances Processed	48	17	80	38	37	40
Hours Spent in Collective Bargaining	2,682	2,000	1,900	2,200	2,500	2,500
Hours Spent in Contract Administration	4,293	5,018	5,200	4,800	5,200	5,200
Number of Classification Actions	300	248	2,231	2,020	300	300
Training Participant Hours	12,073	12,300	12,950	12,050	13,900	13,900
Employment Exams Posted	140	200	208	230	230	242
Service Improvement Consultations/Projects				9	10	10
Effectiveness						
Percent Reduction in Number of Contract Administration Grievances	5.0%	65.0%	0.0%	52.0%	2.6%	0.0%

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
Percent of Workforce Classifications Reviewed Annually	20%	25%	55%	49%	25%	25%
Percent of Exam/Class Appeals Resolved Prior to Civil Service Board Action	94%	95%	87%	95%	87%	87%
Percent of Customer Service Surveys on Exams With Ratings of 4 or 5 on a Scale of 1-5	84%	96%	96%	95%	95%	95%
Minority Employees as a Percent of Portland SMSA Availability	84.62%	82.97%	84.14%	85.00%	87.00%	87.00%
Females in Protected Services Category as a Percent of Workforce Availability	89.02%	70.00%	71.95%	73.00%	75.00%	77.00%
Percent of Affirmative Action Plan Implemented	65%	100%	80%	90%	100%	100%
Percent EEO Complaints Investigated	90%	100%	85%	70%	70%	70%
Percent of Training Professional Services Costs Funded Through Participant Fees				87.0%	90.0%	90.0%
No. of Formal Joint Labor-Management Service Improvement Projects				4	5	5
Length of Time to Establish Eligibility Lists	81	50	55	55	50	50
Efficiency						
Average Personal Services Costs Per Classification Action	\$288	\$346	\$85	\$93	\$100	\$100
Personal Services Costs Per Exam Administered	\$4,831	\$3,414	\$3,426	\$3,223	\$3,314	\$3,437
Personal Services Costs Per Training Participant Hour	\$7.35	\$8.00	\$7.02	\$5.07	\$5.09	\$5.50
Avg. Cost Per Direct Service Improvement Initiative Consulting Hour				\$90	\$75	\$75
Bureau of Purchases						
Risk Data						
General Liability Claims per 200,000 Hours Worked	0.00	0.00	0.00			
Worker's Comp Claims per 200,000 Hours Worked	0.00	0.00	0.00			
Fleet Claims per 100,000 Miles Driven	0.00	0.00				
Fleet Claims Cost per 100,000 Miles Driven	\$0	\$0				
General Liability Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.00			
Worker's Comp Claims Cost per \$100 Payroll	\$0.00	\$0.00	\$0.00			
Purchasing Admin						
Workload						
Number of EEO Certifications Processed	3,500	3,500	3,525	3,575	3,600	3,625
Procurement						
Workload						
Requisitions and Formal Bids	1,800	1,900	1,950	2,000	2,050	2,100
Processing Time for Formal Contracts	28	26	13	12	12	11
Percentage of Requisitions to POs in Less Than 15 Days	90%	90%	90%	90%	90%	90%
Contractor Development						
Workload						
Prime Contracts < \$200,000 Awarded to M/W/ESB Contractors	8%	16%	27%	30%	30%	30%
Percentage of Hours Worked by Minorities and Women on City Projects	17%	18%	21%	24%	24%	24%

Office of Management and Finance

PERFORMANCE MEASURES

	Actual FY 1996-97	Actual FY 1997-98	Actual FY 1998-99	Yr End Est. FY 1999-00	Target FY 2000-01	Target FY 2001-02
Project Manager Training - Number of Students		211	265	275	300	300

Office of Management and Finance

SUMMARY OF BUREAU BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	22,547,110	24,846,202	28,385,897	28,845,942	28,845,942
External Materials and Services	22,337,647	28,823,168	37,064,054	33,380,630	33,783,873
Internal Materials and Services	6,225,924	8,251,551	9,309,731	7,922,650	7,922,650
Minor Capital Outlay	5,159,615	7,484,345	10,058,163	6,435,970	6,435,970
Equipment Cash Transfers	2,500	53,044	0	0	0
Total Operating Budget	56,272,796	69,458,310	84,817,845	76,585,192	76,988,435
Capital Improvements	21,732,291	23,196,413	17,612,575	12,401,492	12,401,492
TOTAL BUREAU EXPENDITURES	\$ 78,005,087	\$ 92,654,723	\$ 102,430,420	\$ 88,986,684	\$ 89,389,927
Allocated Overhead	1,951,876	2,065,464	2,144,885	2,056,513	2,019,031
Total Cost with Allocated Overhead	79,956,963	94,720,187	104,575,305	91,043,197	91,408,958
RESOURCES					
BGS Administration		1,531,724	1,426,900	1,455,745	1,455,745
Communications Fund		9,469,430	13,149,330	17,547,029	17,547,029
Facilities Services Fund		32,757,857	29,129,183	17,730,312	17,730,312
Printing & Distribution Fund		6,356,211	6,886,487	6,880,820	6,689,559
Fleet Services Fund		17,780,111	21,535,966	19,272,847	19,272,847
Information Technology Fund		0	0	8,745,444	8,144,034
Health Fund		0	0	807,231	1,076,846
Worker's Comp Fund		0	0	1,548,045	1,946,344
Insurance & Claims Fund		0	0	1,228,151	1,228,151
Discretionary General Fund		8,236,034	9,808,357	4,226,168	5,077,076
Non-Discretionary Revenues					
Grants & Donations		73,589	76,033	0	0
Contract Revenues		169,140	152,512	379,067	379,067
Interagency Revenues		10,668,665	14,476,937	1,714,894	1,774,894
Bureau Program Revenues		592,808	396,219	317,399	317,399
Overhead Revenues		5,019,154	5,392,496	7,133,532	6,750,624
Total Non-Discretionary Revenues		16,523,356	20,494,197	9,544,892	9,221,984
Total General Fund Resources		24,759,390	30,302,554	13,771,060	14,299,060
TOTAL RESOURCES		\$ 92,654,723	\$ 102,430,420	\$ 88,986,684	\$ 89,389,927
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
DIVISIONS					
Bureau of Purchases		2,418,526	2,911,799	2,761,622	2,829,622
<i>Positions</i>		24	28	28	28
Bureau of Financial Management		18,772,438	23,483,084	7,456,119	7,766,119
<i>Positions</i>		150	158	67	67
Bureau of Information Technology		0	0	8,745,444	8,811,948
<i>Positions</i>		0	0	50	50
Bureau of Human Resources		3,568,426	3,907,671	3,553,319	3,703,319
<i>Positions</i>		35	36	37	37
Bureau of Risk Management		0	0	3,583,427	3,583,427
<i>Positions</i>		0	0	36	36
Facilities Services Division		32,758,490	29,128,933	17,730,312	17,730,312
<i>Positions</i>		31	37	37	37
Communication Services Division		9,469,430	13,149,330	17,547,029	17,547,029
<i>Positions</i>		33	35	37	37
Vehicle Services Division		17,780,111	21,535,966	19,272,847	19,272,847
<i>Positions</i>		80	81	83	83
Printing & Distribution Services Division		6,356,211	6,886,487	6,880,820	6,689,559
<i>Positions</i>		29	31	29	29
Administrative Services Division-General Services		1,531,724	1,426,900	1,455,745	1,455,745
<i>Positions</i>		17	17	17	17
TOTAL DIVISIONS		\$ 92,655,356	\$ 102,430,170	\$ 88,986,684	\$ 89,389,927
<i>Positions</i>		399	423	421	421
<i>General Fund Discretionary Positions</i>		44	44	41	52

Office of Management and Finance

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	13,708,606	15,064,160	19,898,986	20,647,242	20,647,242
512000 Part-Time Employees	335,670	484,686	460,215	318,150	318,150
514000 Overtime	280,257	317,414	257,893	270,162	270,162
515000 Premium Pay	149,286	156,123	100,609	102,280	102,280
517000 Benefits	6,053,938	6,596,219	7,928,236	7,808,960	7,808,960
518000 Paid Absence	2,478,851	2,654,627	0	0	0
Total Personnel Services	23,006,608	25,273,229	28,645,939	29,146,794	29,146,794
Materials and Services					
External Materials and Services					
521000 Professional Services	2,439,714	3,638,234	5,376,214	4,335,218	4,545,218
522000 Utilities	1,301,443	1,522,522	1,621,125	1,898,651	1,898,651
523000 Equipment Rental	1,422,521	1,529,415	1,143,282	1,436,955	1,436,955
524000 Repair & Maintenance Services	3,457,958	4,482,138	6,601,795	6,063,715	6,063,715
525000 Non-Capital Improvement	1,817,947	2,974,841	7,417,804	3,600,159	3,600,159
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	6,853,126	7,961,870	8,389,920	9,076,658	8,953,397
531000 Office Supplies	175,600	240,580	185,473	203,841	203,841
532000 Operating Supplies	2,220,215	3,239,181	3,396,628	3,239,210	3,239,210
533000 Repair & Maintenance Supplies	2,543,094	2,655,406	3,262,160	2,852,720	2,852,720
534000 Minor Equipment & Tools	3,526,257	2,921,469	6,578,996	1,172,743	1,172,743
535000 Clothing & Uniforms	35,855	33,115	55,056	55,300	55,300
539000 Other Commodities External	42,675	45,276	40,193	27,613	27,613
541000 Education	262,874	400,133	460,126	435,023	435,023
542000 Local Travel	17,106	16,229	26,891	26,700	26,700
543000 Out-of-Town Travel	117,418	140,808	212,712	167,873	167,873
544000 Space Rental	2,001,326	1,497,938	952,567	921,974	921,974
545000 Interest	0	0	0	0	0
546000 Refunds	70	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	732,156	829,637	2,981,254	1,722,906	2,039,410
Total External Materials and Services	28,967,355	34,128,792	48,702,196	37,237,259	37,640,502
Internal Materials and Services					
551000 Fleet Services	133,200	139,442	173,224	172,126	172,126
552000 Printing & Distribution	461,889	494,498	560,529	530,897	530,897
553000 Facilities Services	1,879,995	2,535,476	2,639,257	2,900,383	2,900,383
554000 Communications Services	636,890	505,028	632,694	721,765	721,765
555000 Data Processing Services	1,378,543	1,725,929	1,946,824	1,288,750	1,391,372
556000 Insurance	516,860	495,903	513,755	703,510	703,510
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	143,528	596,932	1,301,891	383,086	280,464
559000 Other Fund Services	1,399,385	1,873,521	1,745,558	2,092,133	2,092,133
Total Internal Materials and Services	6,550,290	8,366,729	9,513,732	8,792,650	8,792,650
Total Materials and Services	35,517,645	42,495,521	58,215,928	46,029,909	46,433,152
Capital Outlay					
561000 Land	300,763	(300,763)	0	0	0
562000 Buildings	13,654,828	17,400,197	4,465,390	956,160	956,160
563000 Improvements	14,174	45,825	0	0	0
564000 Capital Equipment	5,407,697	7,687,370	11,103,163	12,853,821	12,853,821
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	19,377,462	24,832,629	15,568,553	13,809,981	13,809,981
573000 Equipment Cash Transfers	95,501	53,044	0	0	0
576000 Minor Equipment Transfers	7,871	300	0	0	0
TOTAL BUREAU EXPENSES	\$ 78,005,087	\$ 92,654,723	\$ 102,430,420	\$ 88,986,684	\$ 89,389,927

Office of Management and Finance

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	8	7	9	326,643	10	376,826	10	376,826
515	Accountant II	9	9	11	313,744	12	518,364	12	518,364
516	Accountant III	0	0	0	0	6	285,515	6	285,515
533	Accounting Manager	1	1	1	82,079	1	82,347	1	82,347
531	Accounting Supervisor II	4	3	2	117,108	3	174,513	3	174,513
510	Accounting Technician	12	12	10	338,029	2	62,073	2	62,073
511	Accounts Payable Audit Clerk	1	1	1	33,012	0	0	0	0
819	Administrative Assistant	3	2	4	168,131	4	172,334	4	172,334
926	Administrative Services Manager	1	1	4	263,532	4	263,689	4	263,689
815	Administrative Specialist	5	5	5	151,144	7	185,013	7	185,013
920	Administrative Supervisor I	4	3	3	155,187	4	199,436	4	199,436
924	Administrative Supervisor III	2	3	1	54,821	1	57,252	1	57,252
2531	Applications Analyst I	0	0	0	0	1	40,943	1	40,943
2532	Applications Analyst II	3	3	4	178,226	2	99,771	2	99,771
2533	Applications Analyst III	0	0	2	119,325	3	175,188	3	175,188
2534	Applications Analyst IV	6	8	4	242,850	5	308,895	5	308,895
3134	Architect	2	1	1	65,374	0	0	0	0
826	Assistant Financial Analyst	2	4	4	248,870	3	151,308	3	151,308
962	Assistant Program Specialist	2	2	3	133,362	4	187,635	4	187,635
844	Assistant Risk Specialist	3	4	4	181,461	4	180,276	4	180,276
1052	Assistant Trades Supervisor	0	0	2	90,517	2	96,385	2	96,385
1516	Auto Body Restorer	5	5	5	209,705	5	214,450	5	214,450
430	Auto Parts Specialist	4	4	0	147,976	0	0	0	0
1232	Auto Servicer	1	1	0	0	0	0	0	0
512	Billing Accountant	1	1	0	41,124	0	0	0	0
928	Bureau Administrative Manager	1	2	4	290,349	4	286,821	4	286,821
620	Bureau Human Resources Manager	0	0	0	0	1	67,673	1	67,673
929	Bureau Operations Manager	0	0	1	69,703	1	73,801	1	73,801
944	City Economist	1	1	1	77,971	1	78,194	1	78,194
860	City Treasurer	1	1	1	77,971	1	75,015	1	75,015
859	Claims Technician	2	2	2	65,772	3	111,629	3	111,629
858	Claims Technician, Assistant	3	3	3	111,297	2	60,709	2	60,709
114	Clerical Specialist	14	17	12	428,526	0	0	0	0
3258	Commun & Networking Svcs Mgr	0	0	0	0	1	82,347	1	82,347
3255	Communications Engineer	0	0	0	0	4	190,863	4	190,863
2512	Data Processing Analyst/Operator	2	2	0	0	0	0	0	0
2516	Data Processing Operations Mgr.	1	1	1	75,581	0	0	0	0
2510	Data Processing Operations Tech.	4	3	0	0	0	0	0	0
834	Debt Manager	1	1	1	78,981	1	78,088	1	78,088
127	Delivery Driver	3	3	3	105,560	0	0	0	0
975	Deputy Director	0	0	0	0	1	86,653	1	86,653
337	Distribution Technician	0	0	0	29,137	3	101,827	3	101,827
339	Distribution Technician, Lead	0	0	0	0	1	37,232	1	37,232
942	Economist I	3	3	2	120,730	2	121,140	2	121,140
943	Economist II	1	1	1	70,384	1	70,616	1	70,616
346	Electronic Pre-Press Oper Lead	0	0	0	0	1	44,595	1	44,595
345	Electronic Pre-Press Operator	0	0	0	0	2	72,726	2	72,726
3250	Electronic Tech I Traffic Signal	2	3	0	122,112	0	0	0	0
3251	Electronic Tech II Communication	6	5	6	285,474	6	305,202	6	305,202
3248	Electronics Technician Assistant	3	5	5	169,939	4	147,426	4	147,426
3249	Electronics Technician I: Commun	0	0	3	0	3	130,390	3	130,390
630	Employee Relations Manager	1	1	1	68,717	1	71,289	1	71,289
625	Employment & Compensation Mgr	1	1	1	74,073	1	74,318	1	74,318
3164	Engineer	1	1	1	65,018	1	65,229	1	65,229
1136	Facilities & Maintenance Manager	2	2	2	148,146	2	148,637	2	148,637
1115	Facilities Maintenance Tech	12	12	13	545,233	12	509,981	12	509,981
1116	Facilities Maintenance Tech Lead	2	2	2	88,074	2	89,232	2	89,232
1140	Facilities Services Manager	0	0	0	0	1	82,347	1	82,347
837	Finance & Admin Director	1	1	1	100,755	1	101,088	1	101,088
827	Financial Analyst	3	3	2	97,852	2	90,319	2	90,319
836	Financial Management Director	1	0	1	90,924	1	91,229	1	91,229
838	General Services Director	1	1	1	90,924	1	91,229	1	91,229
610	Human Resources Analyst	2	3	3	137,326	1	46,259	1	46,259
614	Human Resources Coordinator	4	4	6	339,506	6	344,542	6	344,542
640	Human Resources Director	1	1	1	90,144	1	88,088	1	88,088
1520	Industrial Machinist	1	1	1	41,941	1	42,890	1	42,890
2541	Information Systems Analyst I	0	0	4	193,499	4	192,364	4	192,364
2542	Information Systems Analyst II	8	8	6	236,276	7	333,225	7	333,225
2543	Information Systems Analyst III	0	0	3	159,778	3	167,461	3	167,461

Office of Management and Finance

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised		Proposed		Adopted	
		FY 1998	FY 1999	FY 1999-00	FY 1999-00	FY 2000-01	FY 2000-01	FY 2000-01	FY 2000-01
		No.	No.	No.	Amount	No.	Amount	No.	Amount
2544	Information Systems Analyst IV	2	3	5	304,483	3	166,910	3	166,910
2550	Information Systems Manager	0	2	0	0	1	73,861	1	73,861
2546	Information Systems Supervisor	4	4	0	0	1	56,380	1	56,380
2522	Information Systems Tech I	5	5	1	0	2	73,741	2	73,741
2523	Information Systems Tech II	0	0	5	228,948	3	139,372	3	139,372
2554	Information Technology Director	1	1	1	90,924	1	91,229	1	91,229
870	Investment Officer	1	1	1	71,832	1	78,229	1	78,229
125	Mail Clerk I	1	1	1	21,033	0	0	0	0
126	Mail Clerk II	1	1	1	32,341	0	0	0	0
129	Mail Supervisor	1	0	0	0	0	0	0	0
1200	Maintenance Worker	0	0	1	0	1	14,910	1	14,910
1208	Maintenance Worker	1	1	0	21,043	0	6,390	0	6,390
951	Management Analyst	0	0	2	0	0	0	0	0
2540	MIS Support Technician	1	1	0	38,462	0	0	0	0
1530	Motorcycle Mechanic	1	1	1	41,941	1	42,890	1	42,890
116	Office Manager	0	0	0	0	0	0	0	0
100	Office Support Specialist I	0	0	1	0	2	57,741	2	57,741
102	Office Support Specialist II	0	0	5	28,000	27	833,401	27	833,401
104	Office Support Specialist III	0	0	4	105,000	5	176,073	5	176,073
106	Office Support Specialist, Lead	0	0	0	0	1	39,061	1	39,061
1444	Painter, Lead	1	1	0	0	0	0	0	0
833	Principal Debt Analyst	1	2	1	65,416	1	70,616	1	70,616
832	Principal Financial Analyst	2	3	3	190,118	3	193,055	3	193,055
2545	Principal Info Systems Analyst	0	0	9	615,420	13	877,052	13	877,052
953	Principal Management Analyst	1	1	2	127,781	0	0	0	0
341	Print & Dist Cust Svc Rep Lead	0	0	0	0	1	42,445	1	42,445
340	Print & Distrib Cust Svc Rep	0	0	0	0	2	76,994	2	76,994
419	Procurement Assistant	3	3	4	128,264	4	145,378	4	145,378
424	Procurement Director	1	1	1	79,120	1	82,347	1	82,347
423	Procurement Manager	0	2	2	137,297	2	139,921	2	139,921
420	Procurement Specialist	1	1	1	56,400	1	44,116	1	44,116
421	Procurement Specialist, Senior	5	5	5	218,224	5	260,795	5	260,795
966	Program Coordinator	1	5	7	423,797	9	487,547	9	487,547
968	Program Manager I	3	2	3	120,633	3	170,834	3	170,834
970	Program Manager II	4	6	9	471,835	10	589,595	10	589,595
972	Program Manager IV	4	5	4	396,148	2	156,629	2	156,629
973	Program Manager V	0	0	1	90,924	1	91,229	1	91,229
964	Program Specialist	3	5	8	402,441	7	349,580	7	349,580
354	Reproduction Operator III	4	3	0	132,804	0	0	0	0
349	Reproduction Technician	2	2	2	0	0	0	0	0
350	Reprographic Operator I	5	7	8	250,845	8	250,633	8	250,633
351	Reprographic Operator II	6	7	8	301,599	4	151,964	4	151,964
353	Reprographic Operator III	0	0	3	0	2	89,190	2	89,190
853	Risk Management Director	1	1	1	86,376	1	86,653	1	86,653
846	Risk Specialist	6	5	3	156,559	3	161,155	3	161,155
850	Risk Supervisor	4	3	3	203,328	3	201,240	3	201,240
222	Secretarial Assistant	2	1	1	31,845	0	0	0	0
108	Secretarial Assistant	0	0	0	0	1	35,008	1	35,008
220	Secretarial Clerk I	9	7	2	110,544	0	0	0	0
221	Secretarial Clerk II	7	11	9	351,938	1	41,427	1	41,427
816	Senior Administrative Specialist	8	11	10	373,431	5	190,544	5	190,544
3256	Senior Communications Engineer	1	2	2	136,407	1	70,036	1	70,036
831	Senior Debt Analyst	2	1	2	115,953	2	115,087	2	115,087
828	Senior Financial Analyst	8	7	7	429,739	7	395,273	7	395,273
612	Senior Human Resources Analyst	10	9	7	363,678	10	497,842	10	497,842
2552	Senior Information Systems Mgr	3	4	5	325,789	5	344,858	5	344,858
952	Senior Management Analyst	0	0	3	52,628	4	221,333	4	221,333
1956	Senior Public Works Manager	1	1	0	82,079	0	0	0	0
848	Senior Risk Specialist	2	2	4	241,460	4	236,612	4	236,612
1056	Senior Trades Supervisor	2	3	1	60,364	1	60,570	1	60,570
1134	Sr Facilities & Maint Supervisor	1	0	0	0	0	0	0	0
407	Storekeeper II Auto Parts Spec	0	0	4	0	5	200,969	5	200,969
406	Storekeeper/Acquisition Spec II	0	0	0	0	1	38,293	1	38,293
408	Storekeeper/Acquisition Spec III	0	0	1	0	1	45,594	1	45,594
411	Stores Supervisor I	1	1	1	85,920	0	0	0	0
413	Stores System Manager	1	1	1	57,304	1	57,491	1	57,491
115	Supervising Clerk	2	2	2	68,049	0	0	0	0
3108	Technician II	2	2	1	41,492	0	0	0	0

Office of Management and Finance

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
3109	Technician III	4	4	4	188,752	0	0	0	0
305	Telecommunications Coordinator	3	3	0	0	0	0	0	0
1058	Trades Manager	1	1	1	62,838	1	67,080	1	67,080
1054	Trades Supervisor	8	9	9	443,409	8	446,353	8	446,353
650	Training & Development Analyst	2	2	1	47,479	0	0	0	0
1533	Vehicle & Equip Mechanic Lead	2	2	2	88,074	2	90,064	2	90,064
1532	Vehicle & Equipment Mechanic	40	44	46	1,920,725	47	1,981,510	47	1,981,510
1060	Vehicle Services Manager	0	0	1	0	1	85,717	1	85,717
1513	Welder	3	3	3	125,823	3	127,359	3	127,359
1511	Welder, Lead	1	1	1	44,037	1	44,179	1	44,179
TOTAL FULL-TIME POSITIONS		371	399	423	\$ 19,898,986	421	\$ 20,647,242	421	\$ 20,647,242

Administrative Services Division-General Services

OVERVIEW

Overall Management of BGS Operating Divisions The Administrative Services Division of the Bureau of General Services has management responsibility over all of the BGS divisions and provides them with financial planning and forecasting, budget preparation, accounting, and personnel services.

CHANGES FROM PRIOR YEAR

For FY 2000-01, the division added an accounting position. In order to provide customers with savings, the division cut a Management Analyst position.

Administration Division resources reflect more revenue coming into the division than there are expenditures. This is due to a fund level cash transfer from the General Fund to the Pension Debt Redemption Fund to pay for the division's portion of PERS debt.

Administrative Services Division-General Services AU 346

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	2	2	2	76,492	2	77,044	2	77,044
515	Accountant II	3	2	4	41,883	5	210,147	5	210,147
510	Accounting Technician	2	2	0	97,023	0	0	0	0
926	Administrative Services Manager	0	0	1	65,023	0	0	0	0
920	Administrative Supervisor I	1	1	1	51,729	1	51,896	1	51,896
924	Administrative Supervisor III	2	2	0	0	0	0	0	0
826	Assistant Financial Analyst	2	4	3	197,338	3	151,308	3	151,308
928	Bureau Administrative Manager	0	0	0	0	1	65,967	1	65,967
620	Bureau Human Resources Manager	0	0	0	0	1	67,673	1	67,673
838	General Services Director	1	1	1	90,924	1	91,229	1	91,229
951	Management Analyst	0	0	2	0	0	0	0	0
953	Principal Management Analyst	0	0	1	60,919	0	0	0	0
972	Program Manager IV	1	1	0	82,079	0	0	0	0
221	Secretarial Clerk II	1	1	0	24,869	0	0	0	0
828	Senior Financial Analyst	1	1	0	48,816	0	0	0	0
952	Senior Management Analyst	0	0	2	0	3	166,282	3	166,282
TOTAL FULL-TIME POSITIONS		16	17	17	\$ 837,095	17	\$ 881,546	17	\$ 881,546

Administrative Services Division-General Services AU 346

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	1,569,148	0	1,569,148	17.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	0	0	0	1.0	Accountant Position (w/in target rates)
	(77,422)	0	(77,422)	(1.0)	5% Budget Reduction -- Management Analyst
	(34,946)	0	(34,946)	0.0	PERS Adjustment
	(1,035)	0	(1,035)	0.0	BGS I/A Adjustment
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(113,403)	0	(113,403)	0.0	Total FY 2000-01 Decision Packages
			\$ 1,455,745	17.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0

Communication Services Division AU 360

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,639,319	1,968,295	2,318,125	2,575,781	2,575,781
External Materials and Services	4,835,748	5,530,955	7,589,531	5,729,197	5,729,197
Internal Materials and Services	853,993	920,260	872,984	944,051	944,051
Minor Capital Outlay	679,042	246,911	683,544	85,000	85,000
Equipment Cash Transfers	0	53,044	0	0	0
Total Operating Budget	8,008,102	8,719,465	11,464,184	9,334,029	9,334,029
Capital Improvements	221,015	749,965	1,685,146	8,213,000	8,213,000
TOTAL BUREAU EXPENDITURES	\$ 8,229,117	\$ 9,469,430	\$ 13,149,330	\$ 17,547,029	\$ 17,547,029
Allocated Overhead	200,112	227,065	255,455	283,086	275,475
Total Cost with Allocated Overhead	8,429,229	9,696,495	13,404,785	17,830,115	17,822,504
RESOURCES					
Communications Services Operating Fund		9,469,430	13,149,330	17,547,029	17,547,029
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Division Administration		728,602	811,329	1,074,688	1,074,688
<i>Positions</i>		6	6	5	5
Radio Shop		1,655,302	1,702,692	1,428,492	1,428,492
<i>Positions</i>		14	10	11	11
800 MHz Operations		1,544,604	2,798,874	1,661,344	1,661,344
<i>Positions</i>		7	9	8	8
Engineering		126,416	354,449	191,232	191,232
<i>Positions</i>		0	1	2	2
Telecommunications		4,794,350	4,977,957	13,147,873	13,147,873
<i>Positions</i>		7	9	12	12
Cash Transfers		551,943	2,206,894	43,400	43,400
<i>Positions</i>		0	0	0	0
Replacement Equipment		68,213	297,135	0	0
<i>Positions</i>		0	0	0	0
TOTAL PROGRAMS		\$ 9,469,430	\$ 13,149,330	\$ 17,547,029	\$ 17,547,029
<i>Positions</i>		33	35	37	37

Communication Services Division AU 360

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,006,318	1,191,871	1,592,913	1,885,380	1,885,380
512000 Part-Time Employees	12,596	33,575	12,000	40,000	40,000
514000 Overtime	22,706	24,156	34,000	36,000	36,000
515000 Premium Pay	32,286	31,833	34,500	35,000	35,000
517000 Benefits	425,814	523,658	644,712	778,550	778,550
518000 Paid Absence	148,543	196,335	0	0	0
Total Personnel Services	1,648,263	2,001,428	2,318,125	2,774,930	2,774,930
Materials and Services					
External Materials and Services					
521000 Professional Services	54,009	288,898	305,500	394,500	394,500
522000 Utilities	26,654	25,536	41,900	33,500	33,500
523000 Equipment Rental	14,640	21,922	27,900	24,400	24,400
524000 Repair & Maintenance Services	574,415	642,182	641,300	620,300	620,300
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	2,811,511	3,521,422	3,812,276	5,252,915	5,252,915
531000 Office Supplies	10,094	10,223	13,000	12,000	12,000
532000 Operating Supplies	25,482	19,708	33,500	26,500	26,500
533000 Repair & Maintenance Supplies	348,771	320,908	481,446	304,000	304,000
534000 Minor Equipment & Tools	919,693	1,030,497	2,629,205	402,400	402,400
535000 Clothing & Uniforms	2,519	5,022	9,600	10,400	10,400
539000 Other Commodities External	0	0	0	0	0
541000 Education	40,707	39,874	57,300	74,100	74,100
542000 Local Travel	955	5,221	4,750	5,100	5,100
543000 Out-of-Town Travel	31,924	41,528	71,000	56,000	56,000
544000 Space Rental	60,434	58,566	85,000	85,582	85,582
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	1,733	15,262	16,000	23,500	23,500
Total External Materials and Services	4,923,541	6,046,769	8,229,677	7,325,197	7,325,197
Internal Materials and Services					
551000 Fleet Services	50,222	48,030	56,741	50,913	50,913
552000 Printing & Distribution	25,908	25,587	23,043	12,598	12,598
553000 Facilities Services	406,467	406,138	334,996	381,133	381,133
554000 Communications Services	0	0	0	0	0
555000 Data Processing Services	32,263	44,313	43,643	38,705	38,705
556000 Insurance	47,731	46,586	48,263	61,225	61,225
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	309,303	362,841	366,298	399,477	399,477
Total Internal Materials and Services	871,894	933,495	872,984	944,051	944,051
Total Materials and Services	5,795,435	6,980,264	9,102,661	8,269,248	8,269,248
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	779,618	434,694	1,728,544	6,502,851	6,502,851
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	779,618	434,694	1,728,544	6,502,851	6,502,851
573000 Equipment Cash Transfers	0	53,044	0	0	0
576000 Minor Equipment Transfers	5,801	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 8,229,117	\$ 9,469,430	\$ 13,149,330	\$ 17,547,029	\$ 17,547,029

Communication Services Division AU 360

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
114	Clerical Specialist	1	2	0	58,038	0	0	0	0
3258	Commun & Networking Svcs Mgr	0	0	0	0	1	82,347	1	82,347
3255	Communications Engineer	0	0	0	0	4	190,863	4	190,863
3250	Electronic Tech I Traffic Signal	2	3	0	122,112	0	0	0	0
3251	Electronic Tech II Communication	6	5	6	285,474	6	305,202	6	305,202
3248	Electronics Technician Assistant	3	5	5	169,939	4	147,426	4	147,426
3249	Electronics Technician I: Commun	0	0	3	0	3	130,390	3	130,390
1136	Facilities & Maintenance Manager	1	1	1	74,073	1	74,319	1	74,319
2541	Information Systems Analyst I	0	0	3	150,660	3	147,620	3	147,620
2542	Information Systems Analyst II	1	0	1	0	1	51,398	1	51,398
2550	Information Systems Manager	0	0	0	0	1	73,861	1	73,861
102	Office Support Specialist II	0	0	2	0	2	58,323	2	58,323
104	Office Support Specialist III	0	0	1	0	1	34,861	1	34,861
966	Program Coordinator	1	1	1	54,502	1	57,491	1	57,491
972	Program Manager IV	1	2	2	157,726	1	79,048	1	79,048
964	Program Specialist	0	2	2	102,677	2	106,227	2	106,227
220	Secretarial Clerk I	2	0	0	0	0	0	0	0
221	Secretarial Clerk II	0	1	0	26,206	0	0	0	0
3256	Senior Communications Engineer	1	2	2	136,407	1	70,036	1	70,036
2552	Senior Information Systems Mgr	0	0	1	0	1	78,862	1	78,862
1056	Senior Trades Supervisor	1	1	1	60,364	1	60,570	1	60,570
406	Storekeeper/Acquisition Spec II	0	0	0	0	1	38,293	1	38,293
408	Storekeeper/Acquisition Spec III	0	0	1	0	1	45,594	1	45,594
411	Stores Supervisor I	1	1	0	43,455	0	0	0	0
3108	Technician II	1	1	0	0	0	0	0	0
3109	Technician III	2	2	2	97,044	0	0	0	0
305	Telecommunications Coordinator	3	3	0	0	0	0	0	0
1054	Trades Supervisor	0	1	1	54,236	1	52,649	1	52,649
TOTAL FULL-TIME POSITIONS		27	33	35	\$ 1,592,913	37	\$ 1,885,380	37	\$ 1,885,380

Communication Services Division AU 360

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	9,272,758	0	9,272,758	35.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	56,270	0	56,270	1.0	Acquisition Specialist Position
	(264,999)	0	(264,999)	(2.0)	5% Budget Reduction
	270,000	0	270,000	0.0	Motorola Software Subscription Agreement
	0	8,213,000	8,213,000	3.0	Integrated Regional Network Enterprise (IRNE)
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	61,271	8,213,000	8,274,271	2.0	Total FY 2000-01 Decision Packages
			\$ 17,547,029	37.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	200,000	0	200,000		800 MHz Major Maintenance
			\$ 200,000	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	(19,333)	0	(19,333)	0.0	IRNE (Tenative Figures)
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(19,333)	0	(19,333)	0.0	0
			\$ (19,333)	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0

Facilities Services Division

OVERVIEW

Facilities Services

The Facilities Services Division of the Bureau of General Services handles the facility requirements for all City operations, with the exception of buildings owned and operated by the utility bureaus (Water and Environmental Services), and the Parks and Fire, Rescue and Emergency Services bureaus.

These requirements include:

- ◆ Facility planning,
- ◆ Remodeling and new construction,
- ◆ Real property management, and
- ◆ Building maintenance.

The Facilities Services Division works to keep City buildings sound and well maintained.

This division is 100% supported by interagency charges. These charges occur in two separate ways:

1. The rental rates charged to the occupants of the Portland Building, City Hall, various police facilities, and the Communication Center cover full maintenance and operations for these buildings, including preventive maintenance, utilities, repair, security, and major maintenance.
2. The division has service agreements with other bureaus to provide a variety of facility services. When the division serves as project manager on projects, a portion of the project budget is allocated for project management and is covered by project costs.

During the fiscal year, the Facilities Services Division continues a series of projects to keep City's programs operating efficiently in sound, well-maintained buildings and to protect the City's investment in its building assets.

Program highlights include projects to support public safety, projects to preserve the usefulness of existing facilities through major maintenance and repairs, and projects to save money for long-term City operations.

Facilities Services, in partnership with the Fire Bureau, manages the new Fire, Rescue and Emergency Services Facility Bond Construction Fund set up to account for the proceeds from the general obligation bond sales approved by voters in November of 1998.

CHANGES FROM PRIOR YEAR

1900 Building

Construction has been completed at the Development Building, located at 1900 SW 4th Ave. This building will house various City bureaus: the Office of Planning and Development Review, the Bureau of Planning, the License Bureau, the Hearings Office, and the Portland Development Commission. This building improves service to the public and locates nearly all City offices downtown in City-owned buildings.

- The Portland Building** During last fiscal year, the re-occupancy plan for The Portland Building was completed, returning bureaus from leased space to the building. With this re-occupancy, the building spaces were renovated to meet modern technological, ergonomic furniture, and efficient space standards. In conjunction, many of the building lobbies were also renovated with a consistent design. The lobbies on floors 4, 7, 8, 9, 10, 11, and 12 have been upgraded to the new standards. Savings from this re-occupancy are now being achieved through an increased population in the building and a near-elimination of rent costs from non City-owned buildings.
- Fire and Rescue** FY 2001-2002 will be years two and three of the ten-year GO bond program to upgrade 20 existing Fire and Rescue stations and build 11 new stations. Planning is now nearing completion, and during these two fiscal years construction will be underway on 4 to 6 new stations and twelve renovations. Facilities Services is working closely with the Portland Fire Bureau staff to assure that citizens are assured emergency coverage during this improvement program.
- Service Level Reductions** The Facilities Services Division of the Bureau of General Services reduced its buildings' operations and maintenance budget. These budget reduction measures will generate savings Citywide.
- These measures include:
- ◆ Reductions in maintenance mechanic hours and contracted services and supplies.
 - ◆ Reductions in contracted security services in The Portland Building (TPB) through strategic restructuring of the TPB Security Plan.
 - ◆ Reductions in utilities expenses in The Portland Building and City Hall through energy efficient management practices.

Overview of Programs

PROPERTY MANAGEMENT

This section provides management of the City's real properties.

Property Management services include:

- ◆ Evaluating real property transactions;
- ◆ Negotiating for acquisition and disposal of real property;
- ◆ Managing the City's commercial property leases and rentals; and
- ◆ Evaluating unassigned or surplus property and complete disposition of those properties.

PROJECT MANAGEMENT

This section provides construction planning and management to most City bureaus.

Project Management services include:

- ◆ Construction cost estimation;
- ◆ Consultant selection and management;
- ◆ Capital improvement project planning;
- ◆ Coordination of moves;
- ◆ Construction supervision; and
- ◆ Record keeping of contract documents.

BUILDING OPERATIONS

This section provides overall building operations oversight for the buildings within the Facilities Services Division portfolio.

Buildings Operation services include:

- ◆ Customer service desk and work order management;
- ◆ Security contract management and policy development;
- ◆ Recycling services and waste management;
- ◆ Employee Identification program administration, including "smart ID" programming;
- ◆ Meeting room scheduling, meeting room set-ups, and meeting room services and accessories;
- ◆ Scheduling and coordinating special events, including private parties and receptions;
- ◆ Janitorial contract administration and compliance;
- ◆ Elevator program management, including monitoring, maintenance contract, and capital projects; and
- ◆ Landscape services for building grounds.

FACILITIES MAINTENANCE

This section provides maintenance services to buildings within the Facilities Services Division portfolio.

Facilities Maintenance services include:

- ◆ Preventive Maintenance of building systems, including HVAC, electrical, and plumbing systems;
- ◆ Management of capital projects associated with building systems;
- ◆ Operation of a 24-hour, seven-day-a-week building maintenance and repair program, responding to occupant concerns. (Approximately 1,200 demand work orders are accomplished annually.); and
- ◆ Conducting an annual building Inspection Program to protect the City's building infrastructure.

ADMINISTRATIVE SUPPORT

This section provides overall management and administrative support to the other programs in the Facilities Services Division.

Administrative Support services include:

- ◆ Division management and strategic direction;
- ◆ Information technology services, including management of the Span-FM and Paragon software systems;
- ◆ IT support for PC users; and
- ◆ Budget and capital program oversight.

Facilities Services Division AU 732

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,501,677	1,621,778	2,225,591	2,502,187	2,502,187
External Materials and Services	5,248,417	7,638,060	9,970,589	10,530,104	10,530,104
Internal Materials and Services	819,715	1,046,566	1,005,324	1,176,529	1,176,529
Minor Capital Outlay	0	5,638	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	7,569,809	10,312,042	13,201,504	14,208,820	14,208,820
Capital Improvements	21,511,276	22,446,448	15,927,429	3,521,492	3,521,492
TOTAL BUREAU EXPENDITURES	\$ 29,081,085	\$ 32,758,490	\$ 29,128,933	\$ 17,730,312	\$ 17,730,312
Allocated Overhead	634,209	633,036	783,032	718,519	706,480
Total Cost with Allocated Overhead	29,715,294	33,391,526	29,911,965	18,448,831	18,436,792
RESOURCES					
Facilities Services Fund		32,758,490	29,128,933	17,730,312	17,730,312
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Building Operations		0	0	314,035	314,035
<i>Positions</i>		0	0	5	5
Property Management		343,929	155,633	159,780	159,780
<i>Positions</i>		1	2	2	2
Project Management		22,789,633	19,235,494	7,337,307	7,337,307
<i>Positions</i>		9	12	9	9
Facilities Maintenance		8,652,610	8,940,039	9,164,582	9,164,582
<i>Positions</i>		16	19	19	19
Administrative Support		972,318	797,767	754,608	754,608
<i>Positions</i>		5	4	2	2
TOTAL PROGRAMS		\$ 32,758,490	\$ 29,128,933	\$ 17,730,312	\$ 17,730,312
<i>Positions</i>		31	37	37	37

Facilities Services Division AU 732

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,113,006	1,187,941	1,742,236	1,839,315	1,839,315
512000 Part-Time Employees	453	2,910	0	0	0
514000 Overtime	72,237	55,388	42,621	43,516	43,516
515000 Premium Pay	23,693	23,837	17,169	17,529	17,529
517000 Benefits	502,969	514,307	683,607	703,530	703,530
518000 Paid Absence	239,873	231,289	0	0	0
Total Personnel Services	1,952,231	2,015,672	2,485,633	2,603,890	2,603,890
Materials and Services					
External Materials and Services					
521000 Professional Services	1,204,833	1,306,724	1,532,863	1,262,543	1,262,543
522000 Utilities	1,184,347	1,397,698	1,480,125	1,762,051	1,762,051
523000 Equipment Rental	0	277	0	0	0
524000 Repair & Maintenance Services	1,818,591	2,513,201	4,283,119	3,941,004	3,941,004
525000 Non-Capital Improvement	1,817,947	2,974,841	7,417,804	3,600,159	3,600,159
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	862,507	1,501,937	1,007,573	65,350	65,350
531000 Office Supplies	6,745	8,539	4,838	8,250	8,250
532000 Operating Supplies	66,541	116,906	83,220	127,263	127,263
533000 Repair & Maintenance Supplies	272,969	266,958	207,392	247,094	247,094
534000 Minor Equipment & Tools	2,072,478	479,966	2,467,330	80,648	80,648
535000 Clothing & Uniforms	1,257	1,554	1,356	1,400	1,400
539000 Other Commodities External	5,092	4,908	0	0	0
541000 Education	10,175	22,062	15,408	20,895	20,895
542000 Local Travel	563	1,034	3,655	2,920	2,920
543000 Out-of-Town Travel	801	3,380	999	971	971
544000 Space Rental	1,933,006	1,420,417	850,567	821,192	821,192
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	532,480	407,468	1,612,336	848,993	848,993
Total External Materials and Services	11,790,332	12,427,870	20,968,585	12,790,733	12,790,733
Internal Materials and Services					
551000 Fleet Services	40,629	45,897	49,291	56,941	56,941
552000 Printing & Distribution	43,081	30,962	52,344	51,836	51,836
553000 Facilities Services	0	0	0	0	0
554000 Communications Services	333,467	168,189	277,832	317,501	317,501
555000 Data Processing Services	33,782	64,203	68,968	58,421	58,421
556000 Insurance	95,327	89,419	92,638	116,140	116,140
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	581,964	749,839	668,252	778,690	778,690
Total Internal Materials and Services	1,128,250	1,148,509	1,209,325	1,379,529	1,379,529
Total Materials and Services	12,918,582	13,576,379	22,177,910	14,170,262	14,170,262
Capital Outlay					
561000 Land	300,763	(300,763)	0	0	0
562000 Buildings	13,654,828	17,400,197	4,465,390	956,160	956,160
563000 Improvements	14,174	45,825	0	0	0
564000 Capital Equipment	147,506	20,880	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	14,117,271	17,166,139	4,465,390	956,160	956,160
573000 Equipment Cash Transfers	93,001	0	0	0	0
576000 Minor Equipment Transfers	0	300	0	0	0
TOTAL DIVISION EXPENSES	\$ 29,081,085	\$ 32,758,490	\$ 29,128,933	\$ 17,730,312	\$ 17,730,312

Facilities Services Division AU 732

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	1	0	1	42,764	1	44,578	1	44,578
815	Administrative Specialist	1	1	0	0	0	0	0	0
3134	Architect	2	1	1	65,374	0	0	0	0
962	Assistant Program Specialist	0	0	1	41,580	1	44,092	1	44,092
1052	Assistant Trades Supervisor	0	0	2	90,517	2	96,385	2	96,385
3164	Engineer	1	1	1	65,018	1	65,229	1	65,229
1136	Facilities & Maintenance Manager	1	1	1	74,073	1	74,318	1	74,318
1115	Facilities Maintenance Tech	12	12	13	545,233	12	509,981	12	509,981
1116	Facilities Maintenance Tech Lead	2	2	2	88,074	2	89,232	2	89,232
1140	Facilities Services Manager	0	0	0	0	1	82,347	1	82,347
2542	Information Systems Analyst II	0	0	0	0	1	46,194	1	46,194
102	Office Support Specialist II	0	0	0	0	2	53,251	2	53,251
966	Program Coordinator	0	1	1	51,084	1	53,343	1	53,343
968	Program Manager I	0	0	0	0	1	52,856	1	52,856
970	Program Manager II	1	5	7	346,997	9	525,885	9	525,885
972	Program Manager IV	1	1	1	82,079	0	0	0	0
221	Secretarial Clerk II	0	2	2	58,475	1	41,427	1	41,427
1134	Sr Facilities & Maint Supervisor	1	0	0	0	0	0	0	0
3108	Technician II	1	1	1	41,492	0	0	0	0
3109	Technician III	2	2	2	91,708	0	0	0	0
1054	Trades Supervisor	1	1	1	57,768	1	60,197	1	60,197
TOTAL FULL-TIME POSITIONS		27	31	37	\$ 1,742,236	37	\$ 1,839,315	37	\$ 1,839,315

Facilities Services Division AU 732

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	17,451,250	0	17,451,250	37.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	0
Mayor's Proposed Budget Decisions	3,638,705	0	3,638,705	0.0	Capital Projects
	14,520	0	14,520	1.0	Office Specialist 2 position
	(248,900)	0	(248,900)	0.0	Delay Purchasing Remodel
	(787,000)	0	(787,000)	0.0	Cut EOC Relocation
	(2,256,772)	0	(2,256,772)	0.0	Cut Pearl District Garage
	(350,879)	0	(350,879)	(1.0)	5% Budget Reduction
	14,000	0	14,000	0.0	Mounted Patrol Facilities Operations &
	255,248	0	255,248	0.0	Major Maintenance Restorations
	0	0	0	0.0	I/A Adjustments
	140	0	140	0.0	Bureau Service Level Adjustments
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	279,062	0	279,062	0.0	Total FY 2000-01 Decision Packages
			\$ 17,730,312	37.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0	1.0	Project Manager (in rates)
			\$ 0	1.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	0
			\$ 0	0.0	0

Bureau of Financial Management

OVERVIEW

This program is composed of the Divisions of Financial Planning and Accounting and includes the Grants Compliance, Public Finance and Treasury, Spectator Facilities, and Urban Services teams.

Major program activities include:

- ◆ Operating budget development.
- ◆ Financial planning and operational review of the City's utilities -- water, sewer, and transportation -- in concert with the City's Public Utility Review Board.
- ◆ Long-range financial forecasting for the City's General Fund and related funds.
- ◆ Capital budget planning, development, and management of the Capital Review Committee.
- ◆ Management of the City's corporate accounting systems and processes, including preparation of the Comprehensive Annual Financial Report.
- ◆ Debt issuance and compliance.
- ◆ Preservation of the City's Aaa credit rating.
- ◆ Oversight of the Oregon Arena and leadership in the Civic Stadium redevelopment project.
- ◆ Management of the City's approximately \$600 million investment portfolio.
- ◆ Collaboration with regional jurisdictions in 2040 growth and ORS 195 service delivery policy issues.
- ◆ Federal, state, and foundation grant management, including oversight of the Federal Single Audit and Davis-Bacon.

CHANGES FROM PRIOR YEAR

Starting with the FY 2000-01 Adopted Budget, bureau expenses for Risk Management and the Bureau of Information Technology are reflected in their operating funds instead of AU 307. The bureau expenses for the Revised Budget and for prior years appear in the Bureau of Financial Management Program to reflect that the programs were formerly budgeted in AU 307.

Bureau of Financial Management AU 307

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	4,443,296	4,473,069	4,972,492	4,933,576	4,933,576
External Materials and Services	628,543	792,835	1,586,198	1,181,815	1,491,815
Internal Materials and Services	1,538,943	1,885,255	2,030,839	1,340,728	1,340,728
Minor Capital Outlay	0	38,274	5,730	0	0
Equipment Cash Transfers	1,200	0	0	0	0
Total Operating Budget	6,611,982	7,189,433	8,595,259	7,456,119	7,766,119
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 6,611,982	\$ 7,189,433	\$ 8,595,259	\$ 7,456,119	\$ 7,766,119
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	6,611,982	7,189,433	8,595,259	7,456,119	7,766,119
RESOURCES					
General Fund Discretionary		7,891,833	7,890,160	3,541,625	4,282,847
Non-Discretionary Revenues					
Grants & Donations		54,836	0	0	0
Contract Revenues		159,140	142,512	159,485	159,485
Interagency Revenues		1,298,055	1,767,162	1,536,923	1,596,923
Program Revenue		499,124	296,219	317,399	317,399
Bond & Note Proceeds		0	100,000	0	0
Overhead Revenues		5,019,154	5,392,496	5,273,967	5,060,472
Total Non-Discretionary Revenues		7,030,309	7,698,389	7,287,774	7,134,279
TOTAL GENERAL FUND RESOURCES		\$ 14,922,142	\$ 15,588,549	\$ 10,829,399	\$ 11,417,126
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Financial Planning and Management		7,139,875	8,251,515	7,169,497	7,479,497
<i>Positions</i>		66	70	66	66
Information Technology Planning and Operations		8,362,053	10,879,826	206,366	206,366
<i>Positions</i>		48	51	1	1
Risk Management		3,270,510	4,351,743	80,256	80,256
<i>Positions</i>		37	37	0	0
TOTAL PROGRAMS		\$ 18,772,438	\$ 23,483,084	\$ 7,456,119	\$ 7,766,119
<i>Positions</i>		150	158	67	67

Bureau of Financial Management AU 307

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	2,659,822	2,684,595	3,483,098	3,508,904	3,508,904
512000 Part-Time Employees	118,474	135,909	118,381	96,905	96,905
514000 Overtime	6,435	23,467	55,853	56,129	56,129
515000 Premium Pay	4,233	4,812	700	700	700
517000 Benefits	1,147,835	1,134,290	1,314,460	1,270,938	1,270,938
518000 Paid Absence	506,497	489,996	0	0	0
Total Personnel Services	4,443,296	4,473,069	4,972,492	4,933,576	4,933,576
Materials and Services					
External Materials and Services					
521000 Professional Services	300,800	339,562	341,720	200,197	260,197
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	14,760	14,760	22,000	22,682	22,682
524000 Repair & Maintenance Services	4,425	3,038	46,252	41,661	41,661
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	58,516	156,359	71,464	167,391	167,391
531000 Office Supplies	38,363	29,907	49,335	67,817	67,817
532000 Operating Supplies	21,282	39,810	295,006	52,546	52,546
533000 Repair & Maintenance Supplies	79	0	122	126	126
534000 Minor Equipment & Tools	83,444	41,188	66,892	108,966	108,966
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	(43)	248	1,822	1,878	1,878
541000 Education	34,821	65,314	124,148	104,011	104,011
542000 Local Travel	1,920	984	2,675	2,757	2,757
543000 Out-of-Town Travel	24,902	34,099	44,482	35,956	35,956
544000 Space Rental	(1,035)	25	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	46,309	67,541	520,280	375,827	625,827
Total External Materials and Services	628,543	792,835	1,586,198	1,181,815	1,491,815
Internal Materials and Services					
551000 Fleet Services	636	769	150	155	155
552000 Printing & Distribution	129,990	125,210	155,377	137,514	137,514
553000 Facilities Services	327,679	490,029	331,376	349,267	349,267
554000 Communications Services	59,440	65,099	65,594	72,245	72,245
555000 Data Processing Services	893,116	1,020,743	1,171,387	518,199	518,199
556000 Insurance	54,692	52,046	54,989	65,723	65,723
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	73,390	131,359	251,966	197,625	197,625
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	1,538,943	1,885,255	2,030,839	1,340,728	1,340,728
Total Materials and Services	2,167,486	2,678,090	3,617,037	2,522,543	2,832,543
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	38,274	5,730	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	38,274	5,730	0	0
573000 Equipment Cash Transfers	1,200	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 6,611,982	\$ 7,189,433	\$ 8,595,259	\$ 7,456,119	\$ 7,766,119

Bureau of Financial Management AU 307

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	6	5	7	242,982	8	299,782	8	299,782
515	Accountant II	6	7	6	271,861	6	262,457	6	262,457
516	Accountant III	0	0	0	0	6	285,515	6	285,515
533	Accounting Manager	1	1	1	82,079	1	82,347	1	82,347
531	Accounting Supervisor II	4	3	2	117,108	3	174,513	3	174,513
510	Accounting Technician	10	10	10	241,006	2	62,073	2	62,073
511	Accounts Payable Audit Clerk	1	1	1	33,012	0	0	0	0
926	Administrative Services Manager	1	1	2	119,078	2	117,021	2	117,021
920	Administrative Supervisor I	0	0	1	51,729	1	51,896	1	51,896
2531	Applications Analyst I	0	0	0	0	1	40,943	1	40,943
2534	Applications Analyst IV	0	0	1	58,380	1	59,794	1	59,794
826	Assistant Financial Analyst	0	0	1	51,532	0	0	0	0
944	City Economist	1	1	1	77,971	1	78,194	1	78,194
860	City Treasurer	1	1	1	77,971	1	75,015	1	75,015
114	Clerical Specialist	5	5	4	129,364	0	0	0	0
834	Debt Manager	1	1	1	78,981	1	78,088	1	78,088
942	Economist I	3	3	2	120,730	2	121,140	2	121,140
943	Economist II	1	1	1	70,384	1	70,616	1	70,616
837	Finance & Admin Director	1	1	1	75,566	1	75,816	1	75,816
827	Financial Analyst	3	3	2	97,852	2	90,319	2	90,319
836	Financial Management Director	1	0	1	90,924	1	91,229	1	91,229
870	Investment Officer	1	1	1	71,832	1	78,229	1	78,229
100	Office Support Specialist I	0	0	0	0	1	29,994	1	29,994
102	Office Support Specialist II	0	0	0	0	6	197,732	6	197,732
104	Office Support Specialist III	0	0	0	0	1	36,629	1	36,629
833	Principal Debt Analyst	1	2	1	65,416	1	70,616	1	70,616
832	Principal Financial Analyst	2	3	3	190,118	3	193,055	3	193,055
953	Principal Management Analyst	1	1	1	66,862	0	0	0	0
968	Program Manager I	1	1	2	60,366	1	57,408	1	57,408
970	Program Manager II	1	1	2	124,838	1	63,710	1	63,710
973	Program Manager V	0	0	1	68,193	1	68,422	1	68,422
964	Program Specialist	1	1	1	52,091	0	0	0	0
220	Secretarial Clerk I	2	2	1	29,302	0	0	0	0
221	Secretarial Clerk II	2	2	4	103,819	0	0	0	0
816	Senior Administrative Specialist	2	1	1	25,403	1	30,941	1	30,941
831	Senior Debt Analyst	2	1	2	115,953	2	115,087	2	115,087
828	Senior Financial Analyst	7	6	7	380,923	7	395,273	7	395,273
952	Senior Management Analyst	0	0	1	39,471	1	55,051	1	55,051
650	Training & Development Analyst	1	1	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		69	66	72	\$ 3,483,097	67	\$ 3,508,905	67	\$ 3,508,905

Bureau of Human Resources

OVERVIEW

The Bureau of Human Resources, Affirmative Action, and the Citywide Service Improvement Program comprise the Human Resources Program. Major objectives of the program include:

- ◆ Leadership in development and implementation of a Citywide Human Resources Strategy.
- ◆ Formulation of cooperative labor-management strategies.
- ◆ Recruitment and selection of qualified candidates for City positions.
- ◆ Development and administration of a Citywide employee development program.
- ◆ Maintenance of a contemporary and effective classification and compensation system.
- ◆ Outreach efforts to ensure a work force representative of the community.
- ◆ Awareness training which promotes an organizational culture which values diversity and provides equal opportunity.
- ◆ Leadership in building labor and management partnerships and projects directed toward improved organizational performance, in collaboration with the City Council, City managers, and labor.

Bureau of Human Resources AU 307

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,952,215	2,135,326	2,377,108	2,479,217	2,479,217
External Materials and Services	625,069	769,811	920,916	518,369	668,369
Internal Materials and Services	565,768	575,808	609,647	555,733	555,733
Minor Capital Outlay	16,288	95,509	0	0	0
Equipment Cash Transfers	1,300	0	0	0	0
Total Operating Budget	3,160,640	3,576,454	3,907,671	3,553,319	3,703,319
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 3,160,640	\$ 3,576,454	\$ 3,907,671	\$ 3,553,319	\$ 3,703,319
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	3,160,640	3,576,454	3,907,671	3,553,319	3,703,319
RESOURCES					
General Fund Discretionary		0	0	0	0
Non-Discretionary Revenues					
Grants & Donations		18,753	76,033	0	0
Contract Revenues		10,000	10,000	0	0
Interagency Revenues		0	0	52,312	52,312
Program Revenue		29,306	0	0	0
Total Non-Discretionary Revenues		58,059	86,033	52,312	52,312
TOTAL GENERAL FUND RESOURCES		\$ 58,059	\$ 86,033	\$ 52,312	\$ 52,312
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
PERSONNEL		0	0	11,076	11,076
<i>Positions</i>		0	0	0	0
Human Resources		3,311,863	3,529,275	3,237,884	3,387,884
<i>Positions</i>		33	33	35	35
Citywide Service Improvement Initiative		256,563	378,396	304,359	304,359
<i>Positions</i>		2	3	2	2
TOTAL PROGRAMS		\$ 3,568,426	\$ 3,907,671	\$ 3,553,319	\$ 3,703,319
<i>Positions</i>		35	36	37	37

Bureau of Human Resources AU 307

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,200,661	1,311,722	1,719,232	1,796,546	1,796,546
512000 Part-Time Employees	40,515	29,194	9,953	17,685	17,685
514000 Overtime	77	768	2,541	3,250	3,250
515000 Premium Pay	185	0	0	0	0
517000 Benefits	504,887	550,221	645,382	661,736	661,736
518000 Paid Absence	205,890	243,421	0	0	0
Total Personnel Services	1,952,215	2,135,326	2,377,108	2,479,217	2,479,217
Materials and Services					
External Materials and Services					
521000 Professional Services	340,733	402,782	594,956	191,464	341,464
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	8,722	9,216	17,377	18,201	18,201
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	90,182	113,336	91,854	100,396	100,396
531000 Office Supplies	36,955	128,130	33,039	35,129	35,129
532000 Operating Supplies	1,094	0	1,875	3,029	3,029
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	12,246	10,113	26,050	26,438	26,438
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	0	0	0	0
541000 Education	80,075	60,393	75,277	44,261	44,261
542000 Local Travel	764	142	850	787	787
543000 Out-of-Town Travel	15,560	8,167	14,795	10,956	10,956
544000 Space Rental	3	0	500	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	70	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	38,665	37,532	64,343	87,708	87,708
Total External Materials and Services	625,069	769,811	920,916	518,369	668,369
Internal Materials and Services					
551000 Fleet Services	3,611	2,814	5,820	5,408	5,408
552000 Printing & Distribution	89,290	109,805	124,119	123,538	123,538
553000 Facilities Services	246,454	205,221	238,558	179,991	179,991
554000 Communications Services	39,412	42,415	49,185	52,968	52,968
555000 Data Processing Services	132,140	156,754	163,113	158,694	158,694
556000 Insurance	29,772	27,555	28,352	34,571	34,571
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	25,089	31,244	500	563	563
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	565,768	575,808	609,647	555,733	555,733
Total Materials and Services	1,190,837	1,345,619	1,530,563	1,074,102	1,224,102
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	16,288	95,509	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	16,288	95,509	0	0	0
573000 Equipment Cash Transfers	1,300	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 3,160,640	\$ 3,576,454	\$ 3,907,671	\$ 3,553,319	\$ 3,703,319

Bureau's of Financial Management and Human Resources AU 307 FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
514	Accountant I	0	0	0	7,169	0	0	0	0
926	Administrative Services Manager	0	0	0	16,593	1	79,588	1	79,588
920	Administrative Supervisor I	0	0	0	0	1	43,748	1	43,748
924	Administrative Supervisor III	0	1	1	54,821	1	57,252	1	57,252
962	Assistant Program Specialist	0	0	0	0	1	46,634	1	46,634
114	Clerical Specialist	4	5	6	179,635	0	0	0	0
630	Employee Relations Manager	1	1	1	68,717	1	71,289	1	71,289
625	Employment & Compensation Mgr	1	1	1	74,073	1	74,318	1	74,318
837	Finance & Admin Director	0	0	0	25,189	0	25,272	0	25,272
610	Human Resources Analyst	2	3	3	137,326	1	46,259	1	46,259
614	Human Resources Coordinator	4	4	6	339,506	6	344,542	6	344,542
640	Human Resources Director	1	1	1	90,144	1	88,088	1	88,088
102	Office Support Specialist II	0	0	0	0	9	277,336	9	277,336
973	Program Manager V	0	0	0	22,731	0	22,807	0	22,807
108	Secretarial Assistant	0	0	0	0	1	35,008	1	35,008
222	Secretarial Assistant	1	1	1	31,845	0	0	0	0
221	Secretarial Clerk II	1	1	2	46,995	0	0	0	0
816	Senior Administrative Specialist	3	5	4	166,877	2	86,562	2	86,562
612	Senior Human Resources Analyst	10	9	7	363,678	10	497,842	10	497,842
952	Senior Management Analyst	0	0	0	13,157	0	0	0	0
115	Supervising Clerk	1	1	1	33,297	0	0	0	0
650	Training & Development Analyst	1	1	1	47,479	0	0	0	0
TOTAL FULL-TIME POSITIONS		31	35	36	\$ 1,719,232	37	\$ 1,796,545	37	\$ 1,796,545

Bureau's of Financial Management and Human Resources AU 307

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	11,731,746	0	11,731,746	104.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments					
	0	0	0	0.0	None
Mayor's Proposed Budget Decisions					
	(206,025)	0	(206,025)	0.0	2.5% reduction
	100,000	0	100,000	0.0	Service Improvement Initiative add back
	(14,873)	0	(14,873)	0.0	BGS I/A reductions
	0	(224,466)	(224,466)	0.0	BIT Transfer - technical organization realignment
	(376,944)	0	(376,944)	0.0	GIS Transfer - technical organizational realignment
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	60,000	60,000	0.0	PERS debt issuance costs
	0	150,000	150,000	0.0	Carryover non-rep/COPPEA class comp studies
	0	250,000	250,000	0.0	Carryover OM&F reorganization
	(497,842)	235,534	(262,308)	0.0	Total FY 2000-01 Decision Packages
			\$ 11,469,438	104.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions					
	0	0	0	0.0	None
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Bureau of Information Technology

OVERVIEW

The Information Technology Program coordinates four major technology programs: the Bureau of Information Technology (BIT), the Corporate Geographic Information Systems (CGIS) Program, the Information Technology Strategic (ITSP) Team, and the OMF-operated Technology Learning Center.

The objectives of the program are to:

- ◆ Develop, implement, operate, and maintain quality and cost effective departmental and Citywide information systems based on process analysis and application of appropriate technology to meet the City's business needs.
- ◆ Support users in the productive use of information technology through training, troubleshooting, and service restoration.
- ◆ Development of Citywide strategies to improve application of technology both to improve citizen access to information and services as well as to improve the internal effectiveness of City operations.

CHANGES FROM PRIOR YEAR

Starting with the FY 2000-01 Adopted Budget, bureau expenses for Risk Management and the Bureau of Information Technology are reflected in their operating funds instead of AU 307. The bureau expenses for the Revised Budget and for prior years appear in the Bureau of Financial Management Program to reflect that the programs were formerly budgeted in AU 307.

Bureau of Information Technology AU 550

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	2,687,296	3,637,743	4,296,334	3,994,411	3,994,411
External Materials and Services	1,352,004	3,346,965	4,695,852	3,619,291	3,685,795
Internal Materials and Services	361,444	1,191,246	1,640,141	1,036,272	1,036,272
Minor Capital Outlay	0	151,259	0	95,470	95,470
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	4,400,744	8,327,213	10,632,327	8,745,444	8,811,948
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 4,400,744	\$ 8,327,213	\$ 10,632,327	\$ 8,745,444	\$ 8,811,948
Allocated Overhead	202,684	305,643	203,091	181,259	186,453
Total Cost with Allocated Overhead	4,603,428	8,632,856	10,835,418	8,926,703	8,998,401
RESOURCES					
Computer Services		8,327,213	10,632,327	8,745,444	8,811,948
Discretionary General Fund		0	0	0	0
TOTAL RESOURCES		\$ 8,327,213	\$ 10,632,327	\$ 8,745,444	\$ 8,811,948
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Corporate GIS		0	0	2,918,425	2,918,425
<i>Positions</i>		0	0	9	9
Computer Services		0	0	5,827,019	5,893,523
<i>Positions</i>		0	0	41	41
TOTAL PROGRAMS		\$ 0	\$ 0	\$ 8,745,444	\$ 8,811,948
<i>Positions</i>		0	0	50	50

Bureau of Information Technology AU 550

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,620,684	2,214,342	2,902,291	2,886,315	2,886,315
512000 Part-Time Employees	90,491	162,083	239,725	71,530	71,530
514000 Overtime	39,133	32,092	14,500	10,956	10,956
515000 Premium Pay	10,104	19,460	5,840	5,551	5,551
517000 Benefits	679,282	902,132	1,133,978	1,020,059	1,020,059
518000 Paid Absence	247,602	307,634	0	0	0
Total Personnel Services	2,687,296	3,637,743	4,296,334	3,994,411	3,994,411
Materials and Services					
External Materials and Services					
521000 Professional Services	0	637,239	1,461,000	1,557,030	1,557,030
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	167,929	314,137	314,148	314,148	314,148
524000 Repair & Maintenance Services	172,841	154,480	204,942	187,330	187,330
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	842,494	61,945	47,885	45,668	45,668
531000 Office Supplies	4,531	5,044	9,000	7,800	7,800
532000 Operating Supplies	34,457	904,953	824,135	849,572	849,572
533000 Repair & Maintenance Supplies	29,534	0	0	0	0
534000 Minor Equipment & Tools	31,590	968,901	1,084,105	289,527	289,527
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	405	0	0	0
541000 Education	39,711	135,915	88,676	106,331	106,331
542000 Local Travel	540	414	0	80	80
543000 Out-of-Town Travel	12,589	6,691	25,200	17,046	17,046
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	15,788	156,841	636,761	244,759	311,263
Total External Materials and Services	1,352,004	3,346,965	4,695,852	3,619,291	3,685,795
Internal Materials and Services					
551000 Fleet Services	460	1,641	1,930	1,415	1,415
552000 Printing & Distribution	13,152	16,092	22,249	21,251	21,251
553000 Facilities Services	219,360	538,396	431,852	489,981	489,981
554000 Communications Services	68,425	80,806	77,736	109,700	109,700
555000 Data Processing Services	9,248	18,061	9,931	27,890	130,512
556000 Insurance	29,446	32,933	32,727	47,847	47,847
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	3,745	343,011	955,803	102,622	0
559000 Other Fund Services	17,608	160,306	107,913	235,566	235,566
Total Internal Materials and Services	361,444	1,191,246	1,640,141	1,036,272	1,036,272
Total Materials and Services	1,713,448	4,538,211	6,335,993	4,655,563	4,722,067
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	151,259	0	95,470	95,470
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	151,259	0	95,470	95,470
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 4,400,744	\$ 8,327,213	\$ 10,632,327	\$ 8,745,444	\$ 8,811,948

Bureau of Information Technology AU 550

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	0	0	1	40,000	1	38,584	1	38,584
815	Administrative Specialist	2	0	2	60,563	3	63,199	3	63,199
2532	Applications Analyst II	3	3	4	178,226	2	99,771	2	99,771
2533	Applications Analyst III	0	0	2	119,325	3	175,188	3	175,188
2534	Applications Analyst IV	6	8	3	184,470	4	249,101	4	249,101
928	Bureau Administrative Manager	1	1	3	216,813	2	147,076	2	147,076
2512	Data Processing Analyst/Operator	2	2	0	0	0	0	0	0
2516	Data Processing Operations Mgr.	1	1	1	75,581	0	0	0	0
2510	Data Processing Operations Tech.	3	3	0	0	0	0	0	0
975	Deputy Director	0	0	0	0	1	86,653	1	86,653
2541	Information Systems Analyst I	0	0	1	42,839	1	44,744	1	44,744
2542	Information Systems Analyst II	5	6	4	189,437	4	190,185	4	190,185
2543	Information Systems Analyst III	0	0	2	102,118	2	107,141	2	107,141
2544	Information Systems Analyst IV	2	3	5	304,483	3	166,910	3	166,910
2550	Information Systems Manager	0	2	0	0	0	0	0	0
2546	Information Systems Supervisor	4	4	0	0	1	56,380	1	56,380
2522	Information Systems Tech I	5	5	0	0	1	36,072	1	36,072
2523	Information Systems Tech II	0	0	5	228,948	3	139,372	3	139,372
2554	Information Technology Director	1	1	1	90,924	1	91,229	1	91,229
2540	MIS Support Technician	1	1	0	0	0	0	0	0
2545	Principal Info Systems Analyst	0	0	9	615,420	13	877,052	13	877,052
966	Program Coordinator	0	0	1	47,244	1	51,662	1	51,662
816	Senior Administrative Specialist	1	3	2	80,112	0	0	0	0
2552	Senior Information Systems Mgr	3	4	4	325,789	4	265,996	4	265,996
TOTAL FULL-TIME POSITIONS		40	47	50	\$ 2,902,292	50	\$ 2,886,315	50	\$ 2,886,315

Bureau of Information Technology AU 550

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	8,210,538	0	8,210,538	50.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	0	224,466	224,466		Technical organization realignment-BIT transfer in
	376,944	0	376,944		Technical organization realignment-GIS transfer in
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	376,944	224,466	601,410	0.0	Total FY 2000-01 Decision Packages
			\$ 8,811,948	50.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Printing & Distribution Services Division

OVERVIEW

Operations

The Printing and Distribution Services Division of the Bureau of General Services provides services to all City bureaus, Multnomah County, the State of Oregon, and other governmental agencies. These services include traditional printing and bindery; electronic printing and pre-press; inserting and addressing; microfilming, blueprinting, purchasing and maintaining copy machines; xerographing; mail processing; and delivering of interoffice and U.S. mail and supplies. While a majority of the services are provided by in-house personnel, approximately 30% of the reproduction work is performed by outside vendors.

Competitiveness

Printing & Distribution Services will see the third consecutive year where the basic copy center rate has not increased, and some rates have increased below the rate of inflation -- a fact which has been very beneficial for the division's customers. This favorable history has been made possible, in part, by the Gainshare Program which has contributed to a significant increase in productivity. This has allowed the division to add to its customer base with additional outside users via the competitive bid process. The division's digital printing service continues to serve an increasing number of customers, providing them with higher productivity and a higher quality product.

CHANGES FROM PRIOR YEAR

Printing and Distribution Services has made service level reductions in order to generate savings for customers.

P&D is undertaking efforts to save the City money.

Printing and Distribution Services reduced interoffice mail pickup and delivery to one stop per day in order to generate savings for customer bureaus.

Printing and Distribution Services also reduced interagency agreements with its customers by including three proposals designed to generate cost savings. These cost-saving proposals include:

1. Eliminating commercial quality vended printing.
2. Lowering in-house quality printing standards and the number of available choices.
3. Improving addressing of out-going mail.

Overview of Programs

COPY SERVICES

The Copy Services program provides copy machines, paper, supplies, vendor maintenance, and key operator service for City bureaus and other government agencies. The program assists customers in assessing the type of machine they need and can afford. Copy Services also works with customers to manage copying costs.

DISTRIBUTION

The Distribution program provides City bureaus and other organizations interoffice and U.S. Mail delivery, printing deliveries, U.S. Mail processing, postage and postage barcoding of U.S. Mail, and special deliveries and/or moves as requested.

DUPLICATING

The Duplicating program provides traditional duplicating services, both vended and in-house, to City bureaus, Multnomah County, the State of Oregon, and other governmental agencies. It also provides inserting and addressing, photographic and graphics services, electronic printing, printing on demand, and digital pre-press services to these agencies.

MICROFILM

The Microfilm program provides 16 mm and 35 mm filming, processing, jacketing, indexing, and duplicating services. The program also provides secure, off-site storage for archived film.

OPERATIONS

This section provides overall management and administrative support to the other programs in the Printing and Distribution Services Division.

The Operations Program provides the following services:

- ◆ Information technology,
- ◆ Accounting and billing services,
- ◆ Division-wide management,
- ◆ Secretarial support, and
- ◆ Management information services.

Printing & Distribution Services Division AU 354

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,561,234	1,618,780	1,737,187	1,731,702	1,731,702
External Materials and Services	3,050,699	3,502,588	4,076,876	4,147,800	3,956,539
Internal Materials and Services	429,271	505,016	658,924	646,318	646,318
Minor Capital Outlay	394,777	729,827	413,500	355,000	355,000
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	5,435,981	6,356,211	6,886,487	6,880,820	6,689,559
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 5,435,981	\$ 6,356,211	\$ 6,886,487	\$ 6,880,820	\$ 6,689,559
Allocated Overhead	174,675	252,099	265,930	230,425	222,758
Total Cost with Allocated Overhead	5,610,656	6,608,310	7,152,417	7,111,245	6,912,317
RESOURCES					
Print/Dist Services Operating Fund		6,356,211	6,886,487	6,880,820	6,689,559
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Copy Services		875,569	631,526	314,872	314,872
<i>Positions</i>		1	1	1	1
Distribution		1,837,861	1,758,136	1,787,946	1,787,946
<i>Positions</i>		5	5	3	3
Duplicating		2,638,796	3,378,945	3,703,799	3,512,538
<i>Positions</i>		20	22	20	20
Microfilm		144,254	132,417	161,812	161,812
<i>Positions</i>		0	0	2	2
Operations		788,730	977,963	912,391	912,391
<i>Positions</i>		3	3	3	3
Non-Budget		0	0	0	0
<i>Positions</i>		0	0	0	0
Non-Budget		71,001	7,500	0	0
<i>Positions</i>		0	0	0	0
TOTAL PROGRAMS		\$ 6,356,211	\$ 6,886,487	\$ 6,880,820	\$ 6,689,559
<i>Positions</i>		29	31	29	29

Printing & Distribution Services Division AU 354

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	818,490	861,182	1,126,099	1,134,555	1,134,555
512000 Part-Time Employees	60,426	77,203	60,500	60,700	60,700
514000 Overtime	70,279	57,748	53,000	71,000	71,000
515000 Premium Pay	38,788	35,531	10,000	9,500	9,500
517000 Benefits	408,106	421,081	487,588	455,947	455,947
518000 Paid Absence	165,145	166,035	0	0	0
Total Personnel Services	1,561,234	1,618,780	1,737,187	1,731,702	1,731,702
Materials and Services					
External Materials and Services					
521000 Professional Services	0	6,875	500	2,000	2,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	3,139	1,872	4,000	3,000	3,000
524000 Repair & Maintenance Services	404,803	370,688	475,488	439,000	439,000
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	1,834,316	2,293,598	2,868,796	3,060,600	2,869,339
531000 Office Supplies	3,020	1,806	3,000	3,000	3,000
532000 Operating Supplies	624,350	644,722	607,492	565,000	565,000
533000 Repair & Maintenance Supplies	596	3,637	2,700	5,000	5,000
534000 Minor Equipment & Tools	154,050	153,664	69,500	31,000	31,000
535000 Clothing & Uniforms	2,482	2,449	2,500	1,500	1,500
539000 Other Commodities External	400	228	0	0	0
541000 Education	3,878	7,865	25,000	21,000	21,000
542000 Local Travel	3,716	3,442	2,000	2,500	2,500
543000 Out-of-Town Travel	3,588	7,525	12,400	11,500	11,500
544000 Space Rental	1,130	1,384	1,500	2,700	2,700
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	11,231	2,833	2,000	0	0
Total External Materials and Services	3,050,699	3,502,588	4,076,876	4,147,800	3,956,539
Internal Materials and Services					
551000 Fleet Services	29,325	28,014	41,928	39,941	39,941
552000 Printing & Distribution	0	0	0	0	0
553000 Facilities Services	120,663	127,876	214,894	185,259	185,259
554000 Communications Services	28,248	27,768	27,765	32,663	32,663
555000 Data Processing Services	65,979	115,946	148,854	166,013	166,013
556000 Insurance	37,139	37,410	38,757	42,611	42,611
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	147,917	168,002	186,726	179,831	179,831
Total Internal Materials and Services	429,271	505,016	658,924	646,318	646,318
Total Materials and Services	3,479,970	4,007,604	4,735,800	4,794,118	4,602,857
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	394,777	729,827	413,500	355,000	355,000
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	394,777	729,827	413,500	355,000	355,000
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 5,435,981	\$ 6,356,211	\$ 6,886,487	\$ 6,880,820	\$ 6,689,559

Printing & Distribution Services Division AU 354

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
515	Accountant II	0	0	1	0	1	45,760	1	45,760
512	Billing Accountant	1	1	0	41,124	0	0	0	0
127	Delivery Driver	3	3	3	105,560	0	0	0	0
337	Distribution Technician	0	0	0	29,137	3	101,827	3	101,827
339	Distribution Technician, Lead	0	0	0	0	1	37,232	1	37,232
346	Electronic Pre-Press Oper Lead	0	0	0	0	1	44,595	1	44,595
345	Electronic Pre-Press Operator	0	0	0	0	2	72,726	2	72,726
125	Mail Clerk I	1	1	1	21,033	0	0	0	0
126	Mail Clerk II	1	1	1	32,341	0	0	0	0
129	Mail Supervisor	1	0	0	0	0	0	0	0
102	Office Support Specialist II	0	0	1	0	1	33,093	1	33,093
341	Print & Dist Cust Svc Rep Lead	0	0	0	0	1	42,445	1	42,445
340	Print & Distrib Cust Svc Rep	0	0	0	0	2	76,994	2	76,994
966	Program Coordinator	0	0	0	47,823	1	49,945	1	49,945
968	Program Manager I	1	0	1	60,267	1	60,570	1	60,570
972	Program Manager IV	1	1	1	74,264	1	77,581	1	77,581
354	Reproduction Operator III	4	3	0	132,804	0	0	0	0
349	Reproduction Technician	2	2	2	0	0	0	0	0
350	Reprographic Operator I	5	7	8	250,845	8	250,633	8	250,633
351	Reprographic Operator II	6	7	8	301,599	4	151,964	4	151,964
353	Reprographic Operator III	0	0	3	0	2	89,190	2	89,190
220	Secretarial Clerk I	1	1	0	29,302	0	0	0	0
1056	Senior Trades Supervisor	0	1	0	0	0	0	0	0
1054	Trades Supervisor	1	1	1	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		28	29	31	\$ 1,126,099	29	\$ 1,134,555	29	\$ 1,134,555

Printing & Distribution Services Division AU 354

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	6,863,089	0	6,863,089	31.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions					
	(50,000)	0	(50,000)	0.0	Decrease available print options
	(20,000)	0	(20,000)	0.0	Partial Elimination of Commercial Quality Vended
	(98,339)	0	(98,339)	(2.0)	5% Budget Reduction -- Reduce mail delivery
	58,470	0	58,470	0.0	I/A Adjustments
	30,000	0	30,000	0.0	Restore Capital Replacement
	117,600	0	117,600	0.0	Temporary workload assistance
	(20,000)	0	(20,000)	0.0	Improved Addressing Reduction
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	(191,261)	0	(191,261)	0.0	Remainder of Mayor's Reductions
	(173,530)	0	(173,530)	(2.0)	Total FY 2000-01 Decision Packages
			\$ 6,689,559	29.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0	2.0	Positions in response to Growth
			\$ 0	2.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0

Bureau of Purchases

OVERVIEW

The Bureau of Purchases administers competitive bidding and contract processing in compliance with necessary laws to acquire goods and services for City bureaus and is responsible for the implementation of the Fair Contracting and Employment Strategy as approved by City Council on February 26, 1997. The strategy includes, but is not limited to the following:

- ◆ Implementation of the Sheltered Market Program;
- ◆ Technical assistance for small firms;
- ◆ Implementation of good faith effort requirements;
- ◆ Outreach to Minority, Women-owned, and Emerging Small Business (M/W/ESB) firms;
- ◆ Equal Employment Opportunity (EEO) certification;
- ◆ Administration of the Workforce Training and Hiring program, and
- ◆ Provision of contract compliance and monitoring.

These procurement and fair contracting programs impact most bureaus and departments on a daily basis.

CHANGES FROM PRIOR YEAR

Personnel Requirements

Personnel has been reduced by one full-time employee, a Program Specialist. Council approved the addition of one Program Specialist to administer the City's procurement card program for fiscal year 2000-01 (see description below). The result was no change in total personnel for fiscal year 2000-01.

Programs

The addition of an administrator for the procurement card program will result in increased process savings, increased rebate dollars and will insure oversight to preserve the integrity of the system.

Procurement Card Administration

One add package, requesting the addition of a procurement card administrator, is included in the 2000-01 Adopted Budget. The addition of an program administrator will result in improved program oversight to preserve the integrity of the program and minimize liability to the City. Further, increased management and growth of the program will result in increased process savings and increased rebate dollars.

The Council authorized the implementation of a procurement card (P-Card) trial and development of a procurement card plan for the City of Portland in May 1996. The City P-card program was implemented in August 1997. No administrative staff was requested or added with the Council approval and implementation of the P-card program.

P-Card use by City of Portland Bureaus has risen from a total of \$4,993 per month in August 1997 to \$504,834 in August 1999. For calendar year 1999, the total of P-Card transactions was \$5,866,114. Currently, 490 cards are in use city wide in 18 Bureaus.

Use of the P-Card during the last two years has demonstrated a system that:

- ◆ Streamlines the procurement process;
- ◆ Results in a 25 - 37% reduction in the administrative hours needed to process small transactions;

- ◆ Allows vendors to the City to receive payment within two days rather than thirty days, and still take advantage of a thirty-day payment cycle.
- ◆ Allows the City to take cash discounts for purchases and still take advantage of a thirty-day payment cycle;
- ◆ Increases transaction security ;
- ◆ Allows highly detailed and customized reporting of transactions ;
- ◆ Provides for a potential annual rebate of up to .25% of the purchase volume;
- ◆ Allows consistent monitoring of City expenditures with this instrument.

Cost Savings of Increased Procurement Card Use

With the addition of a full-time program administrator, a very conservative estimate of possible citywide savings is \$200,000 - \$500,000 annually. This estimate is based on the savings per transaction, which can occur with additional P-card users. In addition to the immediate impact on City staff, the City would realize an increased rebate from the credit card vender from \$12,000 (current rebate) to \$25,000 a year.

Overview of Programs

PROCUREMENT

- Procuring the City's Needs** The Procurement Division of the Bureau of Purchases administers the City's competitive bidding and contracting programs. The Procurement staff, working with the Contractor Development Division, is responsible for procuring all of the City bureaus' construction and operations needs, including materials, equipment, and services.
- Training and Support** As an added service, the Procurement staff provides expert or "consulting" services to the bureaus on their contract process for Professional, Technical and Expert Service (PTE) contracts. At the request of the bureaus, Purchasing may be responsible for the entire PTE contracting process or assist the bureau at any stage.
- Program Goals** Procurement program goals revolve around making the process more effective and streamlined:
- ◆ Shorten contract processing cycle time;
 - ◆ Standardize forms and boilerplate;
 - ◆ Provide more training and direct one-on-one support.

CONTRACTOR DEVELOPMENT

- Implementation of Fair Contracting and Employment** City Council has designated the Contractor Development Division as the lead team responsible for facilitating implementation of the City's Fair Contracting and Employment Strategy. The Strategy's focus is the improvement of contracting and employment opportunities for minority-owned, women-owned, and emerging small businesses, as well as women and minorities in the construction trades.
- Apprenticeship and Training Plan** In cooperation with the Bureau of Human Resources, the Division has developed an apprenticeship and training plan to increase opportunities for training and diversity in the city's own workforce. The Division provides assistance to participating city bureaus on how to initiate apprenticeship and trainee programs and administers an apprenticeship fund for new training positions.
- Project Manager Training** The Division also coordinates a citywide Project Manager/ Inspector Training Program to provide more consistent practices and equitable treatment of contractors throughout the City's many construction bureaus.
- Management of Citywide Programs** Working with the Procurement Division team and bureaus throughout the City, the Division manages several core programs. These include the Good Faith Efforts requirements, the Sheltered Market Program, the Regional Mentoring Program, the Workforce Training and Hiring Program, and the Technical Assistance program.

Program Goals

Contractor Development Division program goals are designed to enhance City outreach to its citizen vendors and contractors, and to enhance inclusion of all citizens in the procurement process:

- ◆ Ensure that minority-owned, women-owned and emerging small businesses receive an equitable share of city contracts and dollars, based on their availability in the community;
- ◆ Build the capacity of small firms to bid as prime contractors and subcontractors on City projects;
- ◆ Provide greater opportunities for minorities and women to participate in training and employment in the construction industry;
- ◆ Offer a comprehensive, citywide training program that will equip front line construction staff to professionally represent the City to all customers.

PURCHASING ADMIN**Providing the Tools Needed to Get the Job Done**

The Operations Division brings the Bureau's central support functions into a single work team. The team's tasks include budget preparation, facilities management, computer and network support, database administration, reception and clerical staff duties, and bureau communication systems.

Administration of City Wide Programs

In addition to central bureau support, the Operations Division administers the City's procurement card and travel contracts as well as the City's Equal Employment Opportunity (EEO) Program.

Program Goals

The Operations Division program goals for FY2000-01 center on the move into e-commerce:

- ◆ Providing public web-based distribution of plans and specifications;
- ◆ Providing the ability to submit contract compliance data electronically; and
- ◆ Coordination of on-line review of bid specifications by buyers and project managers.

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,422,805	1,586,037	1,804,599	1,863,911	1,863,911
External Materials and Services	533,003	549,227	803,555	512,833	580,833
Internal Materials and Services	275,044	283,262	303,645	384,878	384,878
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	2,230,852	2,418,526	2,911,799	2,761,622	2,829,622
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 2,230,852	\$ 2,418,526	\$ 2,911,799	\$ 2,761,622	\$ 2,829,622
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	2,230,852	2,418,526	2,911,799	2,761,622	2,829,622
RESOURCES					
General Fund Discretionary		666,183	855,983	706,640	794,229
Non-Discretionary Revenues					
Grants & Donations		18,090	23,910	0	0
Contract Revenues		2,000	5,000	219,582	219,582
Interagency Revenues		117,848	121,823	125,659	125,659
Program Revenue		128,922	197,040	0	0
Overhead Revenues		1,485,483	1,708,043	1,709,741	1,690,152
Total Non-Discretionary Revenues		1,752,343	2,055,816	2,054,982	2,035,393
TOTAL GENERAL FUND RESOURCES		\$ 2,418,526	\$ 2,911,799	\$ 2,761,622	\$ 2,829,622
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Purchasing Admin		2,563	826,236	1,042,690	1,110,690
<i>Positions</i>		4	6	7	7
Procurement		1,376,286	813,015	725,782	725,782
<i>Positions</i>		11	11	11	11
Contractor Development		1,039,677	1,272,548	993,150	993,150
<i>Positions</i>		9	11	10	10
TOTAL PROGRAMS		\$ 2,418,526	\$ 2,911,799	\$ 2,761,622	\$ 2,829,622
<i>Positions</i>		24	28	28	28

Bureau of Purchases AU 319

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	893,986	995,549	1,320,487	1,373,395	1,373,395
512000 Part-Time Employees	1,114	3,982	0	0	0
514000 Overtime	0	79	0	0	0
515000 Premium Pay	291	1,006	0	0	0
517000 Benefits	367,157	415,546	484,112	490,516	490,516
518000 Paid Absence	160,257	169,875	0	0	0
Total Personnel Services	1,422,805	1,586,037	1,804,599	1,863,911	1,863,911
Materials and Services					
External Materials and Services					
521000 Professional Services	308,107	334,162	423,809	276,163	276,163
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	3,561	40,182	45,150	45,000	45,000
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	92,817	8,054	217,479	100,510	168,510
531000 Office Supplies	49,000	31,801	25,000	25,000	25,000
532000 Operating Supplies	72	5,958	13,000	10,000	10,000
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	0	3,765	0	0	0
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	36,472	38,056	38,371	25,735	25,735
541000 Education	9,457	16,737	12,614	8,175	8,175
542000 Local Travel	2,175	300	650	450	450
543000 Out-of-Town Travel	12,382	17,466	11,450	7,800	7,800
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	18,960	52,746	16,032	14,000	14,000
Total External Materials and Services	533,003	549,227	803,555	512,833	580,833
Internal Materials and Services					
551000 Fleet Services	3,891	5,782	5,175	5,175	5,175
552000 Printing & Distribution	58,936	61,407	65,013	66,410	66,410
553000 Facilities Services	99,415	89,142	94,877	95,622	95,622
554000 Communications Services	23,844	27,741	30,248	31,578	31,578
555000 Data Processing Services	58,474	62,177	72,209	65,411	65,411
556000 Insurance	22,045	26,493	27,446	38,406	38,406
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	6,500	10,520	8,677	82,276	82,276
559000 Other Fund Services	1,939	0	0	0	0
Total Internal Materials and Services	275,044	283,262	303,645	384,878	384,878
Total Materials and Services	808,047	832,489	1,107,200	897,711	965,711
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 2,230,852	\$ 2,418,526	\$ 2,911,799	\$ 2,761,622	\$ 2,829,622

Bureau of Purchases AU 319

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	1	1	1	46,905	1	49,009	1	49,009
962	Assistant Program Specialist	2	2	1	50,460	1	52,312	1	52,312
114	Clerical Specialist	2	3	0	0	0	0	0	0
2510	Data Processing Operations Tech.	1	0	0	0	0	0	0	0
116	Office Manager	0	0	0	0	0	0	0	0
102	Office Support Specialist II	0	0	1	28,000	1	27,165	1	27,165
104	Office Support Specialist III	0	0	3	105,000	3	104,583	3	104,583
419	Procurement Assistant	3	3	4	128,264	4	145,378	4	145,378
424	Procurement Director	1	1	1	79,120	1	82,347	1	82,347
423	Procurement Manager	0	2	2	137,297	2	139,921	2	139,921
420	Procurement Specialist	1	1	1	56,400	1	44,116	1	44,116
421	Procurement Specialist, Senior	5	5	5	218,224	5	260,795	5	260,795
966	Program Coordinator	0	3	4	223,144	4	224,416	4	224,416
970	Program Manager II	2	0	0	0	0	0	0	0
964	Program Specialist	2	2	5	247,673	5	243,353	5	243,353
222	Secretarial Assistant	1	0	0	0	0	0	0	0
221	Secretarial Clerk II	0	1	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		21	24	28	\$ 1,320,487	28	\$ 1,373,395	28	\$ 1,373,395

Bureau of Purchases AU 319

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	2,806,378	0	2,806,378	28.0	FY 2000-01 Current Service Level Estimate
CSL Estimate Adjustments to 97.5% level					
	(62,078)	0	(62,078)	0.0	0
Mayor's Proposed Budget Decisions					
	(62,000)	0	(62,000)	(1.0)	Support & Admin Cuts
	62,000	0	62,000	1.0	Procurement Card Administrator
	(2,267)	0	(2,267)		BGS I/As
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	68,000	68,000	0.0	Carryover for Apprenticeship Program
	(44,756)	68,000	23,244	0.0	Total FY 2000-01 Decision Packages
			\$ 2,829,622	28.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions					
	0	262,000	262,000	0.0	Capital Review Committee - 13th floor remodel
Approved Budget Additions and Reductions					
	0	0	0	0.0	None
Adopted Budget Additions and Reductions					
	0	0	0	0.0	None
	0	262,000	262,000	0.0	0
			\$ 262,000	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Bureau of Risk Management

OVERVIEW

Risk Management manages and administers the City's insurance activities in the areas of Workers' Compensation and General and Fleet Liability. Additionally, it provides leadership and support to bureaus in loss prevention.

CHANGES FROM PRIOR YEAR

Starting with the FY 2000-01 Adopted Budget, bureau expenses for Risk Management and the Bureau of Information Technology are reflected in their operating funds instead of AU 307. The bureau expenses for the Revised Budget and for prior years appear in the Bureau of Financial Management Program to reflect that the programs were formerly budgeted in AU 307.

Bureau of Risk Management AU 465, 577, 572

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,924,296	2,076,078	2,319,269	2,299,401	2,299,401
External Materials and Services	462,626	608,737	894,949	629,519	629,519
Internal Materials and Services	415,562	545,319	1,041,280	654,507	654,507
Minor Capital Outlay	0	17,630	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	2,802,484	3,247,764	4,255,498	3,583,427	3,583,427
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 2,802,484	\$ 3,247,764	\$ 4,255,498	\$ 3,583,427	\$ 3,583,427
Allocated Overhead	123,901	143,094	144,911	146,028	148,153
Total Cost with Allocated Overhead	2,926,385	3,390,858	4,400,409	3,729,455	3,731,580
RESOURCES					
Risk Management		3,247,764	4,255,498	3,583,427	3,583,427
Discretionary General Fund		0	0	0	0
TOTAL RESOURCES		\$ 3,247,764	\$ 4,255,498	\$ 3,583,427	\$ 3,583,427
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Health Insurance		0	0	807,231	807,231
<i>Positions</i>		0	0	7	7
Workers Compensation Admin/Claims		0	0	1,548,045	1,548,045
<i>Positions</i>		0	0	15	15
Insurance & Claims Administration/Claims		0	0	1,228,151	1,228,151
<i>Positions</i>		0	0	14	14
TOTAL PROGRAMS		\$ 0	\$ 0	\$ 3,583,427	\$ 3,583,427
<i>Positions</i>		0	0	36	36

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	1,189,019	1,296,956	1,649,971	1,657,040	1,657,040
512000 Part-Time Employees	11,601	6,985	2,656	14,330	14,330
514000 Overtime	0	0	4,178	4,311	4,311
515000 Premium Pay	6,066	6,578	0	0	0
517000 Benefits	514,163	552,696	662,464	623,720	623,720
518000 Paid Absence	203,447	212,863	0	0	0
Total Personnel Services	1,924,296	2,076,078	2,319,269	2,299,401	2,299,401
Materials and Services					
External Materials and Services					
521000 Professional Services	225,051	304,111	688,366	423,821	423,821
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	5,236	3,599	8,634	8,902	8,902
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	80,116	118,771	72,093	74,328	74,328
531000 Office Supplies	11,756	13,053	23,661	24,395	24,395
532000 Operating Supplies	64	57	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	68,902	72,191	20,624	21,264	21,264
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	0	0	0	0
541000 Education	15,086	21,641	16,853	13,900	13,900
542000 Local Travel	4,702	3,050	9,511	9,806	9,806
543000 Out-of-Town Travel	5,969	17,171	14,801	11,444	11,444
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	45,744	55,093	40,406	41,659	41,659
Total External Materials and Services	462,626	608,737	894,949	629,519	629,519
Internal Materials and Services					
551000 Fleet Services	2,485	1,797	5,772	5,968	5,968
552000 Printing & Distribution	65,950	89,970	83,470	85,395	85,395
553000 Facilities Services	151,099	157,911	624,105	172,787	172,787
554000 Communications Services	36,045	39,971	50,308	51,553	51,553
555000 Data Processing Services	98,057	149,660	162,923	203,497	203,497
556000 Insurance	27,122	25,212	26,637	33,125	33,125
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	34,804	80,798	84,945	0	0
559000 Other Fund Services	0	0	3,120	102,182	102,182
Total Internal Materials and Services	415,562	545,319	1,041,280	654,507	654,507
Total Materials and Services	878,188	1,154,056	1,936,229	1,284,026	1,284,026
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	17,630	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	17,630	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 2,802,484	\$ 3,247,764	\$ 4,255,498	\$ 3,583,427	\$ 3,583,427

Bureau of Risk Management AU 465, 577, 572

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
815	Administrative Specialist	2	4	3	90,581	4	121,814	4	121,814
920	Administrative Supervisor I	3	2	1	51,729	1	51,896	1	51,896
844	Assistant Risk Specialist	3	4	4	181,461	4	180,276	4	180,276
928	Bureau Administrative Manager	0	1	1	73,536	1	73,778	1	73,778
859	Claims Technician	2	2	2	65,772	3	111,629	3	111,629
858	Claims Technician, Assistant	3	3	3	111,297	2	60,709	2	60,709
114	Clerical Specialist	2	2	2	61,489	0	0	0	0
2542	Information Systems Analyst II	2	2	1	46,839	1	45,448	1	45,448
2543	Information Systems Analyst III	0	0	1	57,660	1	60,320	1	60,320
102	Office Support Specialist II	0	0	0	0	5	153,408	5	153,408
106	Office Support Specialist, Lead	0	0	0	0	1	39,061	1	39,061
853	Risk Management Director	1	1	1	86,376	1	86,653	1	86,653
846	Risk Specialist	6	5	3	156,559	3	161,155	3	161,155
850	Risk Supervisor	4	3	3	203,328	3	201,240	3	201,240
220	Secretarial Clerk I	1	1	1	26,210	0	0	0	0
221	Secretarial Clerk II	2	2	2	59,883	0	0	0	0
816	Senior Administrative Specialist	2	2	3	101,039	2	73,041	2	73,041
848	Senior Risk Specialist	2	2	4	241,460	4	236,612	4	236,612
115	Supervising Clerk	1	1	1	34,752	0	0	0	0
TOTAL FULL-TIME POSITIONS		36	37	36	\$ 1,649,971	36	\$ 1,657,040	36	\$ 1,657,040

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	6,421,715	0	6,421,715	36.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	0	0	0		None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	Total FY 2000-01 Decision Packages
			\$ 6,421,715	36.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Vehicle Services Division

OVERVIEW

Organizational Description

The Vehicle Services Division of the Bureau of General Services acquires, modifies, services, repairs, and disposes of vehicles and equipment owned, leased, and rented by the City. The division operates eight garages throughout the City to provide the services. In addition, work is completed in the field and at private vendors in the area. A downtown Motor Pool is operated to provide vehicles on a convenient, short-term basis. A modern Body and Paint garage and a full-service Fabrication Shop are operated to provide efficient service to the complicated fleet of municipal vehicles.

Operations

Several changes in operations over the past ten years have impacted expenditures. First, the number of City-operated vehicles has grown by over 700 units in the last ten years, increasing capital and operating expenditures. Second, the City has purchased increasingly sophisticated vehicles designed to make customer bureaus' operations more efficient. These vehicles are more expensive to purchase and require more expensive repair components and test equipment, increasing the expenditures for Vehicle Services. Third, new legislation requires more expensive test equipment and labor time to comply with increasingly restrictive DEQ regulations.

Vehicle Services has controlled expenditures and limited growth in personnel by recognizing and employing new efficiencies, relying on technology, and adhering to responsible replacement schedules for vehicles. These actions have allowed Vehicle Services to maintain a high level of vehicle availability while continuing to improve service.

CHANGES FROM PRIOR YEAR

Sophisticated improvements in computer controls for vehicle operations have resulted in complicated and expensive repairs. Drivers, however, experience options and assistance beyond the limitations of a few years ago. Employee training and test equipment will continue to reflect advantages of new diagnostic computers to assist in troubleshooting problems with the City's complex vehicles.

Management Information System Improvements

A central database is in the process of being developed to reduce the paper-flow to customers and provide them electronically with much of the billing details they are currently receiving. Included in the database will be information associated with their assigned equipment, fuel usage, and work order activity.

Citywide Savings

In response to spending reductions for next year, Vehicle Services made some adjustments in services. While the quality of most services will remain at the level required by customers, turnaround time for repairs and maintenance services will be a little longer than in the past. This change will be monitored to minimize significant impacts on the City's ability to provide essential services.

Vehicle Emissions Testing

To comply with new state DEQ requirements of Enhanced Vehicle Exhaust Emissions Certifications, Vehicle Services has implemented a new program. All of the City vehicles covered by the new regulations will be tested and certified to the new standards. New equipment has been purchased and installed, employees have been trained, mechanics have been authorized to provide official certification, and stations have been inspected and approved by the state. Compliance with the new program will increase the downtime and costs associated with City vehicles.

Expanded Vehicle Pool

In response to customers needs for vehicles on a temporary basis, Vehicle Services is expanding the pool of vehicles available to all City customers. Vehicles are currently rented and leased from outside providers for various periods of time to meet specific customer requirements. The City will provide more options, at lower costs, than currently available.

Overview of Programs

OPERATIONS

This section provides managing, planning, coordinating, budgeting, and related functions for the division. Purchase of new and replacement vehicles, management of the repair parts activity, coordination of personnel services, and the computerized information system are also responsibilities of this section.

MAINTENANCE & REPAIR

This section provides for preparation of new vehicles and equipment, scheduled preventive maintenance, and unscheduled repairs of City vehicles. Work is performed in City garages, in the field, and at private vendors.

FUEL MANAGEMENT

This section provides fuel for City vehicles and equipment. Fuel is provided from City-operated facilities and commercial vendors.

BODY AND PAINT

This section assists in the preparation of new vehicles, completes body restoration of vehicles damaged in collisions, and paints vehicles and equipment when necessary.

FABRICATION

This section provides metal work for City vehicles and equipment. Welding, machining, bending, cutting, and other metal fabrication services are used for vehicle repairs and modifications.

MOTOR POOL

This section maintains a fleet of vehicles for short-term use. The modern cars and mini-vans in the motor pool are not assigned and are available to all City employees.

LEASE EQUIPMENT

This section provides leased vehicles for extended usage when a purchase is not the most cost-effective alternative or when a variety of undercover vehicles are needed for police activity. Rentals of large passenger vans, buses, and other unusual vehicles are provided for short-term usage as required by special occasions and seasonal programs.

CAPITAL REPLACEMENT

This section tracks funds designated for the purchase of replacement vehicles. Funds are added through the collections in established rates and are reduced as the expenditures are completed.

NEW EQUIPMENT/CASH TRANSFERS

This section tracks all funds designated for the purchase of new vehicles requested by customers. Funds are added to this section, as approved, and reduced from this section as the expenditures are completed.

POLICE UNDERCOVER ACCOUNT

This section tracks funds designated for the use of undercover vehicles assigned to the Bureau of Police.

Vehicle Services Division AU 562

SUMMARY OF DIVISION BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	4,386,792	4,645,298	5,167,322	5,267,169	5,267,169
External Materials and Services	5,550,939	6,021,037	6,422,002	6,403,842	6,403,842
Internal Materials and Services	763,489	918,732	991,253	1,034,336	1,034,336
Minor Capital Outlay	4,069,508	6,195,044	8,955,389	5,900,500	5,900,500
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	14,770,728	17,780,111	21,535,966	18,605,847	18,605,847
Capital Improvements	0	0	0	667,000	667,000
TOTAL BUREAU EXPENDITURES	\$ 14,770,728	\$ 17,780,111	\$ 21,535,966	\$ 19,272,847	\$ 19,272,847
Allocated Overhead	616,295	504,527	492,466	497,196	479,712
Total Cost with Allocated Overhead	15,387,023	18,284,638	22,028,432	19,770,043	19,752,559
RESOURCES					
Fleet Services Operating Fund		17,780,111	21,535,966	19,272,847	19,272,847
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Operations		1,012,150	1,019,654	1,072,828	1,072,828
<i>Positions</i>		9	9	9	9
Maintenance & Repair		6,498,672	7,667,577	8,055,066	8,055,066
<i>Positions</i>		53	54	55	55
Fuel Management		1,325,247	1,394,715	1,440,146	1,440,146
<i>Positions</i>		1	1	1	1
Body and Paint		760,952	900,625	905,691	905,691
<i>Positions</i>		8	6	6	6
Fabrication		534,022	660,334	664,368	664,368
<i>Positions</i>		6	6	6	6
Motor Pool		227,625	482,835	467,172	467,172
<i>Positions</i>		1	1	1	1
Lease Equipment		1,195,124	811,529	1,128,740	1,128,740
<i>Positions</i>		0	1	1	1
Capital Replacement		5,857,001	8,271,024	5,538,836	5,538,836
<i>Positions</i>		2	3	5	5
New Equipment/Cash Transfers		369,250	327,673	0	0
<i>Positions</i>		0	0	0	0
Police Undercover Account		68	0	0	0
<i>Positions</i>		0	0	0	0
TOTAL PROGRAMS		\$ 17,780,111	\$ 21,535,966	\$ 19,272,847	\$ 19,272,847
<i>Positions</i>		80	81	83	83

Vehicle Services Division AU 562

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	2,575,111	2,655,958	3,525,564	3,684,246	3,684,246
512000 Part-Time Employees	0	14,401	17,000	17,000	17,000
514000 Overtime	68,688	123,465	51,200	42,000	42,000
515000 Premium Pay	33,640	33,016	32,400	34,000	34,000
517000 Benefits	1,227,702	1,301,829	1,541,158	1,489,923	1,489,923
518000 Paid Absence	481,651	516,629	0	0	0
Total Personnel Services	4,386,792	4,645,298	5,167,322	5,267,169	5,267,169
Materials and Services					
External Materials and Services					
521000 Professional Services	5,956	4,548	9,500	7,500	7,500
522000 Utilities	90,442	99,288	99,100	103,100	103,100
523000 Equipment Rental	1,222,053	1,176,447	775,234	1,072,725	1,072,725
524000 Repair & Maintenance Services	464,154	744,317	877,133	761,017	761,017
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	180,000	184,742	195,500	207,500	207,500
531000 Office Supplies	10,601	7,163	19,700	15,150	15,150
532000 Operating Supplies	1,442,253	1,503,299	1,530,500	1,601,500	1,601,500
533000 Repair & Maintenance Supplies	1,891,138	2,063,903	2,570,500	2,296,500	2,296,500
534000 Minor Equipment & Tools	155,803	145,463	201,000	203,000	203,000
535000 Clothing & Uniforms	29,597	24,090	41,600	42,000	42,000
539000 Other Commodities External	233	552	0	0	0
541000 Education	25,496	20,388	37,850	37,350	37,350
542000 Local Travel	0	0	300	300	300
543000 Out-of-Town Travel	9,300	2,644	14,585	14,200	14,200
544000 Space Rental	7,788	17,546	15,000	12,500	12,500
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	16,125	26,647	34,500	29,500	29,500
Total External Materials and Services	5,550,939	6,021,037	6,422,002	6,403,842	6,403,842
Internal Materials and Services					
551000 Fleet Services	0	0	0	0	0
552000 Printing & Distribution	22,285	24,052	20,811	20,236	20,236
553000 Facilities Services	195,059	205,208	285,970	953,896	953,896
554000 Communications Services	36,136	38,702	39,778	38,526	38,526
555000 Data Processing Services	44,362	73,602	79,435	42,248	42,248
556000 Insurance	122,923	146,728	152,010	250,043	250,043
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	340,654	430,440	413,249	396,387	396,387
Total Internal Materials and Services	761,419	918,732	991,253	1,701,336	1,701,336
Total Materials and Services	6,312,358	6,939,769	7,413,255	8,105,178	8,105,178
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	4,069,508	6,195,044	8,955,389	5,900,500	5,900,500
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	4,069,508	6,195,044	8,955,389	5,900,500	5,900,500
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	2,070	0	0	0	0
TOTAL DIVISION EXPENSES	\$ 14,770,728	\$ 17,780,111	\$ 21,535,966	\$ 19,272,847	\$ 19,272,847

Vehicle Services Division AU 562

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	1	1	1	38,462	1	40,163	1	40,163
926	Administrative Services Manager	0	0	1	62,838	1	67,080	1	67,080
962	Assistant Program Specialist	0	0	1	41,322	1	44,597	1	44,597
1516	Auto Body Restorer	5	5	5	209,705	5	214,450	5	214,450
430	Auto Parts Specialist	4	4	0	147,976	0	0	0	0
1232	Auto Servicer	1	1	0	0	0	0	0	0
929	Bureau Operations Manager	0	0	1	69,703	1	73,801	1	73,801
1520	Industrial Machinist	1	1	1	41,941	1	42,890	1	42,890
2522	Information Systems Tech I	0	0	1	0	1	37,669	1	37,669
1200	Maintenance Worker	0	0	1	0	1	14,910	1	14,910
1208	Maintenance Worker	1	1	0	21,043	0	6,390	0	6,390
2540	MIS Support Technician	0	0	0	38,462	0	0	0	0
1530	Motorcycle Mechanic	1	1	1	41,941	1	42,890	1	42,890
100	Office Support Specialist I	0	0	1	0	1	27,747	1	27,747
102	Office Support Specialist II	0	0	1	0	1	33,093	1	33,093
1444	Painter, Lead	1	1	0	0	0	0	0	0
966	Program Coordinator	0	0	0	0	1	50,690	1	50,690
968	Program Manager I	1	1	0	0	0	0	0	0
220	Secretarial Clerk I	3	3	0	25,730	0	0	0	0
221	Secretarial Clerk II	1	1	0	31,691	0	0	0	0
1956	Senior Public Works Manager	1	1	0	82,079	0	0	0	0
1056	Senior Trades Supervisor	1	1	0	0	0	0	0	0
407	Storekeeper II Auto Parts Spec	0	0	4	0	5	200,969	5	200,969
411	Stores Supervisor I	0	0	1	42,465	0	0	0	0
413	Stores System Manager	1	1	1	57,304	1	57,491	1	57,491
1058	Trades Manager	1	1	1	62,838	1	67,080	1	67,080
1054	Trades Supervisor	6	6	6	331,405	6	333,507	6	333,507
1533	Vehicle & Equip Mechanic Lead	2	2	2	88,074	2	90,064	2	90,064
1532	Vehicle & Equipment Mechanic	40	44	46	1,920,725	47	1,981,510	47	1,981,510
1060	Vehicle Services Manager	0	0	1	0	1	85,717	1	85,717
1513	Welder	3	3	3	125,823	3	127,359	3	127,359
1511	Welder, Lead	1	1	1	44,037	1	44,179	1	44,179
TOTAL FULL-TIME POSITIONS		76	80	81	\$ 3,525,564	83	\$ 3,684,246	83	\$ 3,684,246

Vehicle Services Division AU 562

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	18,822,791	0	18,822,791	81.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	134,421	0	134,421	2.0	Positions in Response to Growth
	0	667,000	667,000		Kerby Garage CIP
	(15,000)	0	(15,000)		Limiting "High-Class" Vehicles Leased
	(328,174)	0	(328,174)		5% Budget Reduction
	(8,191)	0	(8,191)		BGS I/A Adjustment
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(216,944)	667,000	450,056	2.0	Total FY 2000-01 Decision Packages
			\$ 19,272,847	83.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0

Capital Improvement Fund – 503

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Bond and Note Sales	9,982,901	891,300	1,020,000	1,020,000	0	0
Interest Earned	17,796	58,492	0	0	6,880	6,880
	10,000,697	949,792	1,020,000	1,020,000	6,880	6,880
Total External Revenues	10,000,697	949,792	1,020,000	1,020,000	6,880	6,880
Internal Revenues						
Other Cash Transfers						
General Fund	331,900	0	0	0	0	0
	331,900	0	0	0	0	0
Total Internal Revenues	331,900	0	0	0	0	0
Beginning Fund Balance	9,676	1,914,788	204,133	204,133	137,640	137,640
TOTAL RESOURCES	\$ 10,342,273	\$ 2,864,580	\$ 1,224,133	\$ 1,224,133	\$ 144,520	\$ 144,520
REQUIREMENTS						
Bureau Expenses						
External Materials and Services						
	1,901,739	903,538	20,000	20,000	0	0
Total Bureau Expenses	1,901,739	903,538	20,000	20,000	0	0
Fund Requirements						
Fund Cash Transfers						
General Fund	2,676,752	1,379,242	1,000,000	1,000,000	0	0
Intermediate Debt Fund	45,320	205,972	52,475	52,475	50,720	50,720
LID Construction Fund	803,676	0	0	0	0	0
Transportation Operating	3,000,000	197,500	0	0	0	0
	6,525,748	1,782,714	1,052,475	1,052,475	50,720	50,720
Unappropriated Ending Balance	1,914,786	178,328	151,658	151,658	93,800	93,800
Unappropriated Ending Balance	1,914,786	178,328	151,658	151,658	93,800	93,800
Total Fund Requirements	8,440,534	1,961,042	1,204,133	1,204,133	144,520	144,520
TOTAL REQUIREMENTS	\$ 10,342,273	\$ 2,864,580	\$ 1,224,133	\$ 1,224,133	\$ 144,520	\$ 144,520
LINE ITEM DETAIL – AU 760						
Materials and Services						
External Materials and Services						
529000 Miscellaneous Services	1,870,208	891,300	0	0	0	0
549000 Miscellaneous	31,531	12,238	20,000	20,000	0	0
Total External Materials and Services	1,901,739	903,538	20,000	20,000	0	0
Total Materials and Services	1,901,739	903,538	20,000	20,000	0	0
TOTAL Bureau Expenses	\$ 1,901,739	\$ 903,538	\$ 20,000	\$ 20,000	\$ 0	\$ 0

FUND OVERVIEW

The Capital Improvement Fund serves as a staging area for proceeds from bond and note sales recorded in the General Long-term Debt Account Group. The proceeds, used for the acquisition of equipment and facilities necessary to provide essential City services, are recorded in this fund and then are distributed to the appropriate agency.

Federal Grants Fund – 252

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Federal Sources						
Federal Grants	16,710,958	20,204,814	30,438,675	0	27,811,690	27,776,690
Unaccrued Prior Years Grants	1,060,954	496,250	0	0	0	0
	17,771,912	20,701,064	30,438,675	0	27,811,690	27,776,690
State Sources						
State Grants	968,473	642,198	676,009	0	24,098	24,098
	968,473	642,198	676,009	0	24,098	24,098
Local Sources						
Local Cost Sharing	8,838	0	10,000	0	0	0
	8,838	0	10,000	0	0	0
Miscellaneous Revenues						
Bond and Note Sales	0	66,885,000	0	0	0	0
Interest Earned	98,040	67,413	0	0	0	0
Other Miscellaneous	18,501	81,059	23,000	0	0	0
Private Grants/Donations	136,377	36,520	200,530	0	144,000	144,000
	252,918	67,069,992	223,530	0	144,000	144,000
Total External Revenues	19,002,141	88,413,254	31,348,214	0	27,979,788	27,944,788
Internal Revenues						
TOTAL RESOURCES	\$ 19,002,141	\$ 88,413,254	\$ 31,348,214	\$ 0	\$ 27,979,788	\$ 27,944,788
REQUIREMENTS						
Bureau Expenses						
External Materials and Services	0	67,115,077	1,002,836	0	0	0
Total Bureau Expenses	0	67,115,077	1,002,836	0	0	0
Fund Requirements						
Federal Grants Transfers						
Bureau of Buildings	5,818	3,817	0	0	0	0
Bureau of Planning	19,634	134,180	96,008	0	0	0
Community Development	2,281,682	2,901,194	4,924,947	0	3,870,422	3,870,422
Energy Office	273,351	269,498	583,498	0	318,500	318,500
Environmental Services	1,633,351	5,093,455	1,172,760	0	410,826	410,826
Finance & Administration	11,968	73,589	76,033	0	0	0
Fire Bureau	82,629	86,603	262,506	0	0	0
General Fund Revenue/Balance	(67,328)	0	0	0	0	0
Mayor	0	7,960	0	0	0	0
Neighborhood Involvement	0	33,000	24,196	0	12,098	12,098
Parks Bureau	2,015,674	647,037	249,878	0	0	0
Parks Construction	0	0	28,726	0	2,549,218	2,514,218
Police Bureau	3,909,702	7,714,748	14,668,961	0	8,253,459	8,253,459
Portland Parks Trust	41,257	0	0	0	0	0
Purchases	0	18,090	23,910	0	0	0
Sewage Construction Operating	2,834,877	977,424	3,789,684	0	3,609,004	3,609,004
Special Appropriations	411,139	384,925	176,006	0	0	0
Transportation	4,265,076	2,795,880	3,893,019	0	8,609,044	8,609,044
Water Bureau	86,463	86,026	337,500	0	337,500	337,500
	17,805,293	21,227,426	30,307,632	0	27,970,071	27,935,071
Fund Cash Transfers						
General Fund	100,605	70,751	37,746	0	9,717	9,717
	100,605	70,751	37,746	0	9,717	9,717
Unappropriated Ending Balance						
Federal Grant Carryover	1,096,243	0	0	0	0	0
	1,096,243	0	0	0	0	0
Total Fund Requirements	19,002,141	21,298,177	30,345,378	0	27,979,788	27,944,788
TOTAL REQUIREMENTS	\$ 19,002,141	\$ 88,413,254	\$ 31,348,214	\$ 0	\$ 27,979,788	\$ 27,944,788

LINE ITEM DETAIL – AU 245

Materials and Services						
External Materials and Services						
529000	Miscellaneous Services	0	67,038,308	1,002,836	0	0
549000	Miscellaneous	0	76,769	0	0	0
Total External Materials and Services		0	67,115,077	1,002,836	0	0
Total Materials and Services		0	67,115,077	1,002,836	0	0
TOTAL Bureau Expenses		\$	0	\$ 67,115,077	\$	1,002,836
					\$	0
					\$	0
					\$	0

FUND OVERVIEW

The Federal and State Grants Fund serves as the centralized grants clearing fund for all Federal, State, and foundation grants received by the City of Portland with the exception of two entitlement grants (HOME and Community Development Block Grant), which are each budgeted in a separate fund. Revenues are received in the fund and transferred to operating bureaus or paid directly to the Portland Development Commission as expenses are incurred.

Health Insurance Fund – 701

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Service Charges and Fees						
Health Care Charges	16,887,675	19,802,103	21,935,002	23,379,931	25,229,101	25,229,101
	16,887,675	19,802,103	21,935,002	23,379,931	25,229,101	25,229,101
Miscellaneous Revenues						
Interest Earned	1,787,830	1,789,437	1,431,183	1,455,851	1,701,050	1,701,050
Other Miscellaneous	3,476,551	2,149,253	2,331,846	2,700,399	2,325,258	2,325,258
	5,264,381	3,938,690	3,763,029	4,156,250	4,026,308	4,026,308
Total External Revenues	22,152,056	23,740,793	25,698,031	27,536,181	29,255,409	29,255,409
Internal Revenues						
Other Cash Transfers						
Supp Retire Program Trust Fund	0	0	0	0	0	269,615
	0	0	0	0	0	269,615
Total Internal Revenues	0	0	0	0	0	269,615
Beginning Fund Balance	28,562,942	32,185,715	33,522,831	33,522,831	32,637,520	32,637,520
TOTAL RESOURCES	\$ 50,714,998	\$ 55,926,508	\$ 59,220,862	\$ 61,059,012	\$ 61,892,929	\$ 62,162,544
REQUIREMENTS						
Bureau Expenses						
Personal Services						
	0	0	0	0	378,645	378,645
External Materials and Services						
Communications Services	18,020,523	21,482,451	25,719,037	27,163,967	30,176,310	30,176,310
Data Processing Services	0	0	0	0	9,795	9,795
Facilities Services	0	0	0	0	114,309	114,309
Fleet Services	0	0	0	0	32,830	32,830
Insurance	0	0	0	0	239	239
Printing & Distribution	0	0	0	0	6,294	6,294
Finance & Administration	0	0	0	0	24,134	24,134
	421,290	762,498	1,067,773	1,067,773	32,972	32,972
	421,290	762,498	1,067,773	1,067,773	220,573	220,573
Total Bureau Expenses	18,441,813	22,244,949	26,786,810	28,231,740	30,775,528	30,775,528
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	32,258,088	32,630,019	30,908,736	31,173,384
Compensation Adjustment	0	0	7,501	7,501	13,930	13,930
	0	0	32,265,589	32,637,520	30,922,666	31,187,314
General Fund Overhead	87,470	158,728	168,463	189,752	182,569	187,536
Fund Cash Transfers						
Pension Debt Redemption Fund	0	0	0	0	12,166	12,166
	0	0	0	0	12,166	12,166
Unappropriated Ending Balance	32,185,715	33,522,831	0	0	0	0
Unappropriated Ending Balance	32,185,715	33,522,831	0	0	0	0
Total Fund Requirements	32,273,185	33,681,559	32,434,052	32,827,272	31,117,401	31,387,016
TOTAL REQUIREMENTS	\$ 50,714,998	\$ 55,926,508	\$ 59,220,862	\$ 61,059,012	\$ 61,892,929	\$ 62,162,544
LINE ITEM DETAIL – AU 465						
Personnel Services						
511000 Full-Time Employees	0	0	0	0	268,244	268,244
514000 Overtime	0	0	0	0	2,165	2,165
517000 Benefits	0	0	0	0	108,236	108,236
Total Personnel Services	0	0	0	0	378,645	378,645
Materials and Services						
External Materials and Services						
521000 Professional Services	883,519	941,974	1,111,974	1,111,974	1,318,710	1,318,710
524000 Repair & Maintenance Services	0	0	0	0	987	987
529000 Miscellaneous Services	17,068,408	19,219,198	24,607,063	26,051,993	28,825,769	28,825,769

531000	Office Supplies	0	0	0	0	4,342	4,342
541000	Education	0	0	0	0	674	674
542000	Local Travel	0	0	0	0	133	133
543000	Out-of-Town Travel	0	0	0	0	3,839	3,839
549000	Miscellaneous	68,596	1,321,279	0	0	21,856	21,856
Total External Materials and Services		18,020,523	21,482,451	25,719,037	27,163,967	30,176,310	30,176,310
Internal Materials and Services							
551000	Fleet Services	0	0	0	0	239	239
552000	Printing & Distribution	0	0	0	0	24,134	24,134
553000	Facilities Services	0	0	0	0	32,830	32,830
554000	Communications Services	0	0	0	0	9,795	9,795
555000	Data Processing Services	0	0	0	0	114,309	114,309
556000	Insurance	0	0	0	0	6,294	6,294
559000	Other Fund Services	421,290	762,498	1,067,773	1,067,773	32,972	32,972
Total Internal Materials and Services		421,290	762,498	1,067,773	1,067,773	220,573	220,573
Total Materials and Services		18,441,813	22,244,949	26,786,810	28,231,740	30,396,883	30,396,883
TOTAL Bureau Expenses		\$ 18,441,813	\$ 22,244,949	\$ 26,786,810	\$ 28,231,740	\$ 30,775,528	\$ 30,775,528

FUND OVERVIEW

Fund Purpose

The Health Insurance Fund is administered by the Bureau of Risk Management of the Office of Finance and Administration (OF&A). The fund pays medical claims for City employees, dependents, retirees, and others participants in the City's self-insured medical plans.

Expenditures

The Labor-Management Committee provides oversight and guidance to Risk in management of the City's benefit costs.

Health Fund expenses include claims, claims administration, premium administration, preferred provider contract fees, utilization management fees, large case management fees, benefits, administration costs, and General Fund overhead charges. Medical Expense Reimbursement Program and Dependent Care Assistance Program (MERP and DCAP) expenses are passed through the fund as well, but are supported by contributions from plan participants.

Benefits administration staff and associated materials and services are budgeted in OF&A and are reimbursed through an interagency agreement between the Health Fund and OF&A General Fund.

Reserves

The fund's reserve requirements must be sufficient to pay all expenses. The reserves include the Incurred But Not Reported (IBNR) claims reserve and the large claims reserve (claims in excess of \$100,000 in a plan year). The IBNR requirement is calculated by multiplying monthly claims by a factor of 2.5. The IBNR reserve requirement for FY 2000-01 is nearly \$4.9 million, and the large claims reserve is about \$3.1 million.

All interest accrued to the Health Fund is dedicated to meeting fund obligations.

Information Technology Fund – 711

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Local Sources						
Local Cost Sharing	0	0	102,656	102,656	109,215	109,215
	0	0	102,656	102,656	109,215	109,215
Miscellaneous Revenues						
Bond and Note Sales	0	0	6,700,000	5,659,999	0	0
Interest Earned	114,134	96,454	70,000	109,315	100,000	100,000
Other Miscellaneous	33,958	13,676	358,701	338,030	278,162	278,162
	148,092	110,130	7,128,701	6,107,344	378,162	378,162
Total External Revenues	148,092	110,130	7,231,357	6,210,000	487,377	487,377
Internal Revenues						
Other Cash Transfers						
General Fund	88,620	435,620	240,140	240,140	690,030	690,030
	88,620	435,620	240,140	240,140	690,030	690,030
Interfund Service Reimbursements						
City Attorney	9,018	14,379	16,396	16,396	45,432	45,432
City Auditor	181,952	194,496	267,226	267,226	329,388	329,388
Buildings	58,513	111,405	461,887	461,887	392,215	392,215
Cable Commission	1,659	3,341	3,392	3,392	7,451	7,451
Cable Commission/Access	2,490	3,922	5,089	5,089	11,176	11,176
Commissioner of Public Affairs	6,913	7,282	6,730	6,730	18,969	18,969
Commissioner of Public Safety	6,781	7,467	6,806	6,806	23,396	23,396
Commissioner of Public Utilities	6,944	7,808	7,263	7,263	19,712	19,712
Commissioner of Public Works	6,865	7,962	7,390	7,390	21,343	21,343
Communications Services	32,264	44,314	43,643	43,643	38,705	38,705
Community Development	15,938	20,931	23,316	23,316	46,207	46,207
Convention and Tourism	0	0	0	0	0	0
Emergency Communications	60,881	76,343	80,084	80,084	146,954	146,954
Energy Office	4,076	5,986	11,254	11,254	18,695	18,695
Environmental Remediation	0	0	0	0	1,476	1,476
Environmental Services	137,541	239,485	287,627	287,627	967,671	967,671
Facilities Services Fund	33,783	64,202	68,968	68,968	58,421	58,421
Finance & Administration	1,132,562	1,345,220	2,556,907	2,556,907	676,893	676,893
Fire Bureau	53,966	117,165	127,698	127,698	359,583	359,583
Fleet Management	44,362	73,603	79,435	79,435	42,248	42,248
FPD&R	4,916	7,172	8,123	8,123	16,467	16,467
General Services	11,123	20,469	26,111	26,111	9,672	9,672
Golf Operating Fund	5,943	6,788	7,425	7,425	16,646	16,646
Government Relations	6,167	20,272	7,647	7,647	50,510	50,510
Health Insurance	0	0	0	0	114,309	114,309
Hydropower Operating Fund	338	393	430	430	2,933	2,933
Insurance & Claims Fund	0	0	0	0	44,248	44,248
Licenses	216,290	49,477	61,619	61,619	48,903	48,903
Mayor	20,376	25,133	28,469	28,469	63,331	63,331
Neighborhood Involvement	6,962	28,038	16,925	16,925	71,927	71,927
Parking Facilities Fund	629	3,189	3,488	3,488	5,701	5,701
Parks Bureau	70,091	112,126	131,115	131,115	290,359	290,359
Parks Capital Improvement Fund	0	0	0	0	0	0
Parks Construction Fund	0	0	0	0	12,679	12,679
Planning	110,602	131,083	142,287	142,287	213,407	213,407
Police Bureau	347,924	592,179	648,669	648,669	839,065	839,065
Portland International Raceway	722	881	964	964	2,562	2,562
Printing & Distribution	65,979	115,945	148,854	148,854	166,013	166,013
Public Safety Capital	0	0	0	0	1,979	1,979
Purchase & Stores	58,474	62,177	72,397	72,397	65,411	65,411
Refuse Disposal Fund	0	0	623	623	10,960	10,960
Special Appropriations	0	0	25	25	0	0
Transportation	127,877	230,297	296,475	296,475	1,011,544	1,011,544
Water Bureau	907,306	990,309	963,187	963,187	879,614	879,614

Information Technology Fund – 711

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Workers Compensation Fund	0	0	0	0	44,940	44,940
	3,758,227	4,741,239	6,625,944	6,625,944	7,209,115	7,209,115
Intra-Fund Service Reimbursement	0	0	0	0	130,512	130,512
Total Internal Revenues	3,846,847	5,176,859	6,866,084	6,866,084	8,029,657	8,029,657
Beginning Fund Balance	1,602,832	1,545,970	1,516,399	1,516,399	3,833,241	3,833,241
TOTAL RESOURCES	\$ 5,597,771	\$ 6,832,959	\$ 15,613,840	\$ 14,592,483	\$ 12,350,275	\$ 12,350,275

REQUIREMENTS

Bureau Expenses

Personal Services	0	0	0	0	3,994,411	3,994,411
External Materials and Services	(3,017)	0	1,283,051	729,422	3,685,795	3,685,795
Communications Services	0	0	0	0	109,700	109,700
Data Processing Services	0	0	0	0	27,890	130,512
Facilities Services	0	0	0	0	489,981	489,981
Fleet Services	0	0	0	0	1,415	1,415
Insurance	0	0	0	0	47,847	47,847
Printing & Distribution	0	0	0	0	21,251	21,251
Finance & Administration	3,335,966	4,611,985	6,181,523	6,181,523	91,256	91,256
Transportation	0	0	0	0	144,310	144,310
Same Fund Services	0	0	0	0	102,622	0
	3,335,966	4,611,985	6,181,523	6,181,523	1,036,272	1,036,272
Capital Outlay	279,580	30,746	3,024,753	3,024,753	95,470	95,470
Total Bureau Expenses	3,612,529	4,642,731	10,489,327	9,935,698	8,811,948	8,811,948

Fund Requirements

General Operating Contingency						
General Operating Contingency	0	0	3,832,316	4,209,351	1,649,355	1,644,161
Compensation Adjustment	0	0	0	0	55,000	55,000
	0	0	3,832,316	4,209,351	1,704,355	1,699,161
General Fund Overhead	202,684	305,643	203,091	0	181,259	186,453
Fund Cash Transfers						
Communication Services	0	150,000	0	0	0	0
Facilities Services	0	175,700	0	0	0	0
General Fund	0	0	0	203,091	0	0
Pension Debt Redemption Fund	0	0	0	0	118,138	118,138
	0	325,700	0	203,091	118,138	118,138
Debt Retirement	236,587	42,486	1,089,106	39,031	1,534,575	1,534,575
Unappropriated Ending Balance						
Unappropriated Ending Balance	1,545,971	1,516,399	0	0	0	0
	1,545,971	1,516,399	0	0	0	0
Total Fund Requirements	1,985,242	2,190,228	5,124,513	4,451,473	3,538,327	3,538,327

TOTAL REQUIREMENTS	\$ 5,597,771	\$ 6,832,959	\$ 15,613,840	\$ 14,387,171	\$ 12,350,275	\$ 12,350,275
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LINE ITEM DETAIL – AU 550

Personnel Services

511000 Full-Time Employees	0	0	0	0	2,886,315	2,886,315
512000 Part-Time Employees	0	0	0	0	71,530	71,530
514000 Overtime	0	0	0	0	10,956	10,956
515000 Premium Pay	0	0	0	0	5,551	5,551
517000 Benefits	0	0	0	0	1,020,059	1,020,059
Total Personnel Services	0	0	0	0	3,994,411	3,994,411

Materials and Services

External Materials and Services						
521000 Professional Services	0	0	0	0	1,557,030	1,557,030
523000 Equipment Rental	0	0	0	0	314,148	314,148
524000 Repair & Maintenance Services	0	0	0	0	187,330	187,330
529000 Miscellaneous Services	0	0	0	0	45,668	45,668
531000 Office Supplies	0	0	0	0	7,800	7,800
532000 Operating Supplies	0	0	0	0	849,572	849,572

534000	Minor Equipment & Tools	0	0	0	0	289,527	289,527
541000	Education	0	0	0	0	106,331	106,331
542000	Local Travel	0	0	0	0	80	80
543000	Out-of-Town Travel	0	0	0	0	17,046	17,046
549000	Miscellaneous	(3,017)	0	1,283,051	729,422	311,263	311,263
Total External Materials and Services		(3,017)	0	1,283,051	729,422	3,685,795	3,685,795
Internal Materials and Services							
551000	Fleet Services	0	0	0	0	1,415	1,415
552000	Printing & Distribution	0	0	0	0	21,251	21,251
553000	Facilities Services	0	0	0	0	489,981	489,981
554000	Communications Services	0	0	0	0	109,700	109,700
555000	Data Processing Services	0	0	0	0	27,890	130,512
556000	Insurance	0	0	0	0	47,847	47,847
558000	Same Fund Services	0	0	0	0	102,622	0
559000	Other Fund Services	3,335,966	4,611,985	6,181,523	6,181,523	235,566	235,566
Total Internal Materials and Services		3,335,966	4,611,985	6,181,523	6,181,523	1,036,272	1,036,272
Total Materials and Services		3,332,949	4,611,985	7,464,574	6,910,945	4,722,067	4,722,067
Capital Outlay							
564000	Capital Equipment	279,580	30,746	3,024,753	3,024,753	95,470	95,470
Total Capital Outlay		279,580	30,746	3,024,753	3,024,753	95,470	95,470
TOTAL Bureau Expenses		\$ 3,612,529	\$ 4,642,731	\$ 10,489,327	\$ 9,935,698	\$ 8,811,948	\$ 8,811,948

FUND OVERVIEW

Fund Purpose

The Information Services Fund receives revenues and records expenditures associated with the management, operation, and delivery of a variety of information technology services to City bureaus. In addition, the fund supports the facilitation of multi-year funding of major information technology initiatives. The fund is primarily supported by revenues from City bureaus. BIT underwent an eight month customer driven Cost of Service Study. The outcome of the process was a revised model which is equitable, easily understood and simple to administer.

In FY 2000-01, the major initiative is the implementation of a Citywide Geographic Information System (GIS) HUB. The HUB is a system which allows Citywide ease of access and sharing of GIS information that currently resides in bureau based GIS systems. The HUB also provides a future platform for access by the public and regional agencies.

Services

The Bureau of Information Technology is undergoing a continuous improvement process to ensure it is a leader and premier provider of information technology services.

The Information Technology Fund supports the following activities:

- ◆ Implementation of the City's corporate strategic plan for Information and Telecommunications;
- ◆ Management of Citywide integrated information networks linking multiple, independent City organizations;
- ◆ Development, implementation, operation, and maintenance of quality and cost effective departmental and Citywide information systems based on process analysis and application of appropriate technology to meet the City's business needs;
- ◆ Provision of support to users in the productive use of information technology through training, troubleshooting, and service restoration;
- ◆ Development of Citywide strategies for improved application of technology to improve citizen access to information and services, as well as to improve the internal effectiveness of City operations; and

- ◆ Continued SMART building backbone requirements.

Information Technology staff and associated materials and services are budgeted in OF&A and are reimbursed through an interagency agreement between the Fund and OF&A General Fund. In accordance with recommendations of the Cost of Service Study Committee, the pass through of BIT to the General Fund will be eliminated at the Approved Budget Stage. All operational costs will reside in the Fund as opposed to the General Fund.

Major objectives of the Bureau of Information Technology in FY 2000-01 include:

- ◆ Continued implementation of the Citywide Information Technology Strategic Plan and the Enterprise Geographic Information System.
- ◆ Implementation of a Computer Virus Protection and Recovery Plan.
- ◆ Development of a Disaster Recovery and Business Continuity Plan for Citywide IT operations.
- ◆ Continued refinement, in collaboration with customers, of the BIT Cost of Service Study. Development of a billing/cost accounting application which integrates with the new BIT cost model.
- ◆ Support development of the Wide Area Network.
- ◆ Provide leadership for E-business/E-commerce policy development.
- ◆ Re-engineer the BIT Help Desk.
- ◆ Develop a true 7x24 enterprise network operation.

Funding

The Cost of Service Study recommended the elimination of General Fund appropriation to the Fund. The elimination will be phased in over a two-year period to minimize the impact to the General Fund. The FY 2000-01 budget includes approximately \$250,000 supported by General Fund discretionary dollars and overhead cost recovery. Continued implementation of the Citywide Information Technology Strategic Plan and the Enterprise Geographic Information System.

Information Technology Fund – 711

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
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Limited Tax Revenue Bonds, 1996 Series B (Information Systems Portion Only)						
06/01/1996 - Due 6/1	503,010					
		2000/01	32,649	4.60%	1,502	34,150
		TOTAL	32,649		1,502	34,150
Limited Tax Revenue Bonds, 1999 Series B (Information Systems Portion Only)						
04/15/1998 - Due 6/1	5,560,000					
		2000/01	1,120,000	5.00%	416,926	1,536,926
		2001/02	810,000	5.25%	238,300	1,048,300
		2002/03	820,000	5.25%	195,775	1,015,775
		2003/04	995,000	5.50%	152,725	1,147,725
		2004/05	1,450,000	5.50%	98,000	1,548,000
		2005/06	365,000	5.00%	18,250	383,250
		TOTAL	5,560,000		1,119,976	6,679,976
COMBINED DEBT SERVICE						
	6,063,010					

Insurance and Claims Operating Fund – 708

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Service Charges and Fees						
Miscellaneous	46	0	0	0	0	0
	46	0	0	0	0	0
Miscellaneous Revenues						
Interest Earned	354,271	343,225	290,643	290,643	401,014	401,014
Other Miscellaneous	116,306	132,911	53,093	53,093	53,102	53,102
	470,577	476,136	343,736	343,736	454,116	454,116
Total External Revenues	470,623	476,136	343,736	343,736	454,116	454,116
Internal Revenues						
Interfund Service Reimbursements						
City Attorney	30,797	30,131	31,215	31,215	41,465	41,465
City Auditor	29,650	30,732	31,838	31,838	39,947	39,947
Buildings	473,436	432,948	493,826	448,535	536,361	536,361
Cable Commission	1,612	1,684	1,744	1,744	5,363	5,363
Cable Commission/Access	2,418	2,525	2,616	2,616	8,044	8,044
Commissioner of Public Affairs	6,147	5,808	6,017	6,017	7,598	7,598
Commissioner of Public Safety	6,262	6,252	6,478	6,478	7,372	7,372
Commissioner of Public Utilities	6,672	5,741	5,948	5,948	6,798	6,798
Commissioner of Public Works	5,221	3,403	3,525	3,525	7,934	7,934
Communications Services	30,629	31,514	32,649	32,649	38,363	38,363
Community Development	12,550	11,471	11,884	11,884	16,514	16,514
Computer Services Fund	0	0	0	0	29,174	29,174
Emergency Communications	146,433	178,247	184,664	184,664	210,580	210,580
Energy Office	5,015	5,426	5,621	5,621	8,118	8,118
Environmental Services	299,974	478,146	524,615	524,615	629,895	629,895
Facilities Services Fund	73,491	73,521	76,168	76,168	97,200	97,200
Finance & Administration	71,068	74,700	77,389	77,389	61,154	61,154
Fire Bureau	407,934	449,031	465,196	465,196	476,094	476,094
Fleet Management	41,834	46,498	48,172	48,172	60,434	60,434
General Services	39,742	1,717	1,779	1,779	2,492	2,492
Golf Operating Fund	30,239	37,253	38,595	38,595	39,836	39,836
Government Relations	4,144	4,332	4,488	4,488	6,056	6,056
Health Insurance	0	0	0	0	3,838	3,838
Hydropower Operating Fund	35,316	34,616	35,862	35,862	29,112	29,112
Licenses	22,931	20,672	21,417	21,417	32,247	32,247
Mayor	14,563	17,419	18,046	18,046	17,426	17,426
Neighborhood Involvement	18,432	19,658	20,366	20,366	29,905	29,905
Parking Facilities Fund	0	44,480	46,081	46,081	44,078	44,078
Parks Bureau	267,428	284,727	335,398	335,398	399,760	399,760
Planning	66,866	69,393	26,600	71,891	129,994	129,994
Police Bureau	1,857,959	1,956,402	2,106,821	2,106,821	2,706,608	2,706,608
Portland International Raceway	19,658	15,858	16,429	16,429	20,682	20,682
Printing & Distribution	19,794	21,970	22,761	22,761	26,297	26,297
Purchase & Stores	10,588	13,502	13,988	13,988	22,098	22,098
Transportation	673,959	804,235	924,999	924,999	1,096,550	1,096,550
Water Bureau	361,613	356,730	442,846	442,846	545,925	545,925
Workers Compensation Fund	0	0	0	0	8,685	8,685
	5,094,375	5,570,742	6,086,041	6,086,041	7,449,997	7,449,997
Intra-Fund Service Reimbursement	0	0	0	0	7,675	7,675
Total Internal Revenues	5,094,375	5,570,742	6,086,041	6,086,041	7,457,672	7,457,672
Beginning Fund Balance	6,982,811	6,477,841	7,182,444	7,182,444	7,291,157	7,291,157
TOTAL RESOURCES	\$ 12,547,809	\$ 12,524,719	\$ 13,612,221	\$ 13,612,221	\$ 15,202,945	\$ 15,202,945
REQUIREMENTS						
Bureau Expenses						
Personal Services	0	0	0	0	943,962	943,962
External Materials and Services	3,956,225	3,152,926	3,225,957	3,873,497	4,326,436	4,326,436
Communications Services	0	0	0	0	19,590	19,590
Data Processing Services	0	0	0	0	44,248	44,248

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Facilities Services	0	0	0	0	65,659	65,659
Fleet Services	0	0	0	0	2,283	2,283
Insurance	0	0	0	0	12,587	12,587
Printing & Distribution	0	0	0	0	30,653	30,653
City Attorney	864,313	864,720	893,488	893,488	922,134	922,134
Finance & Administration	1,125,528	1,181,535	1,394,415	1,394,415	23,072	23,072
Parking Facilities	0	0	0	0	2,340	2,340
	1,989,841	2,046,255	2,287,903	2,287,903	1,122,566	1,122,566
Total Bureau Expenses	5,946,066	5,199,181	5,513,860	6,161,400	6,392,964	6,392,964
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	7,936,690	7,291,157	8,600,580	8,598,455
Compensation Adjustment	0	0	16,760	0	34,622	34,622
	0	0	7,953,450	7,291,157	8,635,202	8,633,077
General Fund Overhead	123,901	143,094	144,911	159,664	146,028	148,153
Fund Cash Transfers						
Pension Debt Redemption Fund	0	0	0	0	28,751	28,751
	0	0	0	0	28,751	28,751
Unappropriated Ending Balance						
Unappropriated Ending Balance	6,477,842	7,182,444	0	0	0	0
	6,477,842	7,182,444	0	0	0	0
Total Fund Requirements	6,601,743	7,325,538	8,098,361	7,450,821	8,809,981	8,809,981
TOTAL REQUIREMENTS	\$ 12,547,809	\$ 12,524,719	\$ 13,612,221	\$ 13,612,221	\$ 15,202,945	\$ 15,202,945
LINE ITEM DETAIL – AU 572						
Personnel Services						
511000 Full-Time Employees	0	0	0	0	685,148	685,148
512000 Part-Time Employees	0	0	0	0	7,165	7,165
514000 Overtime	0	0	0	0	1,073	1,073
517000 Benefits	0	0	0	0	250,576	250,576
Total Personnel Services	0	0	0	0	943,962	943,962
Materials and Services						
External Materials and Services						
521000 Professional Services	306,506	578,279	102,000	102,000	121,843	121,843
524000 Repair & Maintenance Services	0	0	0	0	3,958	3,958
529000 Miscellaneous Services	3,649,719	2,574,647	3,123,957	3,771,497	4,164,099	4,164,099
531000 Office Supplies	0	0	0	0	6,426	6,426
534000 Minor Equipment & Tools	0	0	0	0	10,632	10,632
541000 Education	0	0	0	0	5,260	5,260
542000 Local Travel	0	0	0	0	2,329	2,329
543000 Out-of-Town Travel	0	0	0	0	3,183	3,183
549000 Miscellaneous	0	0	0	0	8,706	8,706
Total External Materials and Services	3,956,225	3,152,926	3,225,957	3,873,497	4,326,436	4,326,436
Internal Materials and Services						
551000 Fleet Services	0	0	0	0	2,283	2,283
552000 Printing & Distribution	0	0	0	0	30,653	30,653
553000 Facilities Services	0	0	0	0	65,659	65,659
554000 Communications Services	0	0	0	0	19,590	19,590
555000 Data Processing Services	0	0	0	0	44,248	44,248
556000 Insurance	0	0	0	0	12,587	12,587
559000 Other Fund Services	1,989,841	2,046,255	2,287,903	2,287,903	947,546	947,546
Total Internal Materials and Services	1,989,841	2,046,255	2,287,903	2,287,903	1,122,566	1,122,566
Total Materials and Services	5,946,066	5,199,181	5,513,860	6,161,400	5,449,002	5,449,002
TOTAL Bureau Expenses	\$ 5,946,066	\$ 5,199,181	\$ 5,513,860	\$ 6,161,400	\$ 6,392,964	\$ 6,392,964

FUND OVERVIEW

Fund Purpose

The Insurance and Claims Fund provides for fleet, general liability and Bureau of Labor and Industries (BOLI) claims administration, management of the City's commercial insurance portfolio, and Citywide leadership in loss control.

Insurance and Claims staff and related materials and services reside in the Office of Finance and Administration (OF&A) appropriation unit in the General Fund. OF&A is reimbursed for these expenditures by the Insurance and Claims Fund through an interagency agreement. The fund's primary resource is interagency revenue from City bureaus.

Expenditures

Interagency increases reflect the actuarial forecast of liability funding requirements.

Fund expenditures are primarily for claims payments, which are budgeted at almost \$4.8 million for FY 2000-01. This change represents an increase of approximately 26.9% over FY 1999-00. Projected claims are based upon an independent actuarial study completed for the period ending June 30, 1999. Overall, interagency charges are increasing by 22.5% over FY 1999-00.

Reserves

The reserve requirement assumed within the FY 2000-01 budget is based on the latest actuarial study, which provides a range for the recommended reserve levels needed to cover outstanding incurred liabilities. The range of estimates is produced by calculating reserves at various *confidence levels* (e.g., probability that actual losses will not exceed the reserve level). In addition to the range based on the various confidence levels, reserves are stated at a discounted level, which takes into account that the fund earns interest on fund balances. The liability reserve requirement is about \$11.3 million pursuant to the June 30, 1999 actuarial estimate at the discounted *expected* confidence level.

Governmental Bond Redemption Fund – 702

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Full Faith and Credit, 1993 Series B (General Fund Portion Only)						
10/15/1993 - Due 4/1	875,962					
		2000/01	45,000	4.00%	5,720	50,720
		2001/02	45,000	4.10%	5,721	50,721
		2002/03	50,000	4.15%	2,075	52,075
TOTAL FULL FAITH & CREDIT		TOTAL	140,000		13,516	153,516
State of Oregon Energy Loan - Multnomah Arts Center						
	100,902					
		2000/01	7,586	7.50%	5,218	12,804
		2001/02	8,175	7.50%	4,629	12,804
		2002/03	8,816	7.50%	3,988	12,804
		2003/04	9,489	7.50%	3,315	12,804
		2004/05	10,231	7.50%	2,573	12,804
		2005/06	11,025	7.50%	1,779	12,804
		2006/07	11,882	7.50%	922	12,804
		2007/08	6,789	7.50%	120	6,909
		TOTAL	73,993		22,544	96,537
State of Oregon Energy Loan - Buckman Field House						
	8,047					
		2000/01	860	8.00%	320	1,180
		2001/02	929	8.00%	251	1,180
		2002/03	1,004	8.00%	176	1,180
		2003/04	1,084	8.00%	96	1,180
		2004/05	117	8.00%	9	127
		TOTAL	3,995		852	6,027
TOTAL - State of Oregon Energy Loans						
	108,950					
		2000/01	8,446		5,538	13,984
		2001/02	9,104		4,880	13,984
		2002/03	9,819		4,165	13,984
		2003/04	10,573		3,411	13,984
		2004/05	10,348		2,583	12,931
		2005/06	11,025		1,779	12,804
		2006/07	11,882		922	12,804
		2007/08	6,789		120	6,909
TOTAL ENERGY LOAN			77,988		23,396	101,384
Limited Tax Revenue Bonds, 1996 Series B (General Fund Portion Only)						
06/01/1996 - Due 6/1	2,999,580					
		2000/01	189,466	4.60%	8,715	198,181
		TOTAL	189,466		8,715	198,181
Limited Tax Revenue Bonds, 1998 Series B (General Fund Portion Only)						
06/15/1998 - Due 6/1	8,499,490					
		2000/01	1,365,120	3.90%	250,779	1,615,898
		2001/02	1,567,903	4.00%	197,539	1,765,442
		2002/03	705,686	4.05%	134,823	840,509
		2003/04	110,000	4.10%	106,243	216,243
		2004/05	115,000	4.20%	101,733	216,733
		2005/06	120,000	4.25%	96,903	216,903
		2006/07	125,000	4.30%	91,803	216,803
		2007/08	130,000	4.35%	86,428	216,428
		2008/09	140,000	4.40%	80,773	220,773
		2009/10	145,000	4.45%	74,613	219,613
		2010/11	150,000	4.55%	68,160	218,160
		2011/12	155,000	4.65%	61,335	216,335
		2012/13	165,000	4.75%	54,128	219,128
		2013/14	170,000	4.80%	46,290	216,290
		2014/15	180,000	4.85%	38,130	218,130
		2015/16	190,000	4.90%	29,400	219,400

Governmental Bond Redemption Fund – 702

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
		2016/17	200,000	4.90%	20,090	220,090
		2017/18	210,000	4.90%	10,290	220,290
		TOTAL	5,943,709		1,549,455	7,493,164
Limited Tax Revenue Bonds, 1999 Series B (General Fund Portion Only)						
11/01/1999 - Due 4/1	10,135,000					
		2000/01	860,000	5.00%	776,532	1,636,532
		2001/02	1,130,000	5.25%	505,140	1,635,140
		2002/03	1,190,000	5.25%	445,815	1,635,815
		2003/04	1,200,000	5.50%	383,340	1,583,340
		2004/05	1,090,000	5.50%	317,340	1,407,340
		2005/06	210,000	5.00%	257,390	467,390
		2006/07	220,000	5.00%	246,890	466,890
		2007/08	235,000	5.00%	235,890	470,890
		2008/09	245,000	5.10%	224,140	469,140
		2009/10	260,000	5.25%	211,645	471,645
		2010/11	270,000	5.30%	197,995	467,995
		2011/12	285,000	5.40%	183,685	468,685
		2012/13	300,000	5.50%	168,295	468,295
		2013/14	315,000	5.63%	151,795	466,795
		2014/15	335,000	5.70%	134,076	469,076
		2015/16	355,000	5.75%	114,981	469,981
		2016/17	375,000	5.75%	94,569	469,569
		2017/18	395,000	5.75%	73,006	468,006
		2018/19	420,000	5.75%	50,294	470,294
		2019/20	445,000	5.88%	26,144	471,144
		TOTAL	10,135,000		4,798,962	14,933,962
TOTAL - Limited Tax Revenue Bonds						
	21,634,070					
		2000/01	2,414,586		1,036,026	3,450,611
		2001/02	2,697,903		702,679	3,400,582
		2002/03	1,895,686		580,638	2,476,324
		2003/04	1,310,000		489,583	1,799,583
		2004/05	1,205,000		419,073	1,624,073
		2005/06	330,000		354,293	684,293
		2006/07	345,000		338,693	683,693
		2007/08	365,000		322,318	687,318
		2008/09	385,000		304,913	689,913
		2009/10	405,000		286,258	691,258
		2010/11	420,000		266,155	686,155
		2011/12	440,000		245,020	685,020
		2012/13	465,000		222,423	687,423
		2013/14	485,000		198,085	683,085
		2014/15	515,000		172,206	687,206
		2015/16	545,000		144,381	689,381
		2016/17	575,000		114,659	689,659
		2017/18	605,000		83,296	688,296
		2018/19	420,000		50,294	470,294
		2019/20	445,000		26,144	471,144
TOTAL LIMITED TAX REVENUE			16,268,174		6,357,132	22,625,307
Estimated Short-term Line of Credit Repayment						
		2000/01	392,680		32,320	425,000
		TOTAL	392,680		32,320	425,000
COMBINED DEBT SERVICE						
	22,618,982					
		2000/01	2,468,032		1,047,283	3,515,315
		2001/02	2,752,007		713,280	3,465,287
		2002/03	1,955,505		586,877	2,542,383
		2003/04	1,320,573		492,993	1,813,567

Governmental Bond Redemption Fund – 702

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
		2004/05	1,215,348		421,655	1,637,003
		2005/06	341,025		356,072	697,097
		2006/07	356,882		339,614	696,496
		2007/08	371,789		322,437	694,226
		2008/09	385,000		304,913	689,913
		2009/10	405,000		286,258	691,258
		2010/11	420,000		266,155	686,155
		2011/12	440,000		245,020	685,020
		2012/13	465,000		222,423	687,423
		2013/14	485,000		198,085	683,085
		2014/15	515,000		172,206	687,206
		2015/16	545,000		144,381	689,381
		2016/17	575,000		114,659	689,659
		2017/18	605,000		83,296	688,296
		2018/19	420,000		50,294	470,294
		2019/20	445,000		26,144	471,144
TOTAL FUND DEBT SERVICE			\$ 16,486,162		\$ 6,394,045	\$ 22,880,207

Pension Debt Redemption Fund – 305

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	0	0	0	0	1,286,360	1,286,360
Other Miscellaneous	0	0	0	0	221,115	221,115
	0	0	0	0	1,507,475	1,507,475
Total External Revenues	0	0	0	0	1,507,475	1,507,475
Internal Revenues						
Other Cash Transfers						
Buildings Fund	0	0	0	0	384,514	384,514
Communication Services Fund	0	0	0	0	64,857	64,857
Computer Services Fund	0	0	0	0	118,138	118,138
Emergency Communications Fund	0	0	0	0	76,616	76,616
Facilities Services Fund	0	0	0	0	65,521	65,521
Fleet Services Fund	0	0	0	0	153,969	153,969
General Fund	0	0	0	0	3,023,112	3,023,112
Golf Fund	0	0	0	0	65,913	65,913
Health Insurance Fund	0	0	0	0	12,166	12,166
Hydropower Operating Fund	0	0	0	0	8,067	8,067
Insurance & Claims Fund	0	0	0	0	28,751	28,751
LID Construction Fund	0	0	0	0	27,426	27,426
Parks Construction Fund	0	0	0	0	610	610
Portland International Raceway	0	0	0	0	12,689	12,689
Printing & Distribution	0	0	0	0	52,177	52,177
Refuse Disposal Fund	0	0	0	0	20,468	20,468
Sewage System Operating Fund	0	0	0	0	1,052,489	1,052,489
Special Revenue and Finance	0	0	12,778,184	12,778,184	0	0
Arena/Coliseum Operating Fund	0	0	0	0	6,026	6,026
Environmental Remediation Fund	0	0	0	0	473	473
FPD&R Fund	0	0	0	0	16,415	16,415
Parks Bond Construction Fund	0	0	0	0	36,515	36,515
Transportation Operating Fund	0	0	0	0	1,480,949	1,480,949
Water Fund	0	0	0	0	1,093,124	1,093,124
Workers Compensation Fund	0	0	0	0	26,893	26,893
	0	0	12,778,184	12,778,184	7,827,878	7,827,878
Total Internal Revenues	0	0	12,778,184	12,778,184	7,827,878	7,827,878
Beginning Fund Balance	0	0	0	0	29,415,507	29,415,507
TOTAL RESOURCES	\$ 0	\$ 0	\$ 12,778,184	\$ 12,778,184	\$ 38,750,860	\$ 38,750,860
REQUIREMENTS						
Bureau Expenses						
External Materials and Services						
	0	0	0	395,000	605,104	605,104
Total Bureau Expenses	0	0	0	395,000	605,104	605,104
Fund Requirements						
Debt Retirement						
	0	0	12,778,184	12,383,184	20,784,522	20,784,522
Unappropriated Ending Balance						
Unexpendable Reserve						
	0	0	0	0	17,361,234	17,361,234
	0	0	0	0	17,361,234	17,361,234
Total Fund Requirements	0	0	12,778,184	12,383,184	38,145,756	38,145,756
TOTAL REQUIREMENTS	\$ 0	\$ 0	\$ 12,778,184	\$ 12,778,184	\$ 38,750,860	\$ 38,750,860
LINE ITEM DETAIL – AU 283						
Materials and Services						
External Materials and Services						
549000 Miscellaneous	0	0	0	395,000	605,104	605,104
Total External Materials and Services	0	0	0	395,000	605,104	605,104
Total Materials and Services	0	0	0	395,000	605,104	605,104
TOTAL Bureau Expenses	\$ 0	\$ 0	\$ 0	\$ 395,000	\$ 605,104	\$ 605,104

FUND OVERVIEW

This fund, created in FY 1999-00, is used to achieve a proper matching of revenues and expenditures related to the financing of the City's unfunded actuarial accrued pension liability as of December 31, 1997. Specifically, this fund will account for the allocation of resources to pay principal and interest on the Limited Tax Pension Obligation Revenue Bonds, 1999 Series C, D and E.

Pension Debt Redemption Fund – 305

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Limited Tax Pension Obligation Revenue Bonds, 1999 Series C						
11/10/1999 - Due 6/1	150,848,346					
		2000/01	0		8,503,282	8,503,282
		2001/02	0		8,503,282	8,503,282
		2002/03	0		8,503,282	8,503,282
		2003/04	0		8,503,282	8,503,282
		2004/05	0		8,503,282	8,503,282
		2005/06	0		8,503,282	8,503,282
		2006/07	2,570,000	7.27%	8,503,282	11,073,282
		2007/08	4,755,000	7.32%	8,316,443	13,071,443
		2008/09	5,990,000	7.37%	7,968,377	13,958,377
		2009/10	3,030,000	7.42%	7,526,914	10,556,914
		2010/11	0		7,302,088	7,302,088
		2011/12	0		7,302,088	7,302,088
		2012/13	0		7,302,088	7,302,088
		2013/14	0		7,302,088	7,302,088
		2014/15	0		7,302,088	7,302,088
		2015/16	0		7,302,088	7,302,088
		2016/17	0		7,302,088	7,302,088
		2017/18	0		7,302,088	7,302,088
		2018/19	0		7,302,088	7,302,088
		2019/20	27,935,000	7.70%	7,302,088	35,237,088
		2020/21	31,495,000	7.70%	5,150,814	36,645,814
		2021/22	35,390,000	7.70%	2,725,384	38,115,384
		2022/23	6,345,175	7.70%	33,294,825	39,640,000
		2023/24	6,105,423	7.93%	35,119,578	41,225,000
		2024/25	5,874,733	7.93%	37,000,268	42,875,000
		2025/26	5,652,228	7.93%	38,937,772	44,590,000
		2026/27	5,438,274	7.93%	40,931,726	46,370,000
		2027/28	5,232,955	7.93%	42,997,045	48,230,000
		2028/29	5,034,559	7.93%	45,120,441	50,155,000
		TOTAL	150,848,346		437,633,444	588,481,790
Limited Tax Pension Obligation Revenue Bonds, 1999 Series D & E						
Periodic Auction Reset Securities (PARS)						
11/10/1999 - Due 6/1	150,000,000					
		2000/01	0	variable	12,281,239	12,281,239
		2001/02	0	variable	8,925,000	8,925,000
		2002/03	0	variable	8,925,000	8,925,000
		2003/04	0	variable	8,925,000	8,925,000
		2004/05	0	variable	8,925,000	8,925,000
		2005/06	0	variable	8,925,000	8,925,000
		2006/07	0	variable	8,925,000	8,925,000
		2007/08	0	variable	8,925,000	8,925,000
		2008/09	0	variable	8,925,000	8,925,000
		2009/10	4,325,000	variable	8,925,000	13,250,000
		2010/11	8,775,000	variable	8,667,663	17,442,663
		2011/12	10,300,000	variable	8,145,550	18,445,550
		2012/13	11,950,000	variable	7,532,700	19,482,700
		2013/14	13,725,000	variable	6,821,675	20,546,675
		2014/15	15,650,000	variable	6,005,037	21,655,037
		2015/16	17,750,000	variable	5,073,862	22,823,862
		2016/17	20,000,000	variable	4,017,738	24,017,738
		2017/18	22,450,000	variable	2,827,738	25,277,738
		2018/19	25,075,000	variable	1,491,963	26,566,963
		TOTAL	150,000,000		143,190,164	293,190,164
COMBINED DEBT SERVICE						
	300,848,346					
		2000/01	0		20,784,521	20,784,521
		2001/02	0		17,428,282	17,428,282
		2002/03	0		17,428,282	17,428,282

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
		2003/04	0		17,428,282	17,428,282
		2004/05	0		17,428,282	17,428,282
		2005/06	0		17,428,282	17,428,282
		2006/07	2,570,000		17,428,282	19,998,282
		2007/08	4,755,000		17,241,443	21,996,443
		2008/09	5,990,000		16,893,377	22,883,377
		2009/10	7,355,000		16,451,914	23,806,914
		2010/11	8,775,000		15,969,751	24,744,751
		2011/12	10,300,000		15,447,638	25,747,638
		2012/13	11,950,000		14,834,788	26,784,788
		2013/14	13,725,000		14,123,763	27,848,763
		2014/15	15,650,000		13,307,125	28,957,125
		2015/16	17,750,000		12,375,950	30,125,950
		2016/17	20,000,000		11,319,826	31,319,826
		2017/18	22,450,000		10,129,826	32,579,826
		2018/19	25,075,000		8,794,051	33,869,051
		2019/20	27,935,000		7,302,088	35,237,088
		2020/21	31,495,000		5,150,814	36,645,814
		2021/22	35,390,000		2,725,384	38,115,384
		2022/23	6,345,175		33,294,825	39,640,000
		2023/24	6,105,423		35,119,578	41,225,000
		2024/25	5,874,733		37,000,268	42,875,000
		2025/26	5,652,228		38,937,772	44,590,000
		2026/27	5,438,274		40,931,726	46,370,000
		2027/28	5,232,955		42,997,045	48,230,000
		2028/29	5,034,559		45,120,441	50,155,000
TOTAL FUND DEBT SERVICE			\$ 300,848,346		\$ 580,823,608	\$ 881,671,953

Special Finance and Resource Fund – 207

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Bond and Note Sales	0	0	437,190,000	458,028,881	238,174,574	238,174,574
	0	0	437,190,000	458,028,881	238,174,574	238,174,574
Total External Revenues	0	0	437,190,000	458,028,881	238,174,574	238,174,574
Internal Revenues						
Beginning Fund Balance	0	0	0	0	123,087	123,087
TOTAL RESOURCES	\$ 0	\$ 0	\$ 437,190,000	\$ 458,028,881	\$ 238,297,661	\$ 238,297,661
REQUIREMENTS						
Bureau Expenses						
External Materials and Services						
Printing & Distribution	0	0	0	9,000	0	0
Finance & Administration	0	0	0	140,000	0	60,000
	0	0	0	149,000	0	60,000
Total Bureau Expenses	0	0	381,746,427	338,385,308	211,297,661	211,297,661
Fund Requirements						
Fund Cash Transfers						
Airport Way Debt Service	0	0	33,365,389	34,565,389	0	0
Central Eastside UR Debt	0	0	0	0	1,500,000	1,500,000
Convention Center UR Debt	0	0	8,300,000	8,300,000	0	0
Intermediate Debt Fund	0	0	1,000,000	1,000,000	0	0
Pension Debt Redemption Fund	0	0	12,778,184	12,778,184	0	0
South Park Renewal Debt	0	0	0	0	10,900,000	10,900,000
Waterfront Renewal Bond	0	0	0	0	14,600,000	14,600,000
	0	0	55,443,573	56,643,573	27,000,000	27,000,000
Total Fund Requirements	0	0	55,443,573	56,643,573	27,000,000	27,000,000
TOTAL REQUIREMENTS	\$ 0	\$ 0	\$ 437,190,000	\$ 395,028,881	\$ 238,297,661	\$ 238,297,661
LINE ITEM DETAIL – AU 238						
Materials and Services						
External Materials and Services						
529000 Miscellaneous Services	0	0	376,939,873	333,337,451	207,760,058	207,760,058
549000 Miscellaneous	0	0	4,806,554	4,898,857	3,537,603	3,477,603
Total External Materials and Services	0	0	381,746,427	338,236,308	211,297,661	211,237,661
Internal Materials and Services						
552000 Printing & Distribution	0	0	0	9,000	0	0
559000 Other Fund Services	0	0	0	140,000	0	60,000
Total Internal Materials and Services	0	0	0	149,000	0	60,000
Total Materials and Services	0	0	381,746,427	338,385,308	211,297,661	211,297,661
TOTAL Bureau Expenses	\$ 0	\$ 0	\$ 381,746,427	\$ 338,385,308	\$ 211,297,661	\$ 211,297,661

FUND OVERVIEW

This fund created in FY 1999-00 as a result of a Government Finance Officers Association (GFOA) recommendation for the City to record both the revenue and the liability associated with the financing of Urban Renewal projects. In the past, the City would record the liability and the Portland Development Commission (PDC) would record the revenue. Because PDC is a separate governmental unit, this method was found to be inconsistent with common practice. As a result, the city created this fund to serve as a staging area for urban renewal bond proceeds, where both the liability and revenue are recorded with a transfer of funds to PDC.

In addition, this fund serves as a staging area for bond proceeds associated with other special projects. In FY 1999-00 the bonds issued for the unfunded pension liability, the grant to Portland Public Schools, and the financing of the East Permanent Housing Facility all flowed through this fund. For FY 2000-01, it is expected that in addition to urban renewal, a portion of the proposed Convention Center Expansion will flow through this fund.

Workers' Compensation Operating Fund – 709

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Miscellaneous Revenues						
Interest Earned	778,523	710,867	543,018	543,018	656,101	656,101
Other Miscellaneous	110,373	110,292	138,595	132,280	140,928	140,928
	888,896	821,159	681,613	675,298	797,029	797,029
Total External Revenues	888,896	821,159	681,613	675,298	797,029	797,029
Internal Revenues						
Interfund Service Reimbursements						
City Attorney	30,502	26,020	26,956	26,956	28,000	28,000
City Auditor	26,063	23,340	24,180	24,180	26,768	26,768
Buildings	86,290	93,961	114,263	97,344	128,335	128,335
Cable Commission	1,690	1,551	1,607	1,607	1,920	1,920
Cable Commission/Access	2,535	2,327	2,410	2,410	2,880	2,880
Commissioner of Public Affairs	6,612	5,263	5,453	5,453	5,774	5,774
Commissioner of Public Safety	6,392	5,487	5,685	5,685	5,459	5,459
Commissioner of Public Utilities	6,912	5,181	5,367	5,367	5,193	5,193
Commissioner of Public Works	5,469	3,120	3,232	3,232	6,081	6,081
Communications Services	17,102	15,072	15,614	15,614	22,862	22,862
Community Development	12,309	9,780	10,132	10,132	11,806	11,806
Computer Services Fund	0	0	0	0	18,673	18,673
Emergency Communications	115,979	86,071	89,169	89,169	95,888	95,888
Energy Office	5,274	4,941	5,119	5,119	6,177	6,177
Environmental Services	154,843	158,606	164,316	164,316	187,318	187,318
Facilities Services Fund	21,837	15,898	16,470	16,470	18,940	18,940
Finance & Administration	69,964	63,046	65,316	65,316	39,140	39,140
Fire Bureau	329,338	383,525	418,298	418,298	318,873	318,873
Fleet Management	81,089	100,230	103,838	103,838	189,609	189,609
General Services	10,921	9,804	10,157	10,157	11,327	11,327
Golf Operating Fund	24,514	26,899	27,867	27,867	33,526	33,526
Government Relations	4,419	4,000	4,144	4,144	4,648	4,648
Health Insurance	0	0	0	0	2,456	2,456
Hydropower Operating Fund	2,593	2,307	2,390	2,390	2,733	2,733
Insurance & Claims Fund	0	0	0	0	4,912	4,912
Licenses	19,216	18,423	19,086	19,086	20,007	20,007
Mayor	13,234	11,764	12,188	12,188	11,112	11,112
Neighborhood Involvement	20,426	19,463	20,164	20,164	23,528	23,528
Parks Bureau	427,194	266,169	320,878	320,878	356,175	356,175
Planning	35,144	32,663	16,920	33,839	25,080	25,080
Police Bureau	114,181	142,608	147,742	147,742	261,245	261,245
Portland International Raceway	4,448	3,598	3,728	3,728	4,659	4,659
Printing & Distribution	17,345	15,440	15,996	15,996	16,314	16,314
Purchase & Stores	11,457	12,991	13,458	13,458	16,308	16,308
Transportation	588,537	559,807	642,263	642,263	636,225	636,225
Water Bureau	424,825	371,165	434,848	434,848	441,198	441,198
	2,698,654	2,500,520	2,769,254	2,769,254	2,991,149	2,991,149
Intra-Fund Service Reimbursement	0	0	0	0	5,559	5,559
Total Internal Revenues	2,698,654	2,500,520	2,769,254	2,769,254	2,996,708	2,996,708
Beginning Fund Balance	13,381,518	13,643,804	13,119,719	13,119,719	11,929,134	11,929,134
TOTAL RESOURCES	\$ 16,969,068	\$ 16,965,483	\$ 16,570,586	\$ 16,564,271	\$ 15,722,871	\$ 15,722,871

REQUIREMENTS

Bureau Expenses

Personal Services	0	0	0	0	976,794	976,794
External Materials and Services	1,739,315	2,125,515	2,495,577	2,374,439	2,861,098	2,861,098
Communications Services	0	0	0	0	22,168	22,168
Data Processing Services	0	0	0	0	44,940	44,940
Facilities Services	0	0	0	0	74,298	74,298
Fleet Services	0	0	0	0	3,446	3,446
Insurance	0	0	0	0	14,244	14,244
Printing & Distribution	0	0	0	0	30,608	30,608

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
City Attorney	308,150	317,680	331,342	331,342	342,073	342,073
Finance & Administration	1,237,008	1,274,694	1,793,520	1,806,354	41,458	41,458
Parking Facilities	0	0	0	0	2,340	2,340
	1,545,158	1,592,374	2,124,862	2,137,696	575,575	575,575
Total Bureau Expenses	3,284,473	3,717,889	4,620,439	4,512,135	4,413,467	4,413,467
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	11,815,986	11,929,134	11,121,255	11,125,215
Compensation Adjustment	0	0	16,755	0	35,837	35,837
	0	0	11,832,741	11,929,134	11,157,092	11,161,052
General Fund Overhead	40,793	127,875	117,406	123,002	125,419	121,459
Fund Cash Transfers						
Pension Debt Redemption Fund	0	0	0	0	26,893	26,893
	0	0	0	0	26,893	26,893
Unappropriated Ending Balance						
Unappropriated Ending Balance	13,643,802	13,119,719	0	0	0	0
	13,643,802	13,119,719	0	0	0	0
Total Fund Requirements	13,684,595	13,247,594	11,950,147	12,052,136	11,309,404	11,309,404
TOTAL REQUIREMENTS	\$ 16,969,068	\$ 16,965,483	\$ 16,570,586	\$ 16,564,271	\$ 15,722,871	\$ 15,722,871
LINE ITEM DETAIL – AU 577						
Personnel Services						
511000 Full-Time Employees	0	0	0	0	703,648	703,648
512000 Part-Time Employees	0	0	0	0	7,165	7,165
514000 Overtime	0	0	0	0	1,073	1,073
517000 Benefits	0	0	0	0	264,908	264,908
Total Personnel Services	0	0	0	0	976,794	976,794
Materials and Services						
External Materials and Services						
521000 Professional Services	142,012	131,010	89,000	89,000	338,110	338,110
524000 Repair & Maintenance Services	0	0	0	0	3,957	3,957
529000 Miscellaneous Services	1,597,303	1,994,505	2,406,577	2,285,439	2,463,943	2,463,943
531000 Office Supplies	0	0	0	0	13,627	13,627
534000 Minor Equipment & Tools	0	0	0	0	10,632	10,632
541000 Education	0	0	0	0	7,966	7,966
542000 Local Travel	0	0	0	0	7,344	7,344
543000 Out-of-Town Travel	0	0	0	0	4,422	4,422
549000 Miscellaneous	0	0	0	0	11,097	11,097
Total External Materials and Services	1,739,315	2,125,515	2,495,577	2,374,439	2,861,098	2,861,098
Internal Materials and Services						
551000 Fleet Services	0	0	0	0	3,446	3,446
552000 Printing & Distribution	0	0	0	0	30,608	30,608
553000 Facilities Services	0	0	0	0	74,298	74,298
554000 Communications Services	0	0	0	0	22,168	22,168
555000 Data Processing Services	0	0	0	0	44,940	44,940
556000 Insurance	0	0	0	0	14,244	14,244
559000 Other Fund Services	1,545,158	1,592,374	2,124,862	2,137,696	385,871	385,871
Total Internal Materials and Services	1,545,158	1,592,374	2,124,862	2,137,696	575,575	575,575
Total Materials and Services	3,284,473	3,717,889	4,620,439	4,512,135	3,436,673	3,436,673
TOTAL Bureau Expenses	\$ 3,284,473	\$ 3,717,889	\$ 4,620,439	\$ 4,512,135	\$ 4,413,467	\$ 4,413,467

FUND OVERVIEW

Fund Purpose

The Workers' Compensation Fund supports management of the Workers' Compensation self-insurance program and loss control services to minimize occupational injury and illness. The Employee Assistance Program (EAP) and the Health and Wellness Program are included in this appropriation unit. Staff and related materials and services for the fund are budgeted in the Office of Finance and Administration (OF&A) appropriation unit in the General Fund, and the Workers' Compensation Fund reimburses the General Fund through an interagency agreement.

Revenues and Expenditures

Interagency increases reflect the actuarial forecast of Workers' Compensation funding requirements.

Interagency increases Fund expenditures are primarily for claims payments, which are budgeted at more than \$2.7 million for FY 2000-01, a 1.7% increase over the current budget year. Projected claims are based upon the independent actuarial study completed for the period ending June 30, 1999. The Fund's primary revenue is interagency charges to City bureaus. Overall interagency charges increased 8.2% from FY 1999-00.

Reserves

The reserve requirement assumed within the FY 2000-01 budget is based on the latest actuarial study. The actuarial report gives a range for the recommended reserve levels needed to cover outstanding incurred liabilities. This range of estimates is produced by calculating reserves at various confidence levels (e.g., the probability that actual losses will not exceed the reserve level). In addition to the range based on various confidence levels, reserves are stated at a discounted level which takes into account the fact that the fund earns interest on fund balances. The reserve requirement is about \$9.0 million per the June 30, 1999 actuarial estimate at the discounted 75% confidence level.

Communications Services Operating Fund – 707

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
RESOURCES						
External Revenues						
Service Charges and Fees						
Miscellaneous	1,223,160	1,435,199	1,360,152	1,360,152	1,831,345	1,831,345
Rents and Reimbursements	70,325	69,508	70,386	70,386	70,386	70,386
	<u>1,293,485</u>	<u>1,504,707</u>	<u>1,430,538</u>	<u>1,430,538</u>	<u>1,901,731</u>	<u>1,901,731</u>
State Sources						
State Cost Sharing	304	0	0	0	0	0
	<u>304</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Local Sources						
Local Cost Sharing	27,849	0	0	0	0	0
Multnomah County Cost Sharing	51	0	0	0	0	0
	<u>27,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Miscellaneous Revenues						
Bond and Note Sales	0	0	0	0	8,018,000	8,018,000
Interest Earned	293,436	332,460	200,000	300,000	280,000	280,000
Other Miscellaneous	2,950	135,365	19,500	21,000	2,000	2,000
Refunds	287	0	0	0	0	0
Sale of Capital Assets	5,410	0	0	0	0	0
Sales Miscellaneous	232,242	204,652	2,000	100,000	2,000	2,000
	<u>534,325</u>	<u>672,477</u>	<u>221,500</u>	<u>421,000</u>	<u>8,302,000</u>	<u>8,302,000</u>
Total External Revenues	1,856,014	2,177,184	1,652,038	1,851,538	10,203,731	10,203,731
Internal Revenues						
Other Cash Transfers						
Computer Services Fund	0	150,000	0	0	0	0
Facilities Services Fund	25,000	55,000	0	0	0	0
General Fund	0	82,500	0	0	0	0
Printing & Distribution	10,000	10,000	0	0	0	0
	<u>35,000</u>	<u>297,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Interfund Service Reimbursements						
Arena Operating	0	120	350	0	478	478
City Attorney	46,814	50,476	51,912	51,912	47,409	47,409
City Auditor	42,699	44,544	49,568	49,568	45,632	45,632
Auto Port Operating Fund	608	0	0	0	0	0
Buildings	267,488	277,614	359,809	359,809	398,330	398,330
Cable Commission	31,631	5,184	4,583	4,583	4,069	4,069
Cable Commission/Access	40,763	5,431	10,504	10,504	11,181	11,181
Commissioner of Public Affairs	8,994	10,710	9,949	9,949	9,573	9,573
Commissioner of Public Safety	7,130	7,847	7,560	7,560	7,203	7,203
Commissioner of Public Utilities	8,941	9,846	10,842	10,842	8,944	8,944
Commissioner of Public Works	9,324	9,860	10,213	10,213	9,689	9,689
Community Development	12,744	20,950	14,361	14,361	15,478	15,478
Computer Services Fund	0	0	0	0	109,700	109,700
Emergency Communications	403,923	386,558	483,358	483,358	484,572	484,572
Energy Office	7,438	8,673	8,742	8,742	9,257	9,257
Environmental Services	765,596	779,485	765,505	765,505	777,197	777,197
Facilities Services Fund	333,468	168,189	277,832	277,832	317,501	317,501
Finance & Administration	203,321	228,288	242,823	243,173	125,213	125,213
Fire Bureau	761,471	818,573	833,911	833,911	944,560	919,560
Fleet Management	36,137	38,703	39,778	39,778	38,526	38,526
FPD&R	8,572	13,245	10,648	10,648	12,969	12,969
General Services	11,873	14,337	14,248	14,248	15,031	15,031
Golf Operating Fund	8,449	9,605	11,348	11,348	14,666	14,666
Government Relations	8,578	13,270	13,205	13,205	12,106	12,106
Health Insurance	0	0	0	0	9,795	9,795
Hydropower Operating Fund	8,110	4,909	6,593	6,593	6,488	6,488
Insurance & Claims Fund	0	0	0	0	19,590	19,590
Licenses	34,232	37,502	38,078	38,078	45,010	45,010
Mayor	22,835	24,978	24,617	24,617	26,815	26,815
Neighborhood Involvement	33,305	39,128	37,327	37,327	39,979	39,979

Communications Services Operating Fund – 707

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Parking Facilities Fund	5,469	6,283	6,504	6,504	7,487	7,487
Parks Bureau	328,874	408,406	444,311	444,311	455,997	455,997
Parks Capital Improvement Fund	55,645	45,666	20,046	21,289	0	0
Parks Construction Fund	0	0	1,243	0	766	766
Planning	70,925	90,583	39,538	39,538	55,288	55,288
Police Bureau	2,228,499	2,768,106	2,740,854	2,781,179	2,989,432	2,889,432
Portland International Raceway	14,509	11,834	12,171	12,171	11,434	11,434
Portland Parks Trust	304	314	325	325	375	375
Printing & Distribution	28,248	27,770	27,765	27,765	32,663	32,663
Public Safety Capital	1	0	0	0	0	0
Purchase & Stores	23,844	27,742	30,248	30,248	31,578	31,578
Purchases & Stores Stock	1,545	1,450	0	0	0	0
Refuse Disposal Fund	10,683	11,046	12,305	12,305	13,068	13,068
Transportation	835,113	822,057	892,812	892,812	890,836	890,836
Water Bureau	835,013	1,191,099	1,043,889	1,043,889	1,225,056	1,225,056
Workers Compensation Fund	0	0	0	0	22,168	22,168
	7,563,116	8,440,381	8,609,675	8,650,000	9,303,109	9,178,109
Equipment Cash Transfers						
Emergency Communications	17,493	0	261,834	0	0	0
Facilities Services Fund	93,001	0	0	0	0	0
Police Bureau	10,000	0	0	0	0	0
Transportation	0	38,054	0	0	0	0
	120,494	38,054	261,834	0	0	0
Minor Equipment and Tools						
Transportation	13,430	16,931	19,712	20,880	0	0
Environmental Services	9,250	3,982	9,232	0	0	0
Fire Bureau	77,580	33,369	2,221	2,221	0	0
Parks Bureau	9,797	35,867	0	0	0	0
Police Bureau	300,638	394,104	1,688,115	1,742,347	0	0
Water Bureau	35,153	15,968	45,800	75,800	43,400	43,400
	445,848	500,221	1,765,080	1,841,248	43,400	43,400
Total Internal Revenues	8,164,458	9,276,156	10,636,589	10,491,248	9,346,509	9,221,509
Beginning Fund Balance	4,574,892	5,468,214	6,746,344	6,746,344	5,432,519	5,432,519
TOTAL RESOURCES	\$ 14,595,364	\$ 16,921,554	\$ 19,034,971	\$ 19,089,130	\$ 24,982,759	\$ 24,857,759
REQUIREMENTS						
Bureau Expenses						
Personal Services	1,648,263	2,001,428	2,318,125	2,245,259	2,774,930	2,774,930
External Materials and Services	4,995,591	6,061,236	8,229,677	8,070,000	7,325,197	7,325,197
Data Processing Services	32,263	44,313	43,643	43,000	38,705	38,705
Facilities Services	406,467	406,138	334,996	370,000	381,133	381,133
Fleet Services	50,222	48,030	56,741	55,000	50,913	50,913
Insurance	47,731	46,586	48,263	48,263	61,225	61,225
Printing & Distribution	25,908	25,587	23,043	20,000	12,598	12,598
Auto Port Operating	2,104	0	0	0	0	0
Finance & Administration	6,236	8,549	3,500	3,500	4,400	4,400
General Services	300,963	348,112	356,558	356,558	387,277	387,277
Parking Facilities	0	6,180	6,240	6,240	7,800	7,800
	871,894	933,495	872,984	902,561	944,051	944,051
Capital Outlay	779,618	434,694	1,728,544	1,608,439	6,502,851	6,502,851
Equipment Cash Transfers						
Fleet Operating	0	53,044	0	0	0	0
	0	53,044	0	0	0	0
Minor Equipment Transfers						
Fleet Operating	5,801	0	0	0	0	0
	5,801	0	0	0	0	0
Total Bureau Expenses	8,301,167	9,483,897	13,149,330	12,826,259	17,547,029	17,547,029

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	5,032,400	0	6,569,775	6,452,386
Compensation Adjustment	0	0	22,889	0	91,424	91,424
	0	0	5,055,289	0	6,661,199	6,543,810
General Fund Overhead	200,112	227,065	255,455	255,455	283,086	275,475
Fund Cash Transfers						
Facilities Services	130,000	0	0	0	0	0
Pension Debt Redemption Fund	0	0	0	0	64,857	64,857
	130,000	0	0	0	64,857	64,857
Debt Retirement	495,877	464,248	574,897	574,897	426,588	426,588
Unappropriated Ending Balance						
Unappropriated Ending Balance	5,468,208	6,746,344	0	5,432,519	0	0
	5,468,208	6,746,344	0	5,432,519	0	0
Total Fund Requirements	6,294,197	7,437,657	5,885,641	6,262,871	7,435,730	7,310,730
TOTAL REQUIREMENTS	\$ 14,595,364	\$ 16,921,554	\$ 19,034,971	\$ 19,089,130	\$ 24,982,759	\$ 24,857,759

FUND OVERVIEW

The Communications Services Operating Fund operates and maintains the City's telecommunications, radios, 800 MHz radio system, and other electronic systems such as 9-1-1 dispatch, sirens, radar guns, and video systems. These systems provide service to all City bureaus and agencies as well as to a growing number of other jurisdictions in the metropolitan area. Fund activities are carried out by the Communications Services Division of the Bureau of General Services.

Revenues

The fund's major source of revenue is service reimbursement transfers from other City bureaus. Purchase of new equipment for use by other bureaus is supported through cash transfers. In addition, non-City customers, most of whom use the 800 MHz radio system, provide funding in return for use of the radio system and maintenance of radio equipment.

Communications Services Operating Fund – 707

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
Full Faith and Credit, 1993 Series B (Communication Portion Only)						
08/15/1993 - Due 4/1	4,120,000					
		2000/01	190,000	4.00%	145,325	335,325
		2001/02	200,000	4.10%	137,725	337,725
		2002/03	210,000	4.15%	129,525	339,525
		2003/04	215,000	4.25%	120,810	335,810
		2004/05	225,000	4.35%	111,673	336,673
		2005/06	235,000	4.45%	101,885	336,885
		2006/07	245,000	4.55%	91,428	336,428
		2007/08	260,000	4.55%	80,280	340,280
		2008/09	270,000	4.63%	68,450	338,450
		2009/10	280,000	4.63%	55,963	335,963
		2010/11	295,000	4.63%	43,013	338,013
		2011/12	310,000	4.63%	29,369	339,369
		2012/13	325,000	4.63%	15,031	340,031
		TOTAL	3,260,000		1,130,475	4,390,475
Limited Tax Revenue Bonds, 1996 Series A (Communication Portion Only)						
06/01/1996 - Due 6/1	1,001,462					
		2000/01	47,957	4.60%	43,306	91,262
		2001/02	50,073	4.70%	41,100	91,172
		2002/03	52,591	4.80%	38,746	91,337
		2003/04	55,133	4.90%	36,222	91,354
		2004/05	57,518	5.00%	33,520	91,039
		2005/06	60,476	5.10%	30,644	91,120
		2006/07	63,645	5.20%	27,560	91,205
		2007/08	66,845	5.25%	24,251	91,096
		2008/09	70,439	5.25%	20,741	91,180
		2009/10	74,059	5.25%	17,043	91,102
		2010/11	77,888	5.25%	13,155	91,043
		2011/12	82,110	5.38%	9,066	91,176
		2012/13	86,560	5.38%	4,725	91,284
		TOTAL	845,292		340,079	1,185,371
COMBINED DEBT SERVICE						
	5,121,462					
		2000/01	237,957		188,631	426,587
		2001/02	250,073		178,825	428,897
		2002/03	262,591		168,271	430,862
		2003/04	270,133		157,032	427,164
		2004/05	282,518		145,193	427,711
		2005/06	295,476		132,529	428,005
		2006/07	308,645		118,988	427,632
		2007/08	326,845		104,531	431,376
		2008/09	340,439		89,191	429,630
		2009/10	354,059		73,006	427,064
		2010/11	372,888		56,168	429,056
		2011/12	392,110		38,435	430,545
		2012/13	411,560		19,756	431,315
TOTAL FUND DEBT SERVICE			\$ 4,105,292		\$ 1,470,554	\$ 5,575,846

Print/Dist Services Operating Fund – 706

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Service Charges and Fees						
Miscellaneous	193,811	240,679	80,250	191,406	254,406	254,406
	193,811	240,679	80,250	191,406	254,406	254,406
State Sources						
State Cost Sharing	0	0	0	68,291	175,000	175,000
	0	0	0	68,291	175,000	175,000
Local Sources						
Local Cost Sharing	107,758	298,050	1,311,446	157,861	187,945	187,945
Multnomah County Cost Sharing	971,158	1,038,326	300,000	989,825	1,023,417	1,023,417
	1,078,916	1,336,376	1,611,446	1,147,686	1,211,362	1,211,362
Miscellaneous Revenues						
Interest Earned	51,935	49,019	40,000	39,698	45,000	45,000
Other Miscellaneous	6,044	16,499	0	15	190,321	190,321
	57,979	65,518	40,000	39,713	235,321	235,321
Total External Revenues	1,330,706	1,642,573	1,731,696	1,447,096	1,876,089	1,876,089
Internal Revenues						
Interfund Service Reimbursements						
Arena Operating	0	4,539	1,000	980	520	520
City Attorney	45,546	48,571	50,942	49,910	50,194	50,194
City Auditor	110,357	117,338	104,205	102,095	101,947	101,947
Buildings	354,423	403,615	578,414	566,699	587,813	587,813
Cable Commission	870	954	2,558	2,506	1,800	1,800
Cable Commission/Access	6,934	9,829	10,427	10,216	10,734	10,734
Commissioner of Public Affairs	5,226	9,421	7,462	7,311	6,677	6,677
Commissioner of Public Safety	10,380	9,447	7,587	7,433	6,901	6,901
Commissioner of Public Utilities	12,527	14,149	9,879	9,679	9,371	9,371
Commissioner of Public Works	6,100	7,771	8,195	8,029	7,199	7,199
Communications Services	25,907	25,585	23,043	22,576	12,598	12,598
Community Development	22,855	27,321	30,134	29,524	29,435	29,435
Computer Services Fund	0	0	0	0	21,251	21,251
Emergency Communications	31,970	32,769	37,033	36,283	36,174	36,174
Energy Office	10,961	22,188	17,062	16,716	18,334	18,334
Environmental Services	574,512	555,592	658,086	644,758	669,592	639,930
Facilities Services Fund	43,080	30,960	52,344	51,284	51,836	51,836
Finance & Administration	298,383	341,069	385,215	377,413	261,052	261,052
Fire Bureau	106,259	173,764	148,687	145,676	172,663	172,663
Fleet Management	22,282	24,051	20,811	20,390	20,236	20,236
FPD&R	22,954	27,983	30,184	29,573	31,844	31,844
General Services	13,297	11,412	14,103	13,817	12,119	12,119
Golf Operating Fund	1,113	3,002	4,470	4,379	4,740	4,740
Government Relations	2,393	2,432	4,042	3,960	3,729	3,729
Health Insurance	0	0	0	0	24,134	24,134
Hydropower Operating Fund	2,842	2,140	3,695	3,620	3,150	3,150
Insurance & Claims Fund	0	0	0	0	30,653	30,653
Licenses	65,974	86,632	72,446	70,979	74,837	74,837
Mayor	24,338	27,643	29,854	29,249	28,306	28,306
Metropolitan Human Rights Comm	0	0	0	0	0	0
Neighborhood Involvement	77,485	76,951	66,537	65,189	65,396	65,396
Parking Facilities Fund	233	336	0	0	569	569
Parks Bureau	475,566	760,115	697,220	683,099	709,721	709,721
Parks Capital Improvement Fund	42,909	55,646	23,625	23,147	0	0
Parks Construction Fund	0	1,659	7,057	6,914	22,026	22,026
Planning	273,846	264,696	126,029	123,477	123,835	123,835
Police Bureau	378,746	478,884	465,978	456,541	445,510	445,510
Portland International Raceway	539	530	1,385	1,357	1,435	1,435
Portland Parks Trust	605	221	0	0	0	0
Purchase & Stores	58,934	61,406	65,013	63,696	66,410	66,410
Refuse Disposal Fund	45,046	42,965	96,443	94,490	191,922	191,922

Print/Dist Services Operating Fund – 706

FUND SUMMARY

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Sewage Construction Fund	3,964	4,758	0	0	4,897	4,897
Special Appropriations	17,787	21,075	11,342	11,112	7,000	7,000
Transportation	389,376	375,287	452,428	443,265	457,747	457,747
Water Bureau	728,247	887,802	1,014,797	994,244	997,319	997,319
Workers Compensation Fund	0	0	0	0	30,608	30,608
	4,314,766	5,052,508	5,339,732	5,231,586	5,414,234	5,384,572
Equipment Cash Transfers						
City Attorney	1,200	0	0	0	0	0
City Auditor	4,700	0	0	0	0	0
Buildings	12,500	6,030	0	0	0	0
Commissioner of Public Affairs	0	3,500	0	0	0	0
Emergency Communications	0	0	4,000	4,000	0	0
Environmental Services	12,300	0	0	0	0	0
Finance & Administration	2,500	0	0	0	0	0
Neighborhood Involvement	8,376	0	0	0	0	0
Parks Bond Construction	5,758	0	0	0	0	0
Parks Bureau	1,300	0	0	0	0	0
Planning	0	9,000	0	0	0	0
Police Bureau	12,500	7,000	0	6,750	0	0
Special Appropriations	2,344	0	0	0	0	0
Water Bureau	5,000	9,360	0	0	6,000	6,000
	68,478	34,890	4,000	10,750	6,000	6,000
Minor Equipment and Tools						
Fleet Management	2,070	0	0	0	0	0
Environmental Services	3,700	1,050	0	0	0	0
Facilities Services Fund	0	300	0	0	0	0
Fire Bureau	0	4,063	0	0	0	0
Neighborhood Involvement	1,850	4,995	0	0	0	0
Parks Bureau	0	4,000	500	500	0	0
Police Bureau	6,220	3,300	0	0	0	0
Water Bureau	0	0	3,000	3,000	0	0
	13,840	17,708	3,500	3,500	0	0
Total Internal Revenues	4,397,084	5,105,106	5,347,232	5,245,836	5,420,234	5,390,572
Beginning Fund Balance	869,593	976,724	1,106,093	1,106,093	909,947	909,947
TOTAL RESOURCES	\$ 6,597,383	\$ 7,724,403	\$ 8,185,021	\$ 7,799,025	\$ 8,206,270	\$ 8,176,608

REQUIREMENTS

Bureau Expenses						
Personal Services	1,561,234	1,618,780	1,737,187	1,709,187	1,731,702	1,731,702
External Materials and Services	3,050,699	3,502,588	4,076,876	3,873,917	4,147,800	3,956,539
Communications Services	28,248	27,768	27,765	27,278	32,663	32,663
Data Processing Services	65,979	115,946	148,854	146,241	166,013	166,013
Facilities Services	120,663	127,876	214,894	211,122	185,259	185,259
Fleet Services	29,325	28,014	41,928	41,191	39,941	39,941
Insurance	37,139	37,410	38,757	15,715	42,611	42,611
Auto Port Operating	10,080	0	0	0	0	0
Finance & Administration	583	607	641	630	650	650
General Services	137,254	156,475	175,165	172,090	171,381	171,381
Parking Facilities	0	10,920	10,920	0	7,800	7,800
	429,271	505,016	658,924	614,267	646,318	646,318
Capital Outlay	394,777	729,827	413,500	581,744	355,000	355,000
Total Bureau Expenses	5,435,981	6,356,211	6,886,487	6,779,115	6,880,820	6,689,559
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	1,009,374	0	1,002,912	1,172,178
Compensation Adjustment	0	0	23,230	0	39,936	39,936
	0	0	1,032,604	0	1,042,848	1,212,114
General Fund Overhead	174,675	252,099	265,930	109,963	230,425	222,758

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Fund Cash Transfers						
Communication Services	10,000	10,000	0	0	0	0
Pension Debt Redemption Fund	0	0	0	0	52,177	52,177
	10,000	10,000	0	0	52,177	52,177
Unappropriated Ending Balance						
Unappropriated Ending Balance	976,727	1,106,093	0	909,947	0	0
	976,727	1,106,093	0	909,947	0	0
Total Fund Requirements	1,161,402	1,368,192	1,298,534	1,019,910	1,325,450	1,487,049
TOTAL REQUIREMENTS	\$ 6,597,383	\$ 7,724,403	\$ 8,185,021	\$ 7,799,025	\$ 8,206,270	\$ 8,176,608

FUND OVERVIEW

The Printing and Distribution Fund was established to account for all revenues and expenditures of the Printing and Distribution Services Division. The division provides support services to all City bureaus, Multnomah County, and other governmental agencies. These services include traditional printing and binding; electronic printing and pre-press services; microfilming; copy machines and xerography; mail processing, inserting, and addressing; and delivery of interoffice mail and supplies.

Revenues

The main source of revenue is from service reimbursement transfers from other City bureaus and funds which are projected to be about \$5.4 million for FY 2000-01. Revenues also realized from Multnomah County are projected to be \$1.0 million for FY 2000-01. Replacement funds are collected from City bureaus are deposited into the fund, and all replacement equipment is purchased out of the fund.

Facilities Services Fund – 704

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Service Charges and Fees						
Miscellaneous	64,511	83,181	0	0	0	0
Parking Fees	221,951	236,090	231,000	231,000	249,747	249,747
Rents and Reimbursements	161,480	817,735	1,071,480	1,644,000	1,542,450	1,542,450
	447,942	1,137,006	1,302,480	1,875,000	1,792,197	1,792,197
State Sources						
State Cost Sharing	115,237	160,274	150,948	151,000	156,012	156,012
	115,237	160,274	150,948	151,000	156,012	156,012
Local Sources						
Local Cost Sharing	1,717	0	1,470,698	1,471,000	751,969	751,969
Multnomah County Cost Sharing	676,279	754,801	708,805	709,000	729,157	729,157
	677,996	754,801	2,179,503	2,180,000	1,481,126	1,481,126
Miscellaneous Revenues						
Bond and Note Sales	28,956,048	0	3,332,000	3,332,000	0	0
Interest Earned	910,860	1,301,134	115,000	400,000	89,055	89,055
Other Miscellaneous	195,588	243,251	90,700	91,000	0	0
Private Grants/Donations	40,000	0	0	0	0	0
Refunds	37	0	0	0	0	0
Sale of Capital Assets	0	3,489	0	0	0	0
Sales Miscellaneous	0	4,254	0	0	0	0
	30,102,533	1,552,128	3,537,700	3,823,000	89,055	89,055
Total External Revenues	31,343,708	3,604,209	7,170,631	8,029,000	3,518,390	3,518,390
Internal Revenues						
Other Cash Transfers						
BFRES Facilities Bond Const Fund	0	0	1,328,000	0	0	0
Communication Services Fund	130,000	0	0	0	0	0
Computer Services Fund	0	175,700	0	0	0	0
General Fund	3,455,533	3,311,545	3,262,686	3,262,000	3,269,890	3,269,890
	3,585,533	3,487,245	4,590,686	3,262,000	3,269,890	3,269,890
Interfund Service Reimbursements						
Arena Operating	1,185	3,156	6,219	6,219	7,800	7,800
City Attorney	132,240	170,636	183,148	183,148	185,540	185,540
City Auditor	202,955	246,416	298,874	304,874	305,091	305,091
Auto Port Operating Fund	440,041	0	0	0	0	0
BFRES Facilities GO Bond Const	0	118,761	1,023,560	1,023,560	1,542,000	1,542,000
Buildings	560,414	606,639	2,232,804	2,232,805	2,249,873	2,249,873
Cable Commission	10,845	10,158	11,283	11,283	11,429	11,429
Cable Commission/Access	14,873	15,526	17,378	17,378	17,527	17,527
Commissioner of Public Affairs	48,767	48,807	50,861	50,861	51,350	51,350
Commissioner of Public Safety	48,785	43,931	47,200	47,200	47,714	47,714
Commissioner of Public Utilities	48,876	47,222	50,472	50,472	51,121	51,121
Commissioner of Public Works	48,772	44,864	46,707	46,707	47,223	47,223
Communications Services	406,466	406,137	334,996	334,996	381,133	381,133
Community Development	197	34,893	163,966	83,065	99,225	99,225
Computer Services Fund	0	0	0	0	489,981	489,981
Emergency Communications	236,801	274,217	267,048	267,048	313,907	313,907
Energy Office	31,520	33,492	34,113	34,113	32,173	32,173
Environmental Remediation	143,616	101,018	118,955	118,955	121,587	121,587
Environmental Services	1,898,335	1,247,510	1,195,829	1,195,829	1,147,360	1,147,360
Finance & Administration	944,591	1,391,554	1,564,891	1,625,891	529,258	529,258
Fire Bureau	55,175	40,729	40,416	40,416	40,002	40,002
Fleet Management	195,059	205,207	285,970	285,970	953,896	953,896
General Services	113,799	315,554	82,629	82,629	92,447	92,447
Golf Operating Fund	0	6	0	0	0	0
Government Relations	15,100	24,286	26,140	26,140	26,487	26,487
Health Insurance	0	0	0	0	32,830	32,830
Insurance & Claims Fund	0	0	0	0	65,659	65,659
Licenses	128,086	201,184	299,982	299,982	307,929	307,929

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
Mayor	49,859	105,368	110,432	110,432	109,374	109,374
Neighborhood Involvement	88,214	135,729	104,981	0	106,642	106,642
Parking Facilities Fund	1,372,160	1,171,662	3,267,271	3,379,635	2,460,425	2,460,425
Parks Bureau	344,889	354,049	373,525	373,525	388,516	388,516
Parks Capital Improvement Fund	130	45	0	0	0	0
Planning	361,001	480,132	499,645	499,644	540,226	540,226
Police Bureau	4,669,476	5,891,593	5,133,877	5,133,877	5,239,353	5,239,353
Printing & Distribution	120,663	127,876	214,894	214,894	185,259	185,259
Purchase & Stores	99,416	89,141	94,877	94,877	95,622	95,622
Refuse Disposal Fund	18,947	31,293	24,763	24,763	40,512	40,512
Special Appropriations	1,663	1,706	1,779	1,779	1,619	1,619
Transportation	1,343,084	1,316,008	1,880,370	1,880,370	1,747,353	1,678,714
Water Bureau	1,443,358	1,310,387	2,175,914	2,227,663	1,518,346	1,518,346
Workers Compensation Fund	0	0	0	0	74,298	74,298
	15,639,358	16,646,892	22,265,769	22,311,000	21,658,087	21,589,448
Equipment Cash Transfers						
City Attorney	8,000	0	0	0	0	0
Emergency Communications	0	30,647	128,000	128,000	0	0
Fire Facilities Bond Constrctn	0	0	0	1,328,000	1,328,000	1,328,000
Police Bureau	300,000	40,300	0	0	0	0
	308,000	70,947	128,000	1,456,000	1,328,000	1,328,000
Total Internal Revenues	19,532,891	20,205,084	26,984,455	27,029,000	26,255,977	26,187,338
Beginning Fund Balance	16,442,382	29,998,773	10,847,886	10,848,000	6,247,000	6,247,000
TOTAL RESOURCES	\$ 67,318,981	\$ 53,808,066	\$ 45,002,972	\$ 45,906,000	\$ 36,021,367	\$ 35,952,728

REQUIREMENTS

Bureau Expenses						
Personal Services	1,952,231	2,015,672	2,485,633	2,254,000	2,603,890	2,603,890
External Materials and Services	11,816,161	12,425,144	20,968,585	9,560,000	12,790,733	12,790,733
Communications Services	333,467	168,189	277,832	277,832	317,501	317,501
Data Processing Services	33,782	64,203	69,218	69,218	58,421	58,421
Fleet Services	40,629	45,897	49,291	49,291	56,941	56,941
Insurance	95,327	89,419	92,638	108,208	116,140	116,140
Printing & Distribution	43,081	30,962	52,344	52,094	51,836	51,836
Auto Port Operating	125,842	0	0	0	0	0
Energy Office	6,512	6,335	8,936	8,936	6,386	6,386
Finance & Administration	41,818	62,298	68,952	68,952	73,924	73,924
General Services	346,156	439,884	374,055	374,055	442,578	442,578
Parking Facilities	2,216	128,164	131,152	131,152	156,846	156,846
Parks Bureau	57,685	84,766	85,157	85,157	98,956	98,956
Transportation	1,735	30,485	0	5,900	0	0
	1,128,250	1,150,602	1,209,575	1,230,795	1,379,529	1,379,529
Capital Outlay	14,117,271	17,166,139	4,465,390	15,775,205	956,160	956,160
Equipment Cash Transfers						
Communications Services	93,001	0	0	0	0	0
	93,001	0	0	0	0	0
Minor Equipment Transfers						
Printing & Distribution	0	300	0	0	0	0
	0	300	0	0	0	0
Total Bureau Expenses	29,106,914	32,757,857	29,129,183	28,820,000	17,730,312	17,730,312
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	4,622,393	6,247,000	7,088,296	7,031,696
Compensation Adjustment	0	0	28,450	0	82,820	82,820
	0	0	4,650,843	6,247,000	7,171,116	7,114,516
General Fund Overhead	634,209	633,036	783,032	871,000	718,519	706,480
Fund Cash Transfers						
Communication Services	25,000	55,000	0	0	0	0
General Fund	0	152,533	0	0	0	0

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Intermediate Debt Fund	0	693	0	0	0	0
Pension Debt Redemption Fund	0	0	0	0	65,521	65,521
Transportation Construction	0	0	471,296	0	0	0
Transportation Operating	0	347,000	0	0	0	0
	25,000	555,226	471,296	0	65,521	65,521
Debt Retirement	7,554,075	9,014,061	9,968,618	9,968,000	10,335,899	10,335,899
Unappropriated Ending Balance						
Unappropriated Ending Balance	29,998,783	10,847,886	0	0	0	0
	29,998,783	10,847,886	0	0	0	0
Total Fund Requirements	38,212,067	21,050,209	15,873,789	17,086,000	18,291,055	18,222,416
TOTAL REQUIREMENTS	\$ 67,318,981	\$ 53,808,066	\$ 45,002,972	\$ 45,906,000	\$ 36,021,367	\$ 35,952,728

FUND OVERVIEW

The Facilities Services Fund was created in FY 1990-91 to account for all of the facilities related programs and capital projects managed by the Bureau of General Services. The fund is self-sufficient and, therefore, requires no General Fund discretionary support.

Revenues

The main revenue source of the fund is service reimbursement revenue for office and building space rental and for other services such as building operations and maintenance, interior space remodels and reconfigurations, janitorial services, property management, and capital project management. Cash transfers from other funds cover the cost of budgeted capital improvement projects. Space rental charges to other governments are another significant revenue source. Finally, debt sales have been used in the past as a resource for capital projects. The resulting principal and interest obligations were then included in rental rates.

Facilities Services Fund – 704

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+i
Full Faith and Credit, 1993 Series A						
08/15/1993 - Due 4/1	33,445,000					
		2000/01	3,050,000	4.30%	1,097,485	4,147,485
		2001/02	3,170,000	4.40%	966,335	4,136,335
		2002/03	3,315,000	4.55%	826,855	4,141,855
		2003/04	3,465,000	4.65%	676,023	4,141,023
		2004/05	3,630,000	4.75%	514,900	4,144,900
		2005/06	2,295,000	4.75%	342,475	2,637,475
		2006/07	2,400,000	4.75%	233,463	2,633,463
		2007/08	2,515,000	4.75%	119,463	2,634,463
		TOTAL	23,840,000		4,776,998	28,616,998
Full Faith and Credit, 1993 Series B (Facilities Portion Only)						
08/15/1993 - Due 4/1	6,879,038					
		2000/01	380,000	4.00%	200,316	580,316
		2001/02	395,000	4.10%	185,116	580,116
		2002/03	410,000	4.15%	168,921	578,921
		2003/04	430,000	4.25%	151,906	581,906
		2004/05	450,000	4.35%	133,631	583,631
		2005/06	470,000	4.45%	114,056	584,056
		2006/07	485,000	4.55%	93,141	578,141
		2007/08	510,000	4.55%	71,074	581,074
		2008/09	535,000	4.63%	47,869	582,869
		2009/10	115,000	4.63%	23,125	138,125
		2010/11	120,000	4.63%	17,806	137,806
		2011/12	130,000	4.63%	12,256	142,256
		2012/13	135,000	4.63%	6,244	141,244
		TOTAL	4,565,000		1,225,463	5,790,463
TOTAL - Full Faith and Credit						
	68,729,038					
		2000/01	3,430,000		1,297,801	4,727,801
		2001/02	3,565,000		1,151,451	4,716,451
		2002/03	3,725,000		995,776	4,720,776
		2003/04	3,895,000		827,929	4,722,929
		2004/05	4,080,000		648,531	4,728,531
		2005/06	2,765,000		456,531	3,221,531
		2006/07	2,885,000		326,604	3,211,604
		2007/08	3,025,000		190,536	3,215,536
		2008/09	535,000		47,869	582,869
		2009/10	115,000		23,125	138,125
		2010/11	120,000		17,806	137,806
		2011/12	130,000		12,256	142,256
		2012/13	135,000		6,244	141,244
TOTAL FULL FAITH AND CREDIT			28,405,000		6,002,460	34,407,460
Limited Tax Revenue Bonds, 1996 Series B (Facilities Portion Only)						
06/01/1996 - Due 6/1	703,452					
		2000/01	47,886	4.60%	2,203	50,088
		TOTAL	47,886		2,203	50,088
Limited Tax Revenue Bonds, 1996 Series A						
06/01/1996 - Due 6/1	29,128,538					
		2000/01	1,117,043	4.60%	1,343,953	2,460,996
		2001/02	1,129,927	4.70%	1,292,569	2,422,496
		2002/03	1,187,409	4.80%	1,239,463	2,426,872
		2003/04	1,244,867	4.90%	1,182,467	2,427,334
		2004/05	1,297,482	5.00%	1,121,468	2,418,950
		2005/06	1,364,524	5.10%	1,056,594	2,421,118
		2006/07	1,436,355	5.20%	987,004	2,423,359
		2007/08	1,508,155	5.25%	912,313	2,420,468
		2008/09	1,589,561	5.25%	833,135	2,422,696

Facilities Services Fund – 704

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+I
		2009/10	1,670,941	5.25%	749,683	2,420,624
		2010/11	1,757,112	5.25%	661,959	2,419,070
		2011/12	1,852,890	5.38%	569,710	2,422,600
		2012/13	1,953,440	5.38%	470,045	2,423,486
		2013/14	2,055,000	5.60%	365,120	2,420,120
		2014/15	2,170,000	5.60%	250,040	2,420,040
		2015/16	2,295,000	5.60%	128,520	2,423,520
		TOTAL	25,629,708		13,164,044	38,793,751
Limited Tax Revenue Bonds, 1998 Series A (Facilities Portion Only)						
04/15/1998 - Due 6/1	28,900,000					
		2000/01	1,040,000	4.10%	1,316,725	2,356,725
		2001/02	1,080,000	4.20%	1,274,085	2,354,085
		2002/03	1,130,000	4.25%	1,228,725	2,358,725
		2003/04	1,170,000	4.30%	1,180,700	2,350,700
		2004/05	1,230,000	4.40%	1,130,390	2,360,390
		2005/06	1,280,000	4.45%	1,076,270	2,356,270
		2006/07	1,340,000	4.50%	1,019,310	2,359,310
		2007/08	1,400,000	4.55%	959,010	2,359,010
		2008/09	1,460,000	4.60%	895,310	2,355,310
		2009/10	1,530,000	4.70%	828,150	2,358,150
		2010/11	1,600,000	4.80%	756,240	2,356,240
		2011/12	1,680,000	4.90%	679,440	2,359,440
		2012/13	1,760,000	4.95%	597,120	2,357,120
		2013/14	1,850,000	5.00%	510,000	2,360,000
		2014/15	1,940,000	5.00%	417,500	2,357,500
		2015/16	2,030,000	5.00%	320,500	2,350,500
		2016/17	2,140,000	5.00%	219,000	2,359,000
		2017/18	2,240,000	5.00%	112,000	2,352,000
		TOTAL	27,900,000		14,520,475	42,420,475
Limited Tax Revenue Bonds, 1998 Series B (Facilities Portion Only)						
06/15/1998 - Due 6/1	250,510					
		2000/01	49,880	3.90%	6,229	56,109
		2001/02	52,097	4.00%	4,284	56,381
		2002/03	54,314	4.05%	2,200	56,514
		TOTAL	156,291		12,712	169,004
Limited Tax Revenue Bonds, 1999 Series B (Facilities Portion Only)						
04/15/1998 - Due 6/1	2,935,000					
		2000/01	295,000	4.10%	216,591	511,591
		2001/02	375,000	4.20%	138,138	513,138
		2002/03	390,000	4.25%	118,450	508,450
		2003/04	410,000	4.30%	97,975	507,975
		2004/05	435,000	4.40%	75,425	510,425
		2005/06	460,000	4.45%	51,500	511,500
		2006/07	485,000	4.50%	28,500	513,500
		2007/08	85,000	4.55%	4,250	89,250
		TOTAL	2,935,000		730,828	3,665,828
TOTAL - Limited Tax Revenue Bonds						
	61,917,499					
		1999/00	-		-	-
		2000/01	2,549,809		2,885,700	5,435,509
		2001/02	2,637,024		2,709,075	5,346,100
		2002/03	2,761,723		2,588,837	5,350,561
		2003/04	2,824,867		2,461,142	5,286,009
		2004/05	2,962,482		2,327,283	5,289,765
		2005/06	3,104,524		2,184,364	5,288,888
		2006/07	3,261,355		2,034,814	5,296,169
		2007/08	2,993,155		1,875,573	4,868,728
		2008/09	3,049,561		1,728,445	4,778,006
		2009/10	3,200,941		1,577,833	4,778,774

Facilities Services Fund – 704

DEBT REDEMPTION SCHEDULE

Bond Description	Amount Issued	Fiscal Year	Principal	Coupon	Interest	Total P+i
		2010/11	3,357,112		1,418,199	4,775,310
		2011/12	3,532,890		1,249,150	4,782,040
		2012/13	3,713,440		1,067,165	4,780,606
		2013/14	3,905,000		875,120	4,780,120
		2014/15	4,110,000		667,540	4,777,540
		2015/16	4,325,000		449,020	4,774,020
		2016/17	2,140,000		219,000	2,359,000
		2017/18	2,240,000		112,000	2,352,000
TOTAL LIMITED TAX REVENUE			56,668,885		28,430,262	85,099,146
COMBINED DEBT SERVICE	130,646,537					
		2000/01	5,979,809		4,183,502	10,163,311
		2001/02	6,202,024		3,860,526	10,062,551
		2002/03	6,486,723		3,584,614	10,071,337
		2003/04	6,719,867		3,289,071	10,008,938
		2004/05	7,042,482		2,975,815	10,018,296
		2005/06	5,869,524		2,640,896	8,510,420
		2006/07	6,146,355		2,361,417	8,507,773
		2007/08	6,018,155		2,066,109	8,084,264
		2008/09	3,584,561		1,776,314	5,360,875
		2009/10	3,315,941		1,600,958	4,916,899
		2010/11	3,477,112		1,436,005	4,913,117
		2011/12	3,662,890		1,261,407	4,924,296
		2012/13	3,848,440		1,073,409	4,921,850
		2013/14	3,905,000		875,120	4,780,120
		2014/15	4,110,000		667,540	4,777,540
		2015/16	4,325,000		449,020	4,774,020
		2016/17	2,140,000		219,000	2,359,000
		2017/18	2,240,000		112,000	2,352,000
TOTAL FUND DEBT SERVICE			\$ 85,073,885		\$ 34,432,722	\$ 119,506,606

Fleet Services Operating Fund – 705

FUND SUMMARY

	Actual FY 1997–98	Actual FY 1998–99	Revised FY 1999–00	Yr End Est. FY 1999–00	Proposed FY 2000–01	Adopted FY 2000–01
RESOURCES						
External Revenues						
Service Charges and Fees						
Miscellaneous	63,732	73,122	0	0	0	0
Public Works/Utility Charge	56,625	23,995	5,000	85,000	5,000	5,000
	120,357	97,117	5,000	85,000	5,000	5,000
Miscellaneous Revenues						
Interest Earned	886,159	833,881	300,000	650,000	600,000	600,000
Other Miscellaneous	12,024	31,619	1,000	1,000	1,000	1,000
Refunds	4,762	2,873	0	100	0	0
Sale of Capital Assets	575,748	404,063	300,000	600,000	300,000	300,000
Sales Miscellaneous	4,886	2,943	1,000	4,000	1,000	1,000
	1,483,579	1,275,379	602,000	1,255,100	902,000	902,000
Total External Revenues	1,603,936	1,372,496	607,000	1,340,100	907,000	907,000
Internal Revenues						
Interfund Service Reimbursements						
Arena Operating	0	76	0	0	0	0
City Attorney	2,124	2,611	3,105	2,100	3,105	3,105
City Auditor	1,806	1,743	1,760	1,700	1,863	1,863
Buildings	321,980	329,784	375,205	350,000	375,489	375,489
Cable Commission	116	53	518	400	414	414
Cable Commission/Access	119	35	415	300	311	311
Commissioner of Public Affairs	117	122	311	300	311	311
Commissioner of Public Safety	3,103	2,460	2,588	2,500	2,691	2,691
Commissioner of Public Utilities	0	62	0	0	0	0
Commissioner of Public Works	31	1,163	311	300	311	311
Communications Services	50,219	48,030	56,741	55,000	50,913	50,913
Community Development	4,212	4,045	3,623	3,000	3,623	3,623
Computer Services Fund	0	0	0	0	1,415	1,415
Emergency Communications	5,990	5,254	6,942	6,000	6,975	6,975
Energy Office	451	421	259	250	311	311
Environmental Services	332,411	380,410	368,749	410,000	371,884	371,884
Facilities Services Fund	40,630	45,896	49,291	49,000	56,941	56,941
Finance & Administration	7,192	7,018	13,672	9,000	5,563	5,563
Fire Bureau	377,115	512,304	533,025	590,000	628,761	628,761
General Services	1,941	4,698	6,417	6,400	6,210	6,210
Golf Operating Fund	78,753	87,482	95,989	95,000	109,956	109,956
Government Relations	0	8,817	0	6,134	16,560	16,560
Health Insurance	0	0	0	0	239	239
Hydropower Operating Fund	6,757	6,934	8,742	8,700	4,788	4,788
Insurance & Claims Fund	0	0	0	0	2,283	2,283
Mayor	5,818	4,851	3,021	5,200	9,051	9,051
Neighborhood Involvement	351	374	1,035	1,000	1,035	1,035
Parks Bureau	1,099,311	1,221,613	1,265,278	1,250,000	1,357,254	1,357,254
Parks Capital Improvement Fund	10,629	7,501	12,450	12,000	0	0
Parks Construction Fund	0	0	1,604	1,200	1,553	1,553
Planning	10,830	10,982	7,547	6,000	8,280	8,280
Police Bureau	4,058,013	5,195,745	5,415,717	5,600,000	5,624,508	5,624,508
Portland International Raceway	5,643	6,816	5,475	5,400	5,301	5,301
Printing & Distribution	29,325	28,014	41,928	38,000	39,941	39,941
Purchase & Stores	3,891	5,782	5,175	5,100	5,175	5,175
Refuse Disposal Fund	1,729	2,448	9,489	7,913	8,564	8,564
Special Appropriations	104	43	207	100	207	207
Transportation	6,731,718	6,473,904	6,468,488	5,922,000	6,575,529	6,575,529
Water Bureau	1,403,600	1,586,268	1,790,409	1,650,000	1,688,765	1,688,765
Workers Compensation Fund	0	0	0	0	3,446	3,446
	14,596,029	15,993,759	16,555,486	16,099,997	16,979,526	16,979,526
Equipment Cash Transfers						
Buildings	33,000	67,340	0	0	0	0
Communications Services	0	53,044	0	0	0	0
Fire Bureau	0	152,000	0	0	0	0

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Yr End Est. FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Parks Bureau	334,630	174,489	0	0	0	0
Police Bureau	538,358	621,130	227,778	227,778	0	0
Transportation	124,644	193,524	99,895	99,895	0	0
	1,030,632	1,261,527	327,673	327,673	0	0
Minor Equipment and Tools						
Communications Services	5,801	0	0	0	0	0
Police Bureau	0	33,194	0	0	0	0
	5,801	33,194	0	0	0	0
Total Internal Revenues	15,632,462	17,288,480	16,883,159	16,427,670	16,979,526	16,979,526
Beginning Fund Balance	16,095,139	14,746,781	14,932,235	14,932,235	12,764,585	12,764,585
TOTAL RESOURCES	\$ 33,331,537	\$ 33,407,757	\$ 32,422,394	\$ 32,700,005	\$ 30,651,111	\$ 30,651,111
REQUIREMENTS						
Bureau Expenses						
Personal Services	4,386,792	4,645,298	5,167,322	5,064,000	5,267,169	5,267,169
External Materials and Services	5,634,823	6,132,966	6,422,002	6,358,000	6,403,842	6,403,842
Communications Services	36,136	38,702	39,778	41,805	38,526	38,526
Data Processing Services	44,362	73,602	79,435	79,000	42,248	42,248
Facilities Services	195,059	205,208	285,970	225,000	953,896	953,896
Insurance	122,923	146,728	152,010	152,010	250,043	250,043
Printing & Distribution	22,285	24,052	20,811	26,000	20,236	20,236
Energy Office	7,041	11,521	7,520	7,520	6,192	6,192
Finance & Administration	7,265	8,894	10,606	10,606	10,518	10,518
General Services	246,308	292,600	310,059	310,059	291,887	291,887
Transportation	0	40,981	5,000	10,000	5,000	5,000
Water Bureau	80,040	76,444	80,064	80,000	82,790	82,790
	761,419	918,732	991,253	942,000	1,701,336	1,701,336
Capital Outlay	4,069,508	6,195,044	8,955,389	7,000,000	5,900,500	5,900,500
Minor Equipment Transfers						
Printing & Distribution	2,070	0	0	0	0	0
	2,070	0	0	0	0	0
Total Bureau Expenses	14,854,612	17,892,040	21,535,966	19,364,000	19,272,847	19,272,847
Fund Requirements						
General Operating Contingency						
General Operating Contingency	0	0	1,486,523	0	1,501,703	1,519,187
Compensation Adjustment	0	0	59,339	0	174,390	174,390
	0	0	1,545,862	0	1,676,093	1,693,577
General Fund Overhead	616,295	504,527	492,466	492,466	497,196	479,712
Fund Cash Transfers						
Pension Debt Redemption Fund	0	0	0	0	153,969	153,969
	0	0	0	0	153,969	153,969
Debt Retirement	132,844	78,954	78,954	78,954	78,954	78,954
Unappropriated Ending Balance						
Unappropriated Ending Balance	14,746,774	14,932,236	8,769,146	12,764,585	8,972,052	8,972,052
Equity Transfer	2,981,012	0	0	0	0	0
	17,727,786	14,932,236	8,769,146	12,764,585	8,972,052	8,972,052
Total Fund Requirements	18,476,925	15,515,717	10,886,428	13,336,005	11,378,264	11,378,264
TOTAL REQUIREMENTS	\$ 33,331,537	\$ 33,407,757	\$ 32,422,394	\$ 32,700,005	\$ 30,651,111	\$ 30,651,111

FUND OVERVIEW

The Fleet Services Operating Fund accounts for the revenues and expenses of Vehicle Services Division operations, including new and replacement vehicle and equipment purchases and maintenance and repair, rentals, and leases. Growth in the number of vehicles operated by the City, as well as growth in the complexity of vehicles and equipment, has increased the size and number of transactions flowing through the fund.

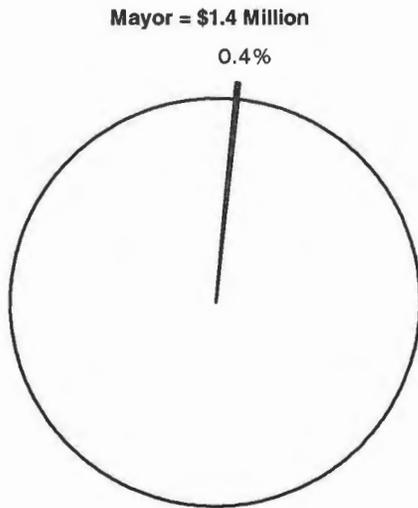


Office of the Mayor

Legislative, Administrative and Support Services Service Area

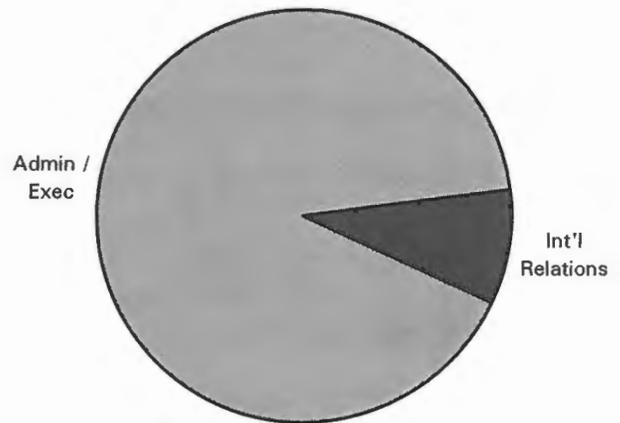
Mayor Vera Katz, Commissioner-in-Charge

Percent of General Fund



General Fund = \$354 Million

Bureau Programs



Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	1,356,165	1,368,801	12,636	-3.5%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 1,356,165	\$ 1,368,801	\$ 12,636	-3.5%
Authorized Full-Time Positions	16	16	0	-4.4%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Summary

BUREAU MISSION

The office of the Mayor strives for excellence in implementing the Mayor's vision and supporting her leadership.

BUREAU HIGHLIGHTS

The Mayor is charged with the responsibility to exercise a careful supervision over the general affairs of the City. In doing so, some of the Mayor's duties include preparing a proposed City budget each year, chairing Council meetings, and assigning bureau oversight to Council members.

General Description

BUREAU OVERVIEW

As a member of the City Council, Mayor Katz oversees various bureaus. These include:

- ◆ The Office of the City Attorney,
- ◆ The Office of Management and Finance,
- ◆ The Bureau of Police,
- ◆ The Bureau of Planning,
- ◆ The Office of Governmental Relations, and
- ◆ The Portland Development Commission.

Being the general representative of the City, the Mayor also maintains liaison responsibilities for various organizations. These include:

- ◆ Co-chairing the Portland Multnomah Progress Board,
- ◆ The Police Internal Investigations Auditing Committee,
- ◆ The Portland/Oregon Visitors Association, and
- ◆ The METRO Policy Advisory Committee (MPAC).

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

The Katz administration envisions a safe and prosperous Portland, with a superior quality of life, a responsive and accountable government, and an involved citizenry. In pursuing this vision, Mayor Katz has the following goals and objectives:

- ◆ Guide the successful operation of the office of the Mayor, the City Council, and the Mayor's portfolio of bureaus.
- ◆ Implement the Mayor's workplan to address the City's critical needs. Anticipate and identify current and emerging local issues and develop the best program and policy options to address them. Lead and facilitate Portland's efforts to internationalize our community and region.
- ◆ Proactively create comprehensive strategies that effectively communicate the vision, goals, and priorities of the Mayor and her administration to the public.
- ◆ Serve as an advocate for City constituents and provide accurate and timely information to the public. Assist in problem solving and develop recommendations to promote more responsive public services.
- ◆ Manage office resources with foresight and efficiency to assist the office in accomplishing its objectives and aid communication both within the office and to outside groups.

Overview of Programs

ADMINISTRATIVE/EXECUTIVE

Coordination and Constituent Service

The Administrative/Executive program oversees several functions within the office of the Mayor. The program coordinates activities and workload of the City Council and City officials and supports the legislative duties of the Mayor. The program establishes policies for the Mayor's bureaus and ensures they are efficiently run in response to the Mayor and the Council's directives.

The program plays a significant role in facilitating communication between City bureaus and the public and encourages citizen participation. It is important to respond to and seek resolution to citizen concerns. In working toward this effort, the program develops and maintains communications between City government and numerous community groups.

Education Advocate

In 1998, in recognition of the importance of a quality education that prepares young people for entry into the workforce, post-secondary education, and training, the Mayor created the position of Education Advocate for the City.

Workforce Development

The Workforce Development Program focuses on school-to-work opportunities, developing a more cohesive, coordinated youth employment system, and increased coordination and capacity in adult workforce development programs.

INTERNATIONAL RELATIONS

The Office of International Relations provides leadership and staff support in the planning and implementation of the metropolitan region's international economic development program. The office is a resource for international economic and cultural exchange opportunities. Program staff advise the Mayor, City Council, City bureaus and staff, and the community on issues of international protocol. The office fosters active and broadly supported sister city organizations and relationships. The goal of the office is to increase the international profile and prestige of the City of Portland.

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	1,000,791	1,061,352	1,090,896	1,066,214	1,066,214
External Materials and Services	162,293	84,899	37,142	37,172	37,172
Internal Materials and Services	152,050	218,081	228,127	265,415	265,415
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	1,315,134	1,364,332	1,356,165	1,368,801	1,368,801
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 1,315,134	\$ 1,364,332	\$ 1,356,165	\$ 1,368,801	\$ 1,368,801
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	1,315,134	1,364,332	1,356,165	1,368,801	1,368,801
RESOURCES					
General Fund Discretionary		569,546	514,870	564,787	584,184
Non-Discretionary Revenues					
Grants & Donations		7,960	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		0	0	0	0
Program Revenue		50,631	65,648	66,100	66,100
Overhead Revenues		736,195	775,647	737,914	718,517
Total Non-Discretionary Revenues		794,786	841,295	804,014	784,617
TOTAL GENERAL FUND RESOURCES		\$ 1,364,332	\$ 1,356,165	\$ 1,368,801	\$ 1,368,801
Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose.					
Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.					
PROGRAMS					
Administrative/Executive		1,223,293	1,230,195	1,248,144	1,248,144
<i>Positions</i>		14	14	14	14
International Relations		141,039	125,970	120,657	120,657
<i>Positions</i>		2	2	2	2
TOTAL PROGRAMS		\$ 1,364,332	\$ 1,356,165	\$ 1,368,801	\$ 1,368,801
<i>Positions</i>		16	16	16	16
<i>General Fund Discretionary Positions</i>		7	6	6	6

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	624,374	692,882	784,370	781,820	781,820
512000 Part-Time Employees	46,094	15,612	0	16,297	16,297
517000 Benefits	253,035	268,467	306,526	268,097	268,097
518000 Paid Absence	77,288	84,391	0	0	0
Total Personnel Services	1,000,791	1,061,352	1,090,896	1,066,214	1,066,214
Materials and Services					
External Materials and Services					
521000 Professional Services	15,240	3,419	3,500	3,609	3,609
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	6,103	697	1,413	1,057	1,057
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	104,362	20,492	8,640	8,908	8,908
531000 Office Supplies	4,615	4,960	4,750	4,897	4,897
532000 Operating Supplies	0	519	1,000	516	516
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	1,141	25,869	1,500	1,047	1,047
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	3,399	5,510	3,580	3,691	3,691
541000 Education	745	40	400	412	412
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	5,736	3,700	4,500	4,640	4,640
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	20,952	19,693	7,859	8,395	8,395
Total External Materials and Services	162,293	84,899	37,142	37,172	37,172
Internal Materials and Services					
551000 Fleet Services	5,818	4,851	3,021	9,051	9,051
552000 Printing & Distribution	24,338	27,643	29,854	28,306	28,306
553000 Facilities Services	49,859	105,368	110,432	109,374	109,374
554000 Communications Services	22,835	24,977	24,617	26,815	26,815
555000 Data Processing Services	20,376	25,133	28,469	63,331	63,331
556000 Insurance	27,797	29,183	30,234	28,538	28,538
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	1,027	926	1,500	0	0
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	152,050	218,081	228,127	265,415	265,415
Total Materials and Services	314,343	302,980	265,269	302,587	302,587
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 1,315,134	\$ 1,364,332	\$ 1,356,165	\$ 1,368,801	\$ 1,368,801

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
230	Administrative Secretary	3	1	1	32,949	2	61,646	2	61,646
821	Commissioners Assistant I	5	4	11	526,625	11	526,194	11	526,194
822	Commissioners Assistant II	3	6	0	0	0	0	0	0
823	Commissioners Assistant III	1	1	0	0	0	0	0	0
7492	Community Relations Specialist	1	0	0	0	0	0	0	0
824	Executive Assistant	1	1	1	74,073	1	74,318	1	74,318
1	Mayor	1	1	1	92,224	1	92,518	1	92,518
900	Staff Assistant	1	2	2	58,499	1	27,144	1	27,144
TOTAL FULL-TIME POSITIONS		16	16	16	\$ 784,370	16	\$ 781,820	16	\$ 781,820

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	1,407,346	0	1,407,346	16.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(33,531)	0	(33,531)		2.5% Reduction
	(4,871)	0	(4,871)		5% Support/Admin Reduction
	(143)	0	(143)		Decrease for BGS I/A Adjustments
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(38,545)	0	(38,545)	0.0	Total FY 2000-01 Decision Packages
			\$ 1,368,801	16.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0

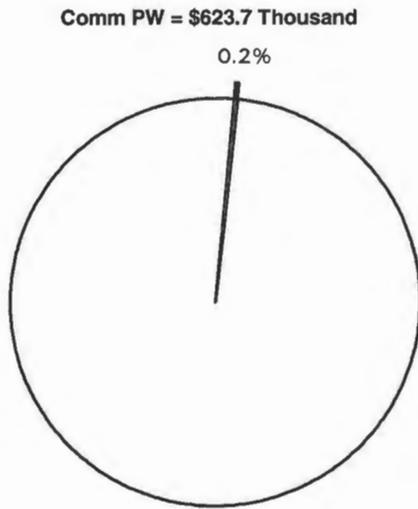


Commissioner of Public Works

Legislative, Administrative and Support Services Service Area

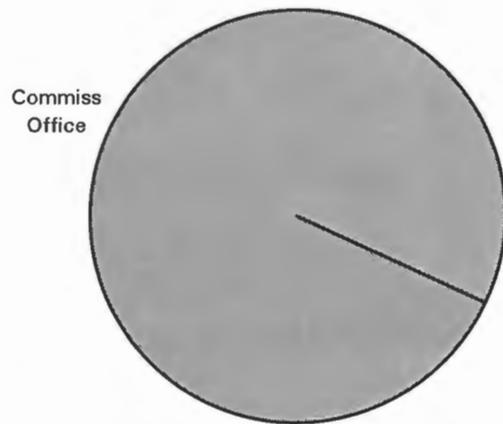
Erik Sten, Commissioner-in-Charge

Percent of General Fund



General Fund = \$354 Million

Bureau Programs



Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	632,414	623,693	-8,721	-5.7%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 632,414	\$ 623,693	\$ -8,721	-5.7%
Authorized Full-Time Positions	8	8	0	-4.4%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Summary

BUREAU HIGHLIGHTS

The Commissioner of Public Works is an elected official and is responsible for overseeing various City bureaus. Commissioner Sten also serves as the City's liaison to several boards and commissions.

Commissioner Sten's goals reflect his priorities:

- ◆ To expand housing preservation and production capacity,
- ◆ To complete the Regional Water Supply Plan,
- ◆ To support strategies promoting community environmental health,
- ◆ To support positive labor-management relations,
- ◆ To pursue consumer interest strategies, and
- ◆ To represent the City in energy and telecommunications deregulation.

General Description

BUREAU OVERVIEW

The Commissioner of Public Works is responsible for overseeing several City bureaus. These include:

- ◆ The Bureau of Housing and Community Development,
- ◆ The Bureau of Water Works,
- ◆ The Portland Energy Office, and
- ◆ The Office of Cable Communications and Franchise Management.

The Commissioner also serves as the City's liaison to several organizations. These include:

- ◆ The Mt. Hood Cable Regulatory Commission,
- ◆ The Portland Cable Access Board,
- ◆ The Regional Water Consortium Board,
- ◆ The Water Quality Advisory Committee,
- ◆ The Housing Authority of Portland,
- ◆ The Housing and Community Development Commission, and
- ◆ The Willamette Restoration Initiative Board.

Commissioner Sten also manages the Endangered Species Act Program (ESA). This is the City's response to the recent listing of local steelhead and salmon species as "threatened" under the ESA.

The office of the Commissioner of Public Works encompasses the legislative, policy setting, and management responsibilities of the Commissioner as set out in Chapter 2 of the City Charter. These include legislative functions, policy development, bureau management, internal office management, citizen outreach, and the Commissioner's civic leadership responsibilities.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

As a member of the City Council, the Commissioner of Public Works supports existing and emerging initiatives to protect and enhance the quality of life for the citizens of Portland. The Commissioner's office aggressively pursues the development and implementation of policies that protect sustainable resources in the community. Commissioner Sten has the following priorities in the pursuit of such efforts: Housing, Energy, and Environmental Quality

Goal #1: Expand Housing Production Capacity

The objectives for this goal are as follows:

- ◆ Create additional land assembly capacity and expand land available for housing development.
- ◆ Promote the development of regional affordable housing strategies and funding sources.
- ◆ Actively seek cooperation from the state legislature in developing regional approaches, and promote federal efforts to encourage regional efforts to address affordable housing issues.
- ◆ Create a regular mechanism to review City regulations for impacts on affordable housing development.
- ◆ Create additional mechanisms to preserve affordable housing in our community.
- ◆ Adopt clear home-ownership goals for the City.
- ◆ Encourage more transit-oriented housing developments.
- ◆ Enhance housing and service opportunities for City residents who are homeless.
- ◆ Implement the Community Investment Strategy to strengthen relationships with financial institutions.
- ◆ Move forward with a strategy to secure continued, permanent financing for the Housing Investment Fund (HIF).

Goal #2: Pursue Completion of the Regional Water Supply Plan

The objectives for this goal are as follows:

- ◆ Continue participation in the Regional Water Consortium.
- ◆ Continue negotiations of wholesale water contract renewals.
- ◆ Continue to pursue federal protection of the Little Sandy Watershed.
- ◆ Increase emphasis on water conservation.

Goal #3: Represent City Interests in Energy and Telecommunications Deregulations

The objectives for this goal are as follows:

- ◆ Continue to pursue advantageous energy marketing options for City residents.
- ◆ Develop and implement strategies to respond to any deregulation legislation from the 2001 Oregon Legislative Assembly.
- ◆ Continue to monitor deregulation legislation at the federal level and coordinate the City response.

- ◆ Continue to advocate for a national nondiscriminatory cable access policy.
- ◆ Negotiate franchises with telecommunications companies that will allow them to provide advanced telecommunications services to City residents and businesses.

Goal #4: Support Strategies to Promote the Environmental Health of Our Community

The objectives for this goal are as follows:

- ◆ Respond to the Endangered Species Act (ESA) listing of local steelhead and salmon species as "threatened" by designing a strategic plan to assist with recovery.
- ◆ Implement an integrated management strategy to address water supply, hydropower, and endangered fish species protection issues in the Sandy Basin.
- ◆ Promote "sustainable" development standards for affordable housing projects.

Community, Regional, and City Partnerships

Goal #5: Continue Support for Positive Labor-Management Relations

The objectives for this goal are as follows:

- ◆ Continue participation in labor-management activities in the Water Bureau.
- ◆ Continue participation in the Service Improvement Initiative.

Goal #6: Pursue Consumer Interest Strategies

The objectives for this goal are as follows:

- ◆ Address citizen concerns about water, sewer, and stormwater rates.
- ◆ Make water and sewer bills more affordable and more directly tied to actual water use.
- ◆ Increase the fairness of stormwater charges and give customers a greater ability to control the size of their bill by developing incentives for conservation and stormwater management.
- ◆ Pursue open Internet cable access.

Goal #7: Support Community Outreach Efforts

The objectives for this goal are as follows:

- ◆ Continue the monthly cable show: "Thinking City with Erik Sten".
- ◆ Evaluate data collected as part of the follow-up to the 1999 Constituent Satisfaction Survey and conduct the survey annually.
- ◆ Improve the webpage.
- ◆ Continue the successful intern program.

Internal Office Objectives

Goal #8: Address Internal Operations

The objectives for this goal are as follows:

- ◆ Conduct performance evaluations of all office staff and bureau managers.
- ◆ Maintain and upgrade the office filing system.

Commissioner of Public Works AU 190

SUMMARY OF BUREAU BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	470,386	475,100	532,833	518,012	518,012
External Materials and Services	11,733	20,943	20,008	5,901	5,901
Internal Materials and Services	81,782	86,143	79,573	99,780	99,780
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	563,901	582,186	632,414	623,693	623,693
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 563,901	\$ 582,186	\$ 632,414	\$ 623,693	\$ 623,693
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	563,901	582,186	632,414	623,693	623,693
RESOURCES					
General Fund Discretionary		264,034	297,334	267,869	277,221
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		0	0	0	0
Program Revenue		116	0	0	0
Overhead Revenues		318,036	335,080	355,824	346,472
Total Non-Discretionary Revenues		318,152	335,080	355,824	346,472
TOTAL GENERAL FUND RESOURCES		\$ 582,186	\$ 632,414	\$ 623,693	\$ 623,693
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Commissioner's Office		582,186	632,414	623,693	623,693
Positions		8	8	8	8
TOTAL PROGRAMS		\$ 582,186	\$ 632,414	\$ 623,693	\$ 623,693
Positions		8	8	8	8
<i>General Fund Discretionary Positions</i>		4	4	4	4

Commissioner of Public Works AU 190

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	287,026	319,599	392,420	382,818	382,818
512000 Part-Time Employees	30,302	1,879	0	0	0
517000 Benefits	117,240	119,647	140,413	135,194	135,194
518000 Paid Absence	35,818	33,975	0	0	0
Total Personnel Services	470,386	475,100	532,833	518,012	518,012
Materials and Services					
External Materials and Services					
521000 Professional Services	0	0	0	0	0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	0	945	250	150	150
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	8,935	1,044	1,000	0	0
531000 Office Supplies	622	1,638	1,500	1,000	1,000
532000 Operating Supplies	0	0	1,259	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	0	12,173	9,000	500	500
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	2,129	2,467	3,500	3,500	3,500
541000 Education	(285)	705	1,000	201	201
542000 Local Travel	38	0	0	0	0
543000 Out-of-Town Travel	0	1,971	2,499	550	550
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	294	0	0	0	0
Total External Materials and Services	11,733	20,943	20,008	5,901	5,901
Internal Materials and Services					
551000 Fleet Services	31	1,163	311	311	311
552000 Printing & Distribution	6,100	7,771	8,195	7,199	7,199
553000 Facilities Services	48,772	44,864	46,707	47,223	47,223
554000 Communications Services	9,324	9,860	10,213	9,689	9,689
555000 Data Processing Services	6,865	7,962	7,390	21,343	21,343
556000 Insurance	10,690	6,523	6,757	14,015	14,015
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	8,000	0	0	0
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	81,782	86,143	79,573	99,780	99,780
Total Materials and Services	93,515	107,086	99,581	105,681	105,681
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 563,901	\$ 582,186	\$ 632,414	\$ 623,693	\$ 623,693

Commissioner of Public Works AU 190

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
819	Administrative Assistant	1	0	0	0	0	0	0	0
230	Administrative Secretary	1	1	1	32,362	1	33,530	1	33,530
2	Commissioner	1	1	1	77,657	1	77,917	1	77,917
821	Commissioners Assistant I	1	0	0	0	1	36,036	1	36,036
822	Commissioners Assistant II	3	5	5	223,378	4	176,117	4	176,117
824	Executive Assistant	1	1	1	59,023	1	59,218	1	59,218
TOTAL FULL-TIME POSITIONS		8	8	8	\$ 392,420	8	\$ 382,818	8	\$ 382,818

Commissioner of Public Works AU 190

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	644,717	0	644,717	8.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(16,118)	0	(16,118)		2.5% Reduction
	(4,817)	0	(4,817)		5% Support/Admin Reduction
	(89)	0	(89)		Reduction for BGS I/A Adjustments
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(21,024)	0	(21,024)	0.0	Total FY 2000-01 Decision Packages
			\$ 623,693	8.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

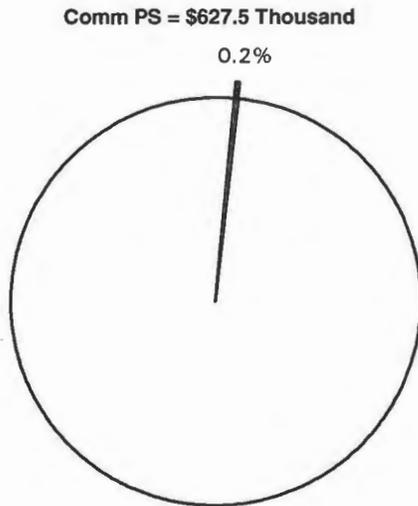


Commissioner of Public Safety

Legislative, Administrative and Support Services Service Area

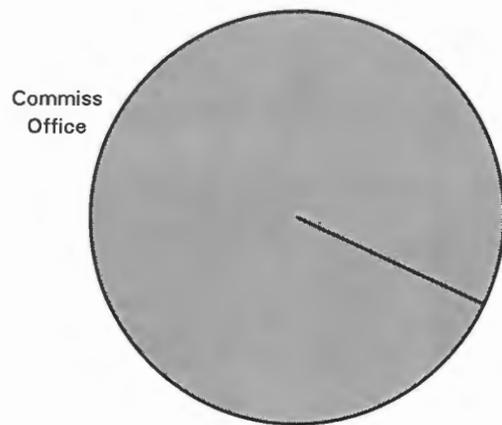
Charlie Hales, Commissioner-in-Charge

Percent of General Fund



General Fund = \$354 Million

Bureau Programs



Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	624,399	627,535	3,136	-3.9%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 624,399	\$ 627,535	\$ 3,136	-3.9%
Authorized Full-Time Positions	6	6	0	-4.4%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Summary

BUREAU HIGHLIGHTS

The Commissioner of Public Safety is an elected official and is responsible for overseeing various City bureaus. The Commissioner also serves as the City's liaison to several boards and commissions.

General Description

BUREAU OVERVIEW

As a member of the City Council, the Commissioner of Public Safety is responsible for overseeing various City bureaus. These include:

- ◆ The Portland Office of Transportation,
- ◆ The Office of Planning and Development Review, and
- ◆ The Regional Arts and Culture Council.

Commissioner Hales also serves as the City's liaison to several inter-governmental organizations. His assignments include:

- ◆ The Portland Historic Landmarks Commission,
- ◆ The Design Commission,
- ◆ The Metro Joint Policy Advisory Committee on Transportation,
- ◆ Portland Streetcar Inc., and
- ◆ The League of Oregon Cities (president and board member).

The office of the Commissioner of Public Safety consists of one administrative program. This program includes all personnel and material resources to fulfill the policy setting, legislative, and bureau management responsibilities of the Commissioner as outlined in Chapter 2 of the Portland Charter.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

The office of Commissioner Hales improves the quality of life in Portland. The Commissioner works on programs and initiatives to ensure the City maintains a livable community and a unique sense of place. The office of Commissioner Hales pursues these objectives through the following efforts:

- ◆ Manage and oversee the bureaus assigned to the Commissioner of Public Safety.
- ◆ Increase involvement of citizens, businesses, and community groups through a variety of public participation strategies.
- ◆ Increase productivity and efficiency in the delivery of City services through the consolidation of government services, cost reductions, and coordination of service delivery.
- ◆ Fund and implement a comprehensive plan for funding City capital needs.
- ◆ Promote diversity actively in the City's workforce and the community.
- ◆ Work to implement the Council's top priority goals for 1998-2000, such as:
 - ❖ Creating a safe and peaceful community,
 - ❖ Working to ensure quality education, and
 - ❖ Promoting community economic development.

Commissioner Hales, through direction of the Office of Transportation, leads the City's efforts to expand the availability of transportation options for our citizens. The Office of Transportation also works to provide well-maintained streets and rights-of-way, street lighting, bike paths and pedestrian corridors; to manage traffic congestion; and to obtain a stable, long-term source of transportation funding. Included in this effort is the work of the office on the Airport and Interstate Light Rail Projects, the Central City Streetcar, and bicycle and pedestrian plans.

The office of the Commissioner of Public Safety, through its direction of the Office of Planning and Development Review, seeks to maintain a large inventory of well-built and well-maintained buildings, both housing stock and commercial and industrial buildings. The City's permitting bureaus continue to set record numbers in permit activities. Implementation of Blueprint 2000, approved by the City Council, will streamline the City's permitting process.

Commissioner Hales supports and is the public advocate for the Regional Arts and Culture Council (RACC), a non-profit citizens group chartered by the regions' governments that receives the majority of its funding from the City of Portland. RACC administers grants to artists and arts organizations, manages the City's sophisticated public art program, and coordinates the art and cultural programs in local schools.

Commissioner of Public Safety AU 191

SUMMARY OF BUREAU BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	462,213	485,499	505,679	490,093	490,093
External Materials and Services	15,142	26,450	34,816	36,706	36,706
Internal Materials and Services	88,833	82,891	83,904	100,736	100,736
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	566,188	594,840	624,399	627,535	627,535
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 566,188	\$ 594,840	\$ 624,399	\$ 627,535	\$ 627,535
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	566,188	594,840	624,399	627,535	627,535
RESOURCES					
General Fund Discretionary		276,804	289,319	271,206	280,572
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		0	0	0	0
Program Revenue		0	0	0	0
Overhead Revenues		318,036	335,080	356,329	346,963
Total Non-Discretionary Revenues		318,036	335,080	356,329	346,963
TOTAL GENERAL FUND RESOURCES		\$ 594,840	\$ 624,399	\$ 627,535	\$ 627,535
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Commissioner's Office		594,840	624,399	627,535	627,535
Positions		6	6	6	6
TOTAL PROGRAMS		\$ 594,840	\$ 624,399	\$ 627,535	\$ 627,535
Positions		6	6	6	6
General Fund Discretionary Positions		3	3	3	3

Commissioner of Public Safety AU 191

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	298,534	318,501	355,943	355,118	355,118
512000 Part-Time Employees	3,667	11,436	18,832	10,791	10,791
517000 Benefits	115,866	116,067	130,904	124,184	124,184
518000 Paid Absence	44,146	39,495	0	0	0
Total Personnel Services	462,213	485,499	505,679	490,093	490,093
Materials and Services					
External Materials and Services					
521000 Professional Services	3,740	3,925	11,000	11,341	11,341
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	0	0	0	0	0
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	822	793	2,000	2,062	2,062
531000 Office Supplies	980	856	1,000	1,031	1,031
532000 Operating Supplies	872	435	1,400	1,443	1,443
533000 Repair & Maintenance Supplies	0	280	1,000	1,031	1,031
534000 Minor Equipment & Tools	1,945	535	3,000	3,904	3,904
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	1,429	1,832	2,500	2,577	2,577
541000 Education	2,140	2,075	3,000	3,093	3,093
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	1,351	9,747	6,500	6,702	6,702
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	1,863	5,972	3,416	3,522	3,522
Total External Materials and Services	15,142	26,450	34,816	36,706	36,706
Internal Materials and Services					
551000 Fleet Services	3,103	2,460	2,588	2,691	2,691
552000 Printing & Distribution	10,380	9,447	7,587	6,901	6,901
553000 Facilities Services	48,785	43,931	47,200	47,714	47,714
554000 Communications Services	7,130	7,847	7,560	7,203	7,203
555000 Data Processing Services	6,781	7,467	6,806	23,396	23,396
556000 Insurance	12,654	11,739	12,163	12,831	12,831
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	88,833	82,891	83,904	100,736	100,736
Total Materials and Services	103,975	109,341	118,720	137,442	137,442
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 566,188	\$ 594,840	\$ 624,399	\$ 627,535	\$ 627,535

Commissioner of Public Safety AU 191

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
2	Commissioner	1	1	1	77,657	1	77,917	1	77,917
822	Commissioners Assistant II	4	4	4	204,234	4	208,956	4	208,956
824	Executive Assistant	1	1	1	74,052	1	68,245	1	68,245
TOTAL FULL-TIME POSITIONS		6	6	6	\$ 355,943	6	\$ 355,118	6	\$ 355,118

Commissioner of Public Safety AU 191

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

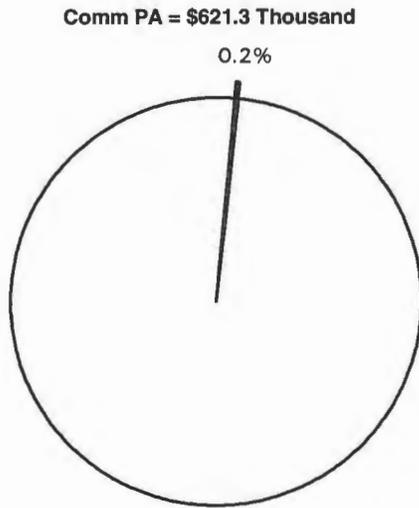
ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	647,873	0	647,873	6.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(16,197)	0	(16,197)		2.5% Reduction
	(4,217)	0	(4,217)		5% Support/Admin Reduction
	76	0	76		Increase for BGS I/A Adjustments
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(20,338)	0	(20,338)	0.0	Total FY 2000-01 Decision Packages
			\$ 627,535	6.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded					
	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded					
	0	0	0	0.0	None
			\$ 0	0.0	0

Commissioner of Public Affairs

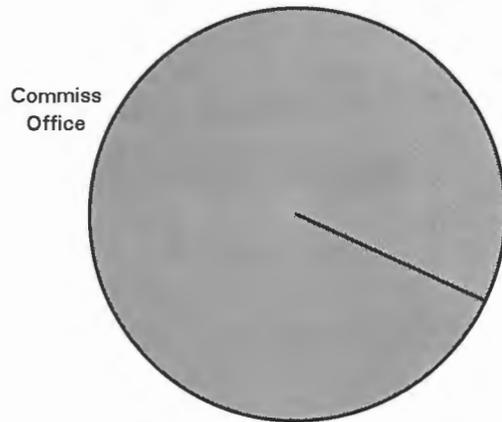
Legislative, Administrative and Support Services Service Area

Dan Saltzman, Commissioner-in-Charge

Percent of General Fund



Bureau Programs



Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	627,061	621,294	-5,767	-5.2%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 627,061	\$ 621,294	\$ -5,767	-5.2%
Authorized Full-Time Positions	7	7	0	-4.4%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Summary

BUREAU HIGHLIGHTS

Commissioner Dan Saltzman is responsible for overseeing the Bureau of Environmental Services, the Bureau of Emergency Communications, the Office of Neighborhood Involvement, and the Sustainable Portland Commission.

Commissioner Saltzman's top priorities are:

- ◆ Leading the way toward a more sustainable environment through the Green Building Initiative and formation of the Green Building Investment Fund.
- ◆ Enacting administrative reforms to reduce the cost of government.
- ◆ Implementing the Clean River Plan to clean up the Willamette River.
- ◆ Providing the most comprehensive and efficient 911 system for the safety of our citizens.
- ◆ Assisting the neighborhood associations to become a more cohesive system for neighborhood involvement.

General Description

BUREAU OVERVIEW

As a member of the City Council, the Commissioner of Public Affairs is responsible for overseeing various City bureaus. These include:

- ◆ The Bureau of Environmental Services,
- ◆ The Bureau of Emergency Communications (BOEC), and
- ◆ The Office of Neighborhood Involvement.

Commissioner Saltzman also serves as the City's liaison to many organizations. These include:

- ◆ The BOEC Users Group,
- ◆ Elders in Action,
- ◆ The Metro Solid Waste Advisory Committee,
- ◆ The Metro Policy Advisory Committee,
- ◆ The Metropolitan Exposition and Recreation Commission,
- ◆ Multnomah County Animal Control,
- ◆ The Public Safety Coordinating Council, and
- ◆ The Sustainable Portland Commission.

The office of the Commissioner of Public Affairs provides policy development and administration services. These functions are combined into one program which includes all personnel and material resources to fulfill the policy, legislative, and bureau management responsibilities of the Commissioner as outlined in Chapter 2 of the Portland City Charter.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

Commissioner Saltzman's goals reflect support for reducing administrative costs of City government; support for environmental quality and sustainability; and support for responsible planning, community partnerships and involvement, and public safety.

Family Friendly Policies

GOAL #1: Encourage Family Support Strategies and Promote Portland as the Country's Most Family Friendly City

The objectives of this goal are as follows:

- ◆ Identify and promote the principles of a family friendly city.
- ◆ Identify options for a more sustainable funding system for domestic violence beds.
- ◆ Continue to work with Multnomah County to establish the Child Abuse Center.

Environmental Quality

GOAL #2: Promote Sustainability through the Green Building Initiative

Work with the Sustainable Portland Commission and other community members to implement the City's adopted Green Building Initiative, which includes:

- ◆ Greening of City government operations.
- ◆ Design of green building principles.
- ◆ Design the Green Investment Fund and bring it into operation.
- ◆ Establish an on-going funding mechanism and a five-year financial plan.
- ◆ Work with businesses and the community to develop public and private sector opportunities to promote resource efficient, healthy, environmentally friendly building and site development.

GOAL #3: Promote Sustainability through the Clean River Plan

The objectives of this goal are as follows:

- ◆ Provide a strategy for Portland to implement inflow reductions to the combined sewer through green solutions.
- ◆ Implement green solution projects.

Community Involvement

GOAL #4: Support Community Involvement Strategies in the Office of Neighborhood Involvement

With the Office of Neighborhood Involvement, the Commissioner seeks to:

- ◆ Provide quality services to neighborhood coalitions and associations and to other City bureaus.
- ◆ Continue service delivery to citizens and strengthen neighborhood associations as a primary tool for citizen involvement.
- ◆ Link neighborhood associations with the other community involvement programs.
- ◆ Advocate for human rights through the Metropolitan Human Relations Center and the International Refugee Center.

- ◆ Strengthen ONI's centralized programs and increase its value to the neighborhood network.

Public Safety**GOAL # 5: Work with the Bureau of Emergency Communications (BOEC) to Promote Public Safety by Providing the Most Effective and Responsive 911 System Possible**

The objectives of this goal are as follows:

- ◆ Work with the BOEC User jurisdictions to review policies that affect them.
- ◆ Support the staff in providing an effective and responsive 911 system.
- ◆ Assess opportunities for a child care facility for BOEC, other City of Portland employees in east Portland, and Tri-Met.

BUDGET NOTES**Green Buildings**

Commissioner Saltzman's office will lead bureaus in the effort to change the City Code enhancing implementation of the green building, or sustainability approach to facilities, capital development and other City operations.

The General Fund five-year financial plan will incorporate capturing a portion of the capital set-aside increment in year two of the biennium budget. (This may be a percentage of the total or begin with a portion of the presently unallocated amount.) This increment may be used to support green building projects within City government.

Ten percent of the annual Housing Investment Fund resources will be targeted to maximize green investments in affordable housing. Commissioner Sten, working with Commissioner Saltzman, will pilot this approach in the Fall RFP and propose to the Council a permanent approach to creating green buildings using the housing fund.

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	466,911	493,181	506,999	488,889	488,889
External Materials and Services	45,323	35,521	33,279	32,153	32,153
Internal Materials and Services	82,776	87,413	86,783	100,252	100,252
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	3,500	0	0	0
Total Operating Budget	595,010	619,615	627,061	621,294	621,294
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 595,010	\$ 619,615	\$ 627,061	\$ 621,294	\$ 621,294
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	595,010	619,615	627,061	621,294	621,294
RESOURCES					
General Fund Discretionary		301,579	291,981	265,722	275,068
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		0	0	0	0
Program Revenue		0	0	0	0
Overhead Revenues		318,036	335,080	355,572	346,226
Total Non-Discretionary Revenues		318,036	335,080	355,572	346,226
TOTAL GENERAL FUND RESOURCES		\$ 619,615	\$ 627,061	\$ 621,294	\$ 621,294
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Commissioner's Office		619,615	627,061	621,294	621,294
Positions		7	7	7	7
TOTAL PROGRAMS		\$ 619,615	\$ 627,061	\$ 621,294	\$ 621,294
Positions		7	7	7	7
<i>General Fund Discretionary Positions</i>		3	3	3	3

Commissioner of Public Affairs AU 192

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	301,573	317,563	329,155	342,908	342,908
512000 Part-Time Employees	18,566	18,741	39,820	21,029	21,029
517000 Benefits	116,972	117,642	138,024	124,952	124,952
518000 Paid Absence	29,800	39,235	0	0	0
Total Personnel Services	466,911	493,181	506,999	488,889	488,889
Materials and Services					
External Materials and Services					
521000 Professional Services	34,909	8,865	18,500	16,916	16,916
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	80	308	1,000	1,031	1,031
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	0	0	0	0	0
531000 Office Supplies	1,174	7,993	2,500	2,578	2,578
532000 Operating Supplies	0	0	2,500	2,577	2,577
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	342	10,075	0	0	0
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	5,409	3,336	3,379	3,484	3,484
541000 Education	80	3,838	2,400	2,474	2,474
542000 Local Travel	0	29	1,000	1,031	1,031
543000 Out-of-Town Travel	3,329	1,077	2,000	2,062	2,062
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	0	0	0	0	0
Total External Materials and Services	45,323	35,521	33,279	32,153	32,153
Internal Materials and Services					
551000 Fleet Services	117	122	311	311	311
552000 Printing & Distribution	5,226	9,421	7,462	6,677	6,677
553000 Facilities Services	48,767	48,807	50,861	51,350	51,350
554000 Communications Services	8,994	10,710	9,949	9,573	9,573
555000 Data Processing Services	6,913	7,282	6,730	18,969	18,969
556000 Insurance	12,759	11,071	11,470	13,372	13,372
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Total Internal Materials and Services	82,776	87,413	86,783	100,252	100,252
Total Materials and Services	128,099	122,934	120,062	132,405	132,405
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	3,500	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 595,010	\$ 619,615	\$ 627,061	\$ 621,294	\$ 621,294

Commissioner of Public Affairs AU 192

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
230	Administrative Secretary	1	1	1	33,117	0	0	0	0
2	Commissioner	1	1	1	77,657	1	77,917	1	77,917
821	Commissioners Assistant I	1	3	0	0	1	38,584	1	38,584
822	Commissioners Assistant II	3	1	2	78,453	1	49,982	1	49,982
823	Commissioners Assistant III	0	0	1	50,199	1	50,357	1	50,357
824	Executive Assistant	1	1	1	64,242	1	69,992	1	69,992
900	Staff Assistant	0	0	1	25,487	2	56,076	2	56,076
TOTAL FULL-TIME POSITIONS		7	7	7	\$ 329,155	7	\$ 342,908	7	\$ 342,908

Commissioner of Public Affairs AU 192

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	643,944	0	643,944	7.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(16,099)	0	(16,099)		2.5% Reduction
	(6,591)	0	(6,591)		5% Support/Admin Reduction
	40	0	40		Increase for BGS I/A Adjustments
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(22,650)	0	(22,650)	0.0	Total FY 2000-01 Decision Packages
			\$ 621,294	7.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0



Commissioner of Public Utilities

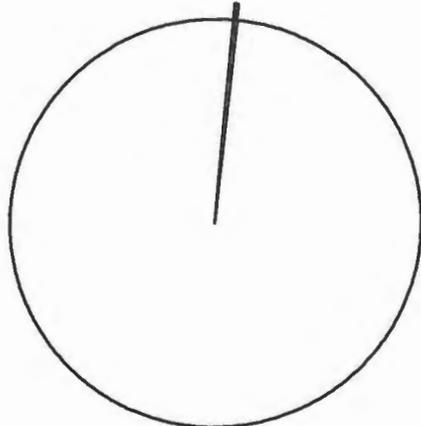
Legislative, Administrative and Support Services Service Area

Jim Francesconi, Commissioner-in-Charge

Percent of General Fund

Comm PU = \$622 Thousand

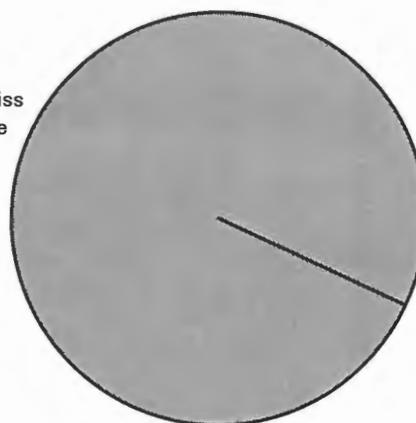
0.2%



General Fund = \$354 Million

Bureau Programs

Commiss
Office



Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	654,589	622,036	-32,553	-9.1%
Capital	0	0	0	0.0%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 654,589	\$ 622,036	\$ -32,553	-9.1%
Authorized Full-Time Positions	7	7	0	-4.4%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Summary

BUREAU HIGHLIGHTS

The Commissioner of Public Utilities is an elected official and is responsible for overseeing various City bureaus. Commissioner Francesconi also serves as the City's liaison to several boards and commissions.

The office of the Commissioner of Public Utilities supports the Commissioner in carrying out his duties. Commissioner Francesconi is committed to developing creative partnerships with the community, the private sector, the schools, and non profit organizations to build understanding and to achieve the best possible solutions to the challenges and opportunities facing the City.

General Description

BUREAU OVERVIEW

The Commissioner of Public Utilities is responsible for overseeing several City bureaus. These include:

- ◆ The Bureau of Parks and Recreation,
- ◆ The Bureau of Fire, Rescue and Emergency Services, and
- ◆ The Bureau of Licenses

The Commissioner also serves as the City's liaison to several organizations. These include:

- ◆ The Business License Board of Appeals,
- ◆ Citywide Asian Long-Horned Beetle Eradication Efforts,
- ◆ The Mayor's Business Roundtable,
- ◆ Pioneer Courthouse Square,
- ◆ The Pittock Mansion Advisory Committee,
- ◆ The Regional Drug Initiative,
- ◆ The Rose Festival Association,
- ◆ The Taxicab Board of Review,
- ◆ The Towing Board of Review,
- ◆ The EMS Policy Board,
- ◆ The Fire Code Board of Appeals, and
- ◆ The Urban Forestry Commission.

Strategic Direction

MANAGEMENT GOALS & OBJECTIVES

Commissioner Francesconi's goals reflect his lifelong concern for children and families and include support of schools, parks, open space, and economic vitality. That is what makes great neighborhoods and a great City. The Commissioner's goals are:

- ◆ Build Partnerships with the Schools
 - ❖ Continue support of 11 SUN Schools which offer after-school and evening activities for more than 5,000 children and their parents.
 - ❖ Expand the SUN Schools program into additional schools where the need is greatest.
 - ❖ Begin a campaign to encourage employers to adopt schools and offer endowment funds, volunteers and mentors, and service learning opportunities.
 - ❖ Find additional ways to support the schools through new and innovative partnerships.
- ◆ Create More Parks, Natural Areas, and Exciting Public Spaces
 - ❖ Continue to find ways to purchase parks and natural areas, especially in neighborhoods where the City is park deficient.
 - ❖ Add four additional large community parks in growth areas.
 - ❖ Rehabilitate and build several new community centers.
 - ❖ Make additional key connections on the Willamette Greenway Trail.
 - ❖ Increase public access to the Willamette River without damaging valuable fish and wildlife habitat.
- ◆ Maintain Economic Vitality for the City
 - ❖ Continue efforts to strengthen Portland State University, especially in the areas of engineering and fine arts, and make it a world-class school.
 - ❖ Continue working to strengthen neighborhood business districts.
 - ❖ Work to create more minority-owned businesses.
 - ❖ Continue small business workshops to help new and minority business owners connect with financial resources and gain valuable information about business practices.
- ◆ Better Management at the City
 - ❖ Work to make City bureaus more efficient.
 - ❖ Develop management efficiencies for the Bureau of Parks and Recreation based on the recent performance audit of Portland Parks.
 - ❖ Continue cost reduction efforts in the Fire Bureau without reducing service levels.
 - ❖ Monitor newly combined City administrative functions in the Office of Management and Finance to make sure it helps the City perform more efficiently and reduces costs.

Commissioner of Public Utilities AU 193

SUMMARY OF BUREAU BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	498,945	475,254	511,388	496,766	496,766
External Materials and Services	14,397	25,148	51,870	22,571	22,571
Internal Materials and Services	93,753	91,569	91,331	102,699	102,699
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	0	0	0	0	0
Total Operating Budget	607,095	591,971	654,589	622,036	622,036
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENDITURES	\$ 607,095	\$ 591,971	\$ 654,589	\$ 622,036	\$ 622,036
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	607,095	591,971	654,589	622,036	622,036
RESOURCES					
General Fund Discretionary		273,587	319,509	266,464	275,810
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		0	0	0	0
Program Revenue		348	0	0	0
Overhead Revenues		318,036	335,080	355,572	346,226
Total Non-Discretionary Revenues		318,384	335,080	355,572	346,226
TOTAL GENERAL FUND RESOURCES		\$ 591,971	\$ 654,589	\$ 622,036	\$ 622,036
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
PROGRAMS					
Commissioner's Office		591,971	654,589	622,036	622,036
Positions		7	7	7	7
TOTAL PROGRAMS		\$ 591,971	\$ 654,589	\$ 622,036	\$ 622,036
Positions		7	7	7	7
<i>General Fund Discretionary Positions</i>		3	3	3	3

Commissioner of Public Utilities AU 193

LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	320,137	302,162	371,723	364,178	364,178
512000 Part-Time Employees	6,314	0	0	0	0
517000 Benefits	130,429	123,431	139,665	132,588	132,588
518000 Paid Absence	42,065	49,661	0	0	0
Total Personnel Services	498,945	475,254	511,388	496,766	496,766
Materials and Services					
External Materials and Services					
521000 Professional Services	4,079	14,094	32,500	2,578	2,578
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	0	0	1,610	1,660	1,660
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	748	400	1,000	1,031	1,031
531000 Office Supplies	3,087	2,080	4,500	4,640	4,640
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	305	635	1,370	1,412	1,412
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	1,472	1,204	1,050	1,083	1,083
541000 Education	1,666	1,652	1,168	1,204	1,204
542000 Local Travel	1,534	1,538	1,560	1,608	1,608
543000 Out-of-Town Travel	1,151	1,181	3,230	3,330	3,330
544000 Space Rental	0	0	0	0	0
545000 Interest	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	355	2,364	3,882	4,025	4,025
Total External Materials and Services	14,397	25,148	51,870	22,571	22,571
Internal Materials and Services					
551000 Fleet Services	0	62	0	0	0
552000 Printing & Distribution	12,527	14,149	9,879	9,371	9,371
553000 Facilities Services	48,876	47,222	50,472	51,121	51,121
554000 Communications Services	8,941	9,846	10,842	8,944	8,944
555000 Data Processing Services	6,945	7,808	7,263	19,712	19,712
556000 Insurance	13,584	10,922	11,315	11,991	11,991
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	2,880	1,560	1,560	1,560	1,560
Total Internal Materials and Services	93,753	91,569	91,331	102,699	102,699
Total Materials and Services	108,150	116,717	143,201	125,270	125,270
Capital Outlay					
561000 Land	0	0	0	0	0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
573000 Equipment Cash Transfers	0	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 607,095	\$ 591,971	\$ 654,589	\$ 622,036	\$ 622,036

Commissioner of Public Utilities AU 193

FULL-TIME POSITIONS

Class	Title	Actual FY 1998	Actual FY 1999	Revised FY 1999-00		Proposed FY 2000-01		Adopted FY 2000-01	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
2	Commissioner	1	1	1	75,230	1	77,917	1	77,917
821	Commissioners Assistant I	3	3	5	230,806	2	86,408	2	86,408
822	Commissioners Assistant II	1	1	0	0	1	49,798	1	49,798
823	Commissioners Assistant III	1	1	0	0	1	57,899	1	57,899
7452	Community Service Aide II	0	0	0	0	1	25,480	1	25,480
824	Executive Assistant	1	1	1	65,687	1	66,676	1	66,676
TOTAL FULL-TIME POSITIONS		7	7	7	\$ 371,723	7	\$ 364,178	7	\$ 364,178

Commissioner of Public Utilities AU 193

BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	643,691	0	643,691	7.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	None
Mayor's Proposed Budget Decisions	(16,093)	0	(16,093)		2.5% Reduction
	(5,605)	0	(5,605)		5% Support/Admin Reduction
	43	0	43		Increase for BGS I/A Adjustments
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	(21,655)	0	(21,655)	0.0	Total FY 2000-01 Decision Packages
			\$ 622,036	7.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	0	0	0		None
			\$ 0	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	0	0	0.0	None
Approved Budget Additions and Reductions	0	0	0	0.0	None
Adopted Budget Additions and Reductions	0	0	0	0.0	None
	0	0	0	0.0	0
			\$ 0	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	0	0	0	0.0	None
			\$ 0	0.0	0

Special Appropriations

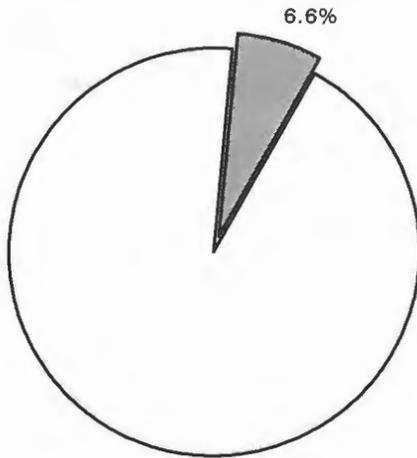
Legislative, Administrative and Support Services Service Area

Mayor Vera Katz, Commissioner-in-Charge

Timothy Grewe, Director

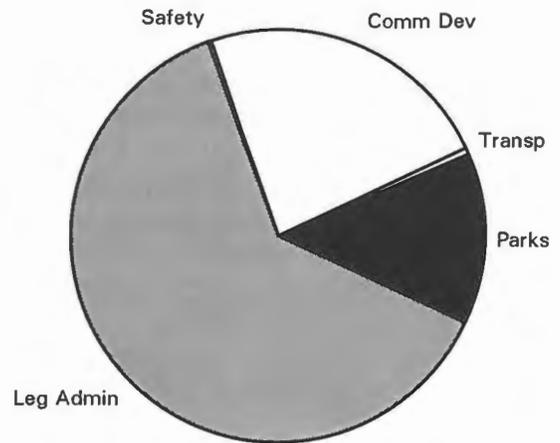
Percent of General Fund

Special Approp = \$23.2 Million



General Fund = \$354 Million

Bureau Divisions



Bureau Overview

Expenditures in Millions	Revised FY 1999-00	Adopted FY 2000-01	Change from Prior Year	Per Capita Change
Operating	22,951,464	21,356,213	-1,595,251	-11.0%
Capital	1,883,000	1,883,000	0	-4.4%
Allocated Overhead Costs	0	0	0	0.0%
Total Cost with Allocated Overhead	\$ 24,834,464	\$ 23,239,213	\$ -1,595,251	-10.5%
Authorized Full-Time Positions	0	0	0	0.0%

Note: Per capita change values are adjusted for inflation and population growth.

Bureau Summary

BUREAU HIGHLIGHTS

- Description** Special Appropriations are primarily used for General Fund expenditures on services or projects which are not specific to any particular bureau's operating budget and which provide Citywide benefit. The duration of a Special Appropriation can be a limited term or ongoing. During the course of any fiscal year, a particular bureau may be identified to provide the service, and the appropriation will be transferred to that bureau.
- Proposed FY 2000-01 Special Appropriations total approximately \$23.2 million.
- Resources** Resources for Special Appropriations in FY 2000-01 include:
- ◆ \$23.1 million in discretionary General Fund resources, and \$65,000 in Innovations Loan Fund repayments.
- New Appropriations** There are two new Special Appropriations for FY 2000-01: Storefront Improvements and Enterprise Zones.
- Closed Special Appropriations** Eleven Special Appropriations have been discontinued for FY 2000-01. They have closed because grants or one-time funding have expired. See detail in changes from prior year, below.

General Description

BUREAU OVERVIEW

Description

Special appropriations are primarily used for General Fund expenditures on services or projects which are not specific to any particular bureau's operating budget and which provide Citywide benefit. The duration of a special appropriation can be a limited term or ongoing. During the course of any fiscal year, a particular bureau may be identified to provide the service of the special appropriation.

Note: If the historical actual expenditure of a special appropriation is reported as \$0, it could represent that the appropriation was transferred to the bureau performing that service, and the actual expenditure was reported in that bureau.

Adopted FY 2000-01 special appropriations total \$23.2 million.

MAJOR ISSUES

Three Special Appropriations show significant increases from the previous year. Compensation Adjustments rise \$4.3 million as a result of labor settlements and increases in the cost of living in excess of forecasts. Business License Refunds increase \$372,000, and 2040 Implementation increases \$478,000.

CHANGES FROM PRIOR YEAR

New Appropriations

There are two new special appropriations for FY 2000-01: Storefront Improvements and Enterprise Zones, both under the auspices of the Portland Development Commission.

Discontinued Appropriations

Several special appropriations are no longer used or have expired, and the appropriation for the specified service is being discontinued.

- ◆ **Portland Area Public Schools:** \$4.3 million one-time funding to Portland area public schools for summer school and for implementation of audit findings and general efficiencies.
- ◆ **Endangered Species Act :**\$724,089 for support of General Fund bureaus' work related to the Endangered Species Act.
- ◆ **Millennium Celebration:** \$50,000 for a Citywide year 2000 celebration.
- ◆ **Oregon Historical Society:** \$35,000 in one time funding.
- ◆ **Regional Drug Initiative 99:** Grant expired.
- ◆ **Cultural Tourism:** \$200,000 in one time funding.
- ◆ **Oregon Bureau of Labor and Industries:** \$19,555 put into BHCD budget directly from now on.
- ◆ **Fair Housing of Oregon:** \$11,510 put into BHCD budget directly.
- ◆ **Civil Rights Mediation:** \$50,000 in one time funding.

Legislative, Administrative and Support Services Service Area

- ◆ **2040 PDC:** \$1,043,400 in one time funding.
- ◆ **ITSP Computers:** \$54,000 in one time funding.

Overview of Programs

PUBLIC SAFETY SERVICE AREA

Public Safety Coordinating Council

Description (Center Code 40105030)

This special appropriation funds a local group that plans for the use of state and local resources to serve local offenders and coordinates local criminal justice policy across jurisdictions.

Regional Drug Initiative - Federal Grants

Description (Center Codes 40105299 (Portland), 40105399 (Gresham))

The federal grant funds pass through special appropriations to the Regional Drug Initiative (RDI) as an administrative function. This special appropriation is completely offset by federal funds and does not impact the General Fund requirements. This grant has expired, and the Special Appropriation has been discontinued

Regional Drug Initiative - City Funding

Description (Center Code 40105006)

This special appropriation is the City's contribution toward the cost of a multi-jurisdictional partnership in the metropolitan area to fight illegal drug activity. Federal grant funds from the Office of Substance Abuse Prevention are administered through a special appropriation listed in the Legislative/Administrative Service Area. The City's contribution goes toward education and community involvement projects that do not qualify for the RDI grant.

PARKS & RECREATION SERVICE AREA

Cultural Tourism

Description (Center Code 40101001)

This special appropriation provides support for facilities development and remodeling of the Portland Art Museum as part of an initiative to attract significant artistic and cultural events to the City. FY 1999-00 was the last year of a five year commitment to provide \$200,000 annual General Fund support. This Special Appropriation has ended and will be discontinued.

Oregon Historical Society

Description (Center Code 40101004)

This appropriation has supported various activities of the Oregon Historical Society. It supported the City's use of the OHS library and the society's planning for the Year 2000 Citywide celebration. FY 1999-00 was the second year of a two year commitment to provide \$35,000 General Fund support. This Special Appropriation has ended and will be discontinued.

Regional Arts Council/RACC

Description (Center Code 40101002)

This special appropriation is for an independent non-profit agency, the Regional Arts and Cultural Council (RACC), formerly the Metropolitan Arts Commission. City funding enables the Council to manage public arts programs, art in education, and neighborhood art programs and to support symphony in the park on an ongoing basis. One-time appropriations include \$200,000 for year three of a five year commitment to the ballet, and \$200,000 for year two of a five year commitment to the opera.

MERC/PCPA**Description (Center Code 40110036)**

As per City/Metro Facilities Consolidation Committee's recommendation, this special appropriation supports the Portland Center for Performing Arts' tenant relief and expanded marketing efforts.

School Surplus Property**Description (Center Code 40105034)**

This special appropriation represented a carryover of unexpended balance which was used in FY 1999-00. In FY 1998-99, this special appropriation provided one-time support of \$7,050,000 to the Portland Public Schools, through the purchase of excess school properties which were added to the parks system. The unexpended balance of this Special Appropriation has been carried over into FY 2000-01

Endangered Species Act**Description (Center Code 40110200)**

This special appropriation provided \$724,089 support to General Fund bureaus for their efforts in response to the requirements of the Endangered Species Act. The Bureau of Planning is coordinating the City's response and actions beginning FY 2000-01; through FY 1999-00 the Bureau of Environmental Services was coordinating the response work. This Special Appropriation has ended and will be discontinued.

COMMUNITY DEVELOPMENT SERVICE AREA**Portland Area Schools****Description (Center Code 40105025)**

This special appropriation provided one-time General Fund support for summer school and operational or management efficiencies in Portland area schools. This Special Appropriation has ended and will be discontinued.

Workforce Development**Description (Center Code 40110048)**

This special appropriation continues support for information and referral services to connect job seekers in northeast Portland with job training, placement, and social service programs. Particular emphasis is placed on helping clients overcome barriers to employment, such as lack of child care, transportation, or health care. Administration of this program changed from PDC to BHCD in FY 1998-99.

PDC - 2040 Development**Description (Center Codes 40110026 (Planning), 40110055 (Implementation))**

These special appropriations support infrastructure projects that meet the City's 2040 growth goals and plans. The Special Appropriation for the planning portion (40110026) has ended and will be discontinued

Block By Block Weatherization**Description (Center Code 40133001)**

This program provides attic insulation and installation of effective, low cost energy conservation measures by local contractors to more than 1,300 low-income families per year. This appropriation is primarily grant funded.

Downtown Services	<p>Description (Center Code 40115001)</p> <p>This special appropriation began in FY 1991-92 and pays for services to keep downtown Portland a safe and attractive center for people and businesses. Services include a park bicycle patrol, enhanced security for Pioneer Courthouse Square, public rest-room cleaning, and maintenance of flowers along the transit mall and light rail corridor. This appropriation is in addition to the Clean & Safe assessment the City also pays.</p>
Clean & Safe	<p>Description (Center Code 40106001)</p> <p>This special appropriation funds the City's share of the Downtown Economic Improvement District (EID), based on the management of commercial building space in the district. These charges to downtown property managers support guides, marketing strategy, enhanced security, and street cleaning services downtown.</p>
PDC - Business Development	<p>Description (Center Code 40110047)</p> <p>This special appropriation supports the expansion and retention of businesses located in Portland in order to create and retain jobs. The program focuses on northeast and outer southeast Portland.</p>
PDC - Business Districts Development	<p>Description (Center Code 40110050)</p> <p>This appropriation enables facilitation and technical assistance in the formation and improvement of local business districts. Local business districts form to enhance the neighborhood and commercial environment in which they operate. Funding for this program is administered through the Portland Development Commission.</p>
PDC - Waterfront Development Activities	<p>Description (Center Code 40110052)</p> <p>This special appropriation supports the expansion and retention of businesses located in Portland in order to create and retain jobs. The program focuses on areas near the downtown waterfront business district.</p>
PDC - Targeted Industry Jobs	<p>Description (Center Code 40110051)</p> <p>This special appropriation funds the establishment of training, employment, job strategies, and infrastructure targeted to outer southeast City residents. This will create a system similar to the model being used in northeast Portland.</p>
PDC - Business Retention	<p>Description (Center Code 40110054)</p> <p>This special appropriation targets activities that will encourage businesses to remain or locate in Portland.</p>
Civil Rights Mediation	<p>Description (Center Code 40105031)</p> <p>This program provided services that support Portland's Civil Rights ordinance. This Special Appropriation has ended and will be discontinued</p>

Civil Rights Enforcement**Description (Center Code 40103012)**

This special appropriation provided funding for contracts with the Oregon State Bureau of Labor and Industry (BOLI) and the Fair Housing Council to coordinate the enforcement of the City's civil rights ordinance. It is managed by BHCD. The BOLI and Fair Housing of Oregon parts of the special appropriation have been transferred into the BHCD budget, and will be discontinued.

TRANSPORTATION SERVICE AREA**Employee Transit Program****Description (Center Code 40108001)**

This appropriation funds a program to encourage alternative transit modes for City employees in order to relieve traffic congestion and improve air quality.

LEGISLATIVE & ADMINISTRATION SERVICE AREA**Business License Refunds****Description (Center Code 40111001)**

This special appropriation covers refunds required when businesses overpay business license fees.

Membership and Dues**Description (Center Code 40111001)**

This special appropriation covers the City's memberships and dues as a municipality. Fees for FY 2000-01 are projected to be as follows: League of Oregon Cities, \$83,409; US Conference of Mayors, \$14,710; National League of Cities, \$15,165; METRO, \$16,798; Metro Annexations Service, \$30,000; Public Technology Inc., \$15,000; Growth Management Caucus and Performance Measure Consortium, \$8,100.

Leaders Roundtable**Description (Center Code 40105013)**

This special appropriation is the City's share of support for an advisory group of community leaders which is convened to coordinate and improve interrelated services.

Innovations Loan Fund**Description (Center Code 40105014)**

This special appropriation enables the City to encourage, recognize, and implement innovative and entrepreneurial projects at the bureau level.

Employee Suggestion Program**Description (Center Code 40105015)**

This program recognizes and encourages innovative suggestions from City employees that will save the City money.

Management Council**Description (Center Code 40110005)**

This is an annual appropriation for development activities and meetings of the City's bureau managers.

Council Emergency Fund**Description (Center Code 40110006)**

This is an annual appropriation for use by the Mayor and commissioners as specified by City Charter 2-105a 14 & 2-108.

IRS Rebate	Description (Center Code 40100031) This special appropriation funds a rebate to the US Internal Revenue Service owed by the City of Portland.
DCTU Training	Description (Center Code 40110042) This special appropriation resulted from labor negotiations. It is a four year appropriation, beginning in FY 1997-98, that provides training for the District Council Trade Union (DCTU) represented employees.
ITSP Computers	Description (Center Code 40110044) This special appropriation provided funding for replacement of computer hardware Citywide in order for City employees to maintain an acceptable and compatible level of technological capability. This appropriation representd a carryover of unexpended appropriation from FY 1998-99. This Special Appropriation has ended and will be discontinued.
Unemployment Insurance	Description (Center Code 40110003) This special appropriation provides for the General Fund share of the cost of the City's unemployment insurance claims.
Compensation Adjustments	Description (Center Code 40110004) This special appropriation is a set-aside for General Fund adjustments to salaries and benefits for City employees, based on projections of inflation. These funds are distributed to bureaus during the Spring Budget Monitoring Process each fiscal year.
Millennium Celebration	Description (Center Code 40105035) This special appropriation provided support for a millennium celebration. This Special Appropriation has ended and will be discontinued.

Special Appropriations AU 401

SUMMARY OF BUREAU BUDGET

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
EXPENDITURES					
Operating Budget					
Personal Services	175,608	9,810	0	0	0
External Materials and Services	15,438,433	16,148,744	22,031,022	20,823,457	21,153,695
Internal Materials and Services	118,660	169,361	920,442	202,518	202,518
Minor Capital Outlay	0	0	0	0	0
Equipment Cash Transfers	2,344	0	0	0	0
Total Operating Budget	15,735,045	16,327,915	22,951,464	21,025,975	21,356,213
Capital Improvements	0	5,117,000	1,883,000	0	1,883,000
TOTAL BUREAU EXPENDITURES	\$ 15,735,045	\$ 21,444,915	\$ 24,834,464	\$ 21,025,975	\$ 23,239,213
Allocated Overhead	0	0	0	0	0
Total Cost with Allocated Overhead	15,735,045	21,444,915	24,834,464	21,025,975	23,239,213
RESOURCES					
General Fund Discretionary		21,052,539	24,603,458	20,960,975	23,174,213
Non-Discretionary Revenues					
Grants & Donations		384,925	176,006	0	0
Contract Revenues		0	0	0	0
Interagency Revenues		30,000	55,000	65,000	65,000
Program Revenue		0	0	0	0
Total Non-Discretionary Revenues		414,925	231,006	65,000	65,000
TOTAL GENERAL FUND RESOURCES		\$ 21,467,464	\$ 24,834,464	\$ 21,025,975	\$ 23,239,213
<p>Note: Discretionary General Fund revenues are those which may be used by City Council for any public purpose. Nondiscretionary revenues are restricted by policy or contractual agreement to the bureaus that generate the revenue.</p>					
DIVISIONS					
Public Safety Service Area		410,575	231,636	55,918	55,918
<i>Positions</i>		0	0	0	0
Parks & Recreation Service Area		3,254,944	4,290,796	3,074,543	3,074,543
<i>Positions</i>		0	0	0	0
Community Development Service Area		9,343,886	9,990,186	3,522,113	5,466,613
<i>Positions</i>		0	0	0	0
Transportation Service Area		110,039	139,888	140,612	140,612
<i>Positions</i>		0	0	0	0
Legislative & Administration Service Area		8,325,471	10,181,958	14,232,789	14,501,527
<i>Positions</i>		0	0	0	0
TOTAL DIVISIONS		\$ 21,444,915	\$ 24,834,464	\$ 21,025,975	\$ 23,239,213
<i>Positions</i>		0	0	0	0
<i>General Fund Discretionary Positions</i>		0	0	0	0

Special Appropriations AU 401

BUREAU PROGRAMS BY DIVISION

	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
PROGRAMS				
PUBLIC SAFETY SERVICE AREA				
Regional Drug Initiative-City Contribution	25,650	27,710	27,853	27,853
<i>Positions</i>	0	0	0	0
Justice Council	0	27,920	28,065	28,065
<i>Positions</i>	0	0	0	0
Regional Drug Initiative	384,925	176,006	0	0
<i>Positions</i>	0	0	0	0
TOTAL PROGRAMS	\$ 410,575	\$ 231,636	\$ 55,918	\$ 55,918
<i>Positions</i>	0	0	0	0
PARKS & RECREATION SERVICE AREA				
MERC/PCPA	620,000	670,084	600,000	600,000
<i>Positions</i>	0	0	0	0
Endangered Species Act	57,000	724,089	0	0
<i>Positions</i>	0	0	0	0
Cultural Tourism	200,000	200,000	0	0
<i>Positions</i>	0	0	0	0
Oregon Historical Society	35,000	35,000	0	0
<i>Positions</i>	0	0	0	0
Regional Arts & Culture Commission	2,342,944	2,661,623	2,474,543	2,474,543
<i>Positions</i>	0	0	0	0
Neighborsafe	0	0	0	0
<i>Positions</i>	0	0	0	0
TOTAL PROGRAMS	\$ 3,254,944	\$ 4,290,796	\$ 3,074,543	\$ 3,074,543
<i>Positions</i>	0	0	0	0
COMMUNITY DEVELOPMENT SERVICE AREA				
PDC-Enterprise Zones	0	0	0	50,000
<i>Positions</i>	0	0	0	0
PDC - 2040	1,016,189	1,043,400	0	0
<i>Positions</i>	0	0	0	0
Outer Southeast	0	0	0	0
<i>Positions</i>	0	0	0	0
PDC NE Workforce Center	97,966	105,833	106,381	106,381
<i>Positions</i>	0	0	0	0
PDC Business Retention	0	100,000	100,523	100,523
<i>Positions</i>	0	0	0	0
PDC Waterfront Dev. Activities	443,208	479,657	469,778	469,778
<i>Positions</i>	0	0	0	0
PDC Targeted Industry Jobs	110,381	119,244	116,788	116,788
<i>Positions</i>	0	0	0	0
PDC Business Districts	50,000	54,015	50,327	50,327
<i>Positions</i>	0	0	0	0
PDC OSE Lents Program	467,566	0	0	0
<i>Positions</i>	0	0	0	0
PDC Business Development	432,164	466,866	457,251	457,251
<i>Positions</i>	0	0	0	0
OMSI	0	0	0	0
<i>Positions</i>	0	0	0	0
Neighborhood Seed Fund	134,000	0	0	0
<i>Positions</i>	0	0	0	0
PDC 2040 Implementation	0	521,648	1,000,000	1,000,000
<i>Positions</i>	0	0	0	0
Civil Rights Mediation	39,891	50,000	0	0
<i>Positions</i>	0	0	0	0
PDC-Storefront Improvements	0	0	200,000	200,000
<i>Positions</i>	0	0	0	0
Block by Block Weatherization	188,458	203,899	204,806	204,806
<i>Positions</i>	0	0	0	0
Downtown Services	925,631	848,845	783,375	783,375
<i>Positions</i>	0	0	0	0
Willamette Greenway Plan	0	0	0	0
<i>Positions</i>	0	0	0	0
Civil Rights Fair Housing Council	0	45,456	14,466	25,966
<i>Positions</i>	0	0	0	0

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BUREAU PROGRAMS BY DIVISION

	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
PROGRAMS				
Portland Area Schools	150,000	4,050,000	0	0
<i>Positions</i>	0	0	0	0
Graffiti Removal	0	0	0	0
<i>Positions</i>	0	0	0	0
North Macadam	155,700	0	0	0
<i>Positions</i>	0	0	0	0
Schools Land Acquisition	5,117,000	1,883,000	0	1,883,000
<i>Positions</i>	0	0	0	0
Clean & Safe (EID)	15,732	18,323	18,418	18,418
<i>Positions</i>	0	0	0	0
TOTAL PROGRAMS	\$ 9,343,886	\$ 9,990,186	\$ 3,522,113	\$ 5,466,613
<i>Positions</i>	0	0	0	0
TRANSPORTATION SERVICE AREA				
Employee Transit Program	110,039	139,888	140,612	140,612
<i>Positions</i>	0	0	0	0
TOTAL PROGRAMS	\$ 110,039	\$ 139,888	\$ 140,612	\$ 140,612
<i>Positions</i>	0	0	0	0
LEGISLATIVE & ADMINISTRATION SERVICE AREA				
Targeted Severance Program	9,810	0	0	0
<i>Positions</i>	0	0	0	0
Safety Net Severance Program	0	0	0	0
<i>Positions</i>	0	0	0	0
IRS Rebate	0	93,600	0	84,100
<i>Positions</i>	0	0	0	0
DCTU	0	450,000	300,000	300,000
<i>Positions</i>	0	0	0	0
ITSP Capital	0	54,000	0	0
<i>Positions</i>	0	0	0	0
City Membership and Dues	227,116	281,723	183,182	183,182
<i>Positions</i>	0	0	0	0
Business License Refunds	7,865,566	4,685,438	5,057,122	5,060,972
<i>Positions</i>	0	0	0	0
Unemployment Insurance	200,476	200,000	200,000	200,000
<i>Positions</i>	0	0	0	0
Management Council	5,453	5,528	5,557	5,557
<i>Positions</i>	0	0	0	0
Compensation Adjustments	0	4,132,208	8,386,740	8,386,740
<i>Positions</i>	0	0	0	0
Leaders Roundtable	10,000	10,137	10,190	10,190
<i>Positions</i>	0	0	0	0
Innovations Fund	0	180,788	70,471	251,259
<i>Positions</i>	0	0	0	0
Employee Suggestion Program	50	31,440	14,527	14,527
<i>Positions</i>	0	0	0	0
Millenium Celebration	0	50,000	0	0
<i>Positions</i>	0	0	0	0
Council Emergency Funds	7,000	7,096	5,000	5,000
<i>Positions</i>	0	0	0	0
TOTAL PROGRAMS	\$ 8,325,471	\$ 10,181,958	\$ 14,232,789	\$ 14,501,527
<i>Positions</i>	0	0	0	0

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LINE ITEM DETAIL

	Actual FY 1997-98	Actual FY 1998-99	Revised FY 1999-00	Proposed FY 2000-01	Adopted FY 2000-01
Personnel Services					
511000 Full-Time Employees	153,672	0	0	0	0
517000 Benefits	21,936	9,810	0	0	0
Total Personnel Services	175,608	9,810	0	0	0
Materials and Services					
External Materials and Services					
521000 Professional Services	89,485	176,887	38,850	0	0
522000 Utilities	6,650	6,068	758	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance Services	0	0	0	0	0
525000 Non-Capital Improvement	0	0	0	0	0
528000 Local Match Payments	0	0	0	0	0
529000 Miscellaneous Services	5,782,216	6,020,045	9,420,317	4,512,329	4,573,829
531000 Office Supplies	9,611	10,575	7,994	1,000	1,000
532000 Operating Supplies	0	0	54,000	0	0
533000 Repair & Maintenance Supplies	0	0	0	0	0
534000 Minor Equipment & Tools	0	0	0	0	0
535000 Clothing & Uniforms	0	0	0	0	0
539000 Other Commodities External	0	0	0	0	0
541000 Education	25	979	451,000	300,500	300,500
542000 Local Travel	0	162	106	0	0
543000 Out-of-Town Travel	6,608	7,000	1,994	0	0
544000 Space Rental	10,575	11,740	2,886	0	0
545000 Interest	14,119	8,269	10,000	10,000	10,000
546000 Refunds	4,401,202	7,857,297	4,675,438	5,047,122	5,050,972
547000 Retirement System Payments	0	0	0	0	0
549000 Miscellaneous	5,117,942	2,049,722	7,617,679	10,952,506	11,217,394
Total External Materials and Services	15,438,433	16,148,744	22,281,022	20,823,457	21,153,695
Internal Materials and Services					
551000 Fleet Services	104	43	207	207	207
552000 Printing & Distribution	17,788	21,074	11,342	7,000	7,000
553000 Facilities Services	1,663	1,706	1,779	1,619	1,619
554000 Communications Services	0	0	0	0	0
555000 Data Processing Services	0	0	25	0	0
556000 Insurance	0	0	0	0	0
557000 Master Lease	0	0	0	0	0
558000 Same Fund Services	99,105	146,538	183,000	193,692	193,692
559000 Other Fund Services	0	0	724,089	0	0
Total Internal Materials and Services	118,660	169,361	920,442	202,518	202,518
Total Materials and Services	15,557,093	16,318,105	23,201,464	21,025,975	21,356,213
Capital Outlay					
561000 Land	0	5,117,000	1,633,000	0	1,883,000
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Capital Equipment	0	0	0	0	0
565000 Facilities Lease/Purchase	0	0	0	0	0
566000 Equipment Lease/Purchase	0	0	0	0	0
568000 Other Capital Expenditure	0	0	0	0	0
569000 Depreciation	0	0	0	0	0
Total Capital Outlay	0	5,117,000	1,633,000	0	1,883,000
573000 Equipment Cash Transfers	2,344	0	0	0	0
576000 Minor Equipment Transfers	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$ 15,735,045	\$ 21,444,915	\$ 24,834,464	\$ 21,025,975	\$ 23,239,213

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BUDGET DECISIONS

This chart shows decisions and adjustments made during the budget process. The chart begins with an estimate of the bureau's Current Service Level (CSL) requirements.

ACTION	AMOUNT			FTE	DECISION
	Ongoing	One-Time	Total Package		
FY2000-01	20,461,134	0	20,461,134	0.0	FY 2000-01 Current Service Level Estimate
CSL Adjustments	0	0	0	0.0	none
Mayor's Proposed Budget Decisions	200,000	0	200,000		RACC - Opera, 2nd yr of 5 yr commitment ✓
	(100,000)	0	(100,000)		City Memberships & dues
	(17,076)	0	(17,076)		Employee Suggestion Program
	(2,133)	0	(2,133)		Council Emergency Fund
	0	263,450	263,450		2040 Implementation
	20,600	0	20,600		APP Parks maintenance
	50,000	0	50,000		PDC - Enterprise Zone
	0	200,000	200,000		PDC - Storefront Improvements
Approved Budget Additions and Reductions	0	0	0	0.0	none
Adopted Budget Additions and Reductions					
	0	84,100	84,100	0.0	Carryover S/A IRS Rebate
	0	180,788	180,788	0.0	Carryover S/A Innovations Loan Fund
	0	1,883,000	1,883,000	0.0	Carryover S/A Schools Surplus Property
	0	3,850	3,850	0.0	Carryover S/A Business License Refunds
	0	11,500	11,500	0.0	Carryover S/A Civil Rights
	151,391	2,626,688	2,778,079	0.0	Total FY 2000-01 Decision Packages
			\$ 23,239,213	0.0	Total Adopted Budget
FY2000-01 Decision Packages Not Funded	12,273,390	1,085,000	13,358,390		23 various requests not funded
			\$ 13,358,390	0.0	Total Decision Packages Not Funded
FY 2001-02					
Mayor's Proposed Budget Decisions	0	200,000	200,000	0.0	RACC - delay Stabilization 1 year
Approved Budget Additions and Reductions	0	0	0	0.0	none
Adopted Budget Additions and Reductions	0	0	0	0.0	none
	0	200,000	200,000	0.0	0
			\$ 200,000	0.0	Total Discretionary and Other
FY2001-02 Decision Packages Not Funded	220,000	1,004,000	1,224,000	0.0	13 various requests not funded
			\$ 1,224,000	0.0	0