

ADOPTED BUDGET

CITY OF PORTLAND



FISCAL YEARS 1994-1996

VOLUME 1



Your City – Your Choice

Adopted Budget
City of Portland, Oregon
Fiscal Year 1994-1996
Volume 1

Approved by the Budget Committee

Mayor Vera Katz
Commissioner Earl Blumenauer
Commissioner Charlie Hales
Commissioner Gretchen Kafoury
Commissioner Mike Lindberg
Auditor Barbara Clark



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Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Portland for its annual budget for the fiscal year beginning July 1, 1993.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO
City of Portland,
Oregon

"An Especially Notable Policy Document"

For the Fiscal Year Beginning
July 1, 1993

Arnold H. Haber *Jeffrey L. Esser*

President

Executive Director

How To Use The Budget

This Budget document is organized as follows:

- **Mayor's Budget Message** -- The Mayor's Budget Message highlights the major changes in city services, policies and requirements contained in the FY 1994-95 Budget.
- **Users' Guide** -- This section provides a brief overview of Portland's characteristics, organizational structure, strategic planning process, financial structure, the budget process, and a summary of financial and operating policies that guide the development of the City budget.
- **Budget Overview** -- The reader is provided a concise overview of the FY 1994-95 Budget, highlighting service changes, major initiatives and the financial forecast.
- **Budget Notes** -- This section lists issues or policy questions the Council wants to study further.
- **Financial Summaries** -- A series of financial summaries provides the reader with information on revenues, expenses and City positions currently funded for FY 1994-95 and prior years.
- **Budget Detail** -- These sections contain information required by Local Budget Law for each of the City's agencies and funds.

Summary of Bureau Expenses -- This summary provides FY 1994-95 as well as historical revenue and expenditure information for bureaus and their component programs. With each is a brief description of the services provided, changes in service level, and each Bureau's performance objectives and measures.

Line Item Detail -- Provides a detail of expenditures by line item.

Personnel -- Provides historical and current information on personal services expenditures and the number of positions. The historical data on number of positions is listed by job classification as they were included in the approved budget for that year.

Fund Pages -- Provides historical and current information on the revenues and expenditures at the fund level and a brief narrative about the fund.

The budget detail pages are organized according to service area. A brief description of each service area is found behind the tab, as well as in the User's Guide.

- **Appendices** -- The text of Council Resolutions, Guidelines and Policies guiding Budget decisions.

How To Use The Budget

QUESTIONS AND ANSWERS ABOUT USE OF THE BUDGET DOCUMENT

Q. Where should the reader go to find out about the overall budget?

A. In the sections labeled Users Guide, Overview and Financial Summaries.

Q. How should the reader find the budget for a particular bureau?

A. In the Budget Detail section, behind the appropriate service area tab.

Q. What if the reader wants to review the City's capital budget?

A. The Capital Budget Overview is printed separately, along with the budget of the Portland Development Commission in Volume 2 of the document. The individual Capital Budget project details are printed in Volume 3 of the document.



Mayor's Message

I am pleased today to present the Adopted Budget for 1994-96. It's what I've called "a budget with ears." Your concerns and your priorities were heard, and formed the foundation for the City Council in developing the budget.

Your City, Your Choice

Before we set out to put this budget together, we asked you, the citizens of Portland, to tell us what you believed to be the most pressing city-wide and neighborhood needs in an extensive public outreach process, the most comprehensive in two decades. We sent a questionnaire in *FOODday*, which reaches nearly every household in the city. We conducted eight community forums in the neighborhoods where you gave us your views in small work groups. And we did a random-sample telephone survey.

You told us, when asked what goals you felt City Council should give urgent priority to over the next two years, that "quality education" a "safe, peaceful community," and a good environment for families and children, ranked at the top by a wide margin over other concerns.

Several demands came through loud and clear, when you were asked to be more specific at the eight face-to-face meetings. You told us how important increased public safety is, of course, but over and over, such initiatives as effective anti-graffiti programs, better traffic management, and expanded youth recreation programs also emerged as vital concerns.

Residents of North Portland, were adamant about the need for a continued police presence in St. Johns; people who live in Northeast Portland focused on public safety and jobs; in Southeast Portland on decent affordable housing and the need for a community center; and in Southwest Portland on land use and traffic safety issues.

We listened carefully. The Council reviewed what you said and established a work plan. Building upon the work completed in the Mayor's Proposed Budget, the Adopted Budget addresses your uppermost concerns and to achieve the Council's goals.

As a result, this is not only the Mayor's and the Council's budget, but your budget.

This document is not just numbers assembled to keep the accountants busy, but an agreement we in government make, our contract with you, to use the tax dollars entrusted to city government to honor your priorities and do the things you expect from city government.

The budget is our instrument for working together to build and shape the Portland of Our Choice, the Portland envisioned in *Portland Future Focus*.

In that vision, Portland thrives as the region's economic and cultural center and considers education among its highest priorities. It works through strong public-private partnerships to set priorities. It has

Mayor's Message

a diverse economic base, provides an abundance of family-wage jobs for its residents, offers safe, affordable housing for all income levels, and, perhaps most important, is a city that provides a humane and nurturing environment for all.

Building on Results of Change

In our quest for achieving that vision, we have begun a crusade of change in the way this city government functions. And we are building on the early results of those changes.

We have set out to make city government more efficient, more innovative, more productive and more responsive to you, our customers, the citizens of Portland.

We are building on the progress we have made to enhance public safety through an expanding commitment to community policing and more efficient deployment of police personnel. With the completion of *Prosperous Portland*, the city's new economic development strategy, we are moving to make business and job creation a top priority. And we have been focusing special attention on improving neighborhood livability and economic vitality, particularly in inner Northeast and outer Southeast Portland.

Council Goals

Responding to what we learned from you in the public outreach process, the Council identified their goals and priorities for the 1994-96 budget. We agreed that we would work in this budget toward achieving:

- Credible, efficient, responsive, affordable and accessible delivery of public services;
- Decent, affordable housing;
- Economic vitality and security;
- Healthy families and children;
- Financial stability;
- Quality education;
- A safe and peaceful community; and
- A well-planned city with managed and balanced growth.

We agreed, also, that to achieve these goals we would give the greatest urgency to improvements on several specific benchmarks. They include the percentage of Portland citizens:

- who feel safe and secure;
- who live above the poverty line;
- who have access to health care;
- who feel a sense of community in their neighborhoods and;
- who are satisfied that public services are necessary; responsive and cost effective.

Mayor's Message

We also agreed to work on improving our record in:

- The percentage of students who achieve established skills levels;
- The percentage of children living above the poverty level;
- Reported violent crimes per 1,000 population;
- Reported incidents of domestic violence;
- Per capita cost of government and;
- Average annual pay per worker.

This budget represents the Council's plan for addressing six broad areas: quality education; public safety; families and children; customer service and government efficiency; economic vitality; and managed growth and livability.

Quality Education

We recognize that Portland's future prospects and its livability are inextricably tied to the health of our schools and the quality of our workforce. Educational excellence clearly will be the single most critical factor in determining whether this community's fortunes rise or fall in the global economy of the 21st century. Portland must be a city that attracts and keeps families, or it will cease to exist as we know it and want it to be.

This budget responds, within the limits of our resources, to an extraordinary challenge: the serious and painful financial dilemma of our public schools.

A threat to the health of our schools clearly is a threat to our children's futures. It is also a threat to the community's economic health, its ability to attract businesses and jobs and, indeed, to the very social fabric that binds the community together.

City government alone cannot provide more than a fraction of the answer. Funding for public education is a problem well beyond our capacity to resolve. But we can help.

The Adopted Budget allocates \$5 million over two years to fund:

- \$3 million to support 27 school police officers and support positions under a contract with Portland Public School District Police, an amount, I must add, that is only a two-year commitment because of concerns we have about our own financial situation. Funding in the second year will be subject to further Council review contingent upon the continuation of the \$7.2 million in annual cigarette and liquor revenues that the State shares with the City. Still, the savings the schools will realize as a result will permit the retention of up to 35 elementary teachers who otherwise would be laid off in the coming school year.

Mayor's Message

Also to be funded is:

- A \$1 million set-aside for each of the next two fiscal years to respond to cuts in local school recreation programs, two-thirds of it to come from the General Fund and the rest from increases in the golf surcharge at city golf courses.. The money could be used city-wide to expand the number of community school sites by 25; or for a variety of after-school clubs, sports, arts, music, and other activities that might otherwise not be funded. These services will be available to all school districts overlapping the boundaries of the City.

We recognize the enormity of the schools' long range funding problem and we will continue to work with the school board, the business community, state officials and other groups to provide the leadership it will take to devise a long-range solution.

Public Safety

The freedom to live in safety and peace is the first requirement of a successful community. The loftier aspirations we have for Portland will be hollow dreams without a sense of security in our homes, in our places of businesses and on the streets.

This budget deepens and expands our commitment to achieving a safe and peaceful community. The Council's budget includes the following:

- Continued support for community policing, which already has shown impressive results in Old Town where we have made major gains in cleaning up the "open-air drug market"; in the seven-percent-faster police response to priority calls; in the push against repeat offenders; in the crackdown on auto thefts; and, most important, in the reduction of Part I crimes and in the increase, up from previous years, of citizens who feel safer.
- Fifty-seven new positions in the Police Bureau, site selection for a new Outer East Precinct and maintenance of fire services to serve the additional 22,500 people who will become Portland residents as a result of annexation during the budget year.
- Funds to maintain a police precinct in St. Johns and for the temporary housing of East Precinct at the National Guard Armory, while the site selection process proceeds for either a new or refurbished Inner East Precinct.

In meeting the challenge of growth, the budget provides for the transfer of 23 Multnomah County Deputy Sheriffs to the City's Police Bureau on July 1 of 1994. While this will result in an additional expenditure in the two year period, it will place highly trained and skilled career officers on the street immediately, further improving our ability to fight crime through community policing. The action will also allow Multnomah County to divert dollars within its budget to juvenile and other prevention and

Mayor's Message

corrections activities critical to the public safety system. An intergovernmental agreement between the City and the County has been successfully negotiated concerning the transfer of the Deputy Sheriffs.

The budget also provides funds:

- To insure a continued smooth transition to the new emergency communications system, which consolidates police, fire and emergency medical dispatches under one roof for greater efficiency; and for the new 800 MHz radio system, a network that will greatly enhance public safety communications;
- To support a graffiti initiative that will give the Police Bureau responsibility for coordinating graffiti prevention, sanctions, a central graffiti "hot-line," and clean-up programs in which area fire stations will make cleaning and other supplies available; and \$430,700 for an expanded school traffic safety program.

Families & Children

This budget supports a broader effort by the city to promote the workforce development of youth and it intensifies our commitment to reduce the tide of domestic violence that is destroying families.

The City and the Private Industry Council (PIC), which administers federal grant money for youth, have developed a joint funding strategy that will pool our funds, giving the community-based organizations more dollars to serve neighborhood kids, doing the job they know best.

The Council has approved just under \$1 million for summer job programs for youth, support for PIC youth programs and for public employment opportunities within the Bureaus of Police, Water, Environmental Services and Transportation.

The budget also includes close to \$1 million from multiple sources to support programs for victims of domestic violence. Included are \$685,000 for the Portland Police Bureau's Domestic Violence Reduction Unit and \$386,200 in city funds to expand shelter space. Multnomah County will add another \$100,000 for the shelter effort.

Customer Service & Government Efficiency

We continue in this budget to move toward fulfillment of our promise of a more credible, efficient, responsive, affordable and accessible delivery of public services.

One of the major recommendations of *Prosperous Portland*, the economic development strategy for the city, is to make a new customer-service ethic an integral part of the way city government serves the community.

Mayor's Message

Some of the new initiatives in this budget that address the goal of more efficient, effective government include:

- \$100,000 for a city-wide system of quality improvement, including customer service training for city employees;
- \$250,000 for the second year of the innovations loan program encouraging city agencies to experiment with new ways of providing services. City agencies in the new fiscal year will already begin repaying loans from the fund. Eventually we expect it to be self-supporting as a result of the savings and revenues generated by the projects it supports and
- Transition of the Metropolitan Arts Commission from a city agency to a nonprofit, regionally-supported organization, giving it more flexibility to attract funds from a broad array of private and public sources and permitting it to operate more efficiently.

This budget also recommends:

- \$50,000 for continued implementation of a city employee suggestion program aimed at empowering employees to improve city services;
- Creation of joint labor-management committees in each of the major service bureaus, charged with identifying opportunities for efficiencies and productivity improvements and
- \$836,000 for ten financial and performance audits directed toward improving city programs.

Next year the State of Oregon, through a contract, will assume responsibility for the disposal of surplus property for the City. That action is expected to save \$143,000 each year.

Economic Vitality

The global economy has been undergoing profound changes, as we all know. Those changes have far-reaching implications for all businesses, large and small. As trade and investment barriers fall, every business will be competing not just locally and regionally but in the worldwide marketplace.

Portland's network of national and international transportation links, our vantage point on the booming Pacific Rim and our city's strong attraction to skilled workers as a good place to live offer us a better shot than most cities have at capitalizing on global economic opportunities.

Mayor's Message

But we have some handicaps. The city's permitting process can at times become unwieldy and the regulatory environment has sometimes put our businesses at a disadvantage.

Prosperous Portland lays out a policy framework for ensuring that Portland will, indeed, prosper as we enter the 21st century. It calls for a multitude of initiatives, small and large; and it calls for involvement of a multitude of partners, public and private.

This budget provides support in each of these areas, with the Portland Development Commission functioning as the lead agency and focal point for many of these initiatives, but with the full support of all other city bureaus and agencies.

The budget recommends in excess of \$1 million in General Fund support for economic development, business retention and job development programs, including close to \$100,000 in support of the Northeast Workforce Center.

Prosperous Portland, in particular, calls for an increased emphasis on international business development. The Mayor's Business Roundtable has established a working group, which will put in place an aggressive strategy for making Portland fertile ground for companies around the world. This budget will support laying the groundwork for an International Council in Portland modeled on Seattle's highly successful venture.

Another initiative aimed at promoting the city's prosperity that this budget will support is the design of southbound access to I-5 from the Central Eastside business district.

Managed Growth & Livability

Growth is one of the biggest challenges Portland faces. Over the next two decades a half million more people will move into the Portland metropolitan area, according to current forecasts.

We need to face that growth head on, using our land and resources as wisely as we can. We need to be good stewards of our city and strengthen the neighborhoods we love. We don't want the traffic congestion that other cities struggle with. We don't want the environmental problems. And we don't want poorly-designed housing that does not complement and blend with the character of our neighborhoods.

We have an opportunity now, as we did with the downtown and with light rail, to plan for our future, to think and to manage our growth smart, so that we can look back 10 or 20 years from now and be proud of the city we live in.

To that end, this budget funds the Mayor's Livable Cities Housing Initiative with \$330,000 in General Fund money in each of the next two fiscal years, to be matched by equivalent private sector contributions.

Mayor's Message

The money would finance a joint venture between the City of Portland and the private sector to help prepare for the growth we expect. It will work with neighborhoods, lenders, developers, property owners, community groups and neighborhood businesses to:

- Identify residential or mixed use sites, primarily along light rail lines and other transit corridors;
- Design housing compatible with the neighborhood, primarily along key transit streets that frame the neighborhood;
- Provide opportunities for small neighborhood stores along key transit streets; and
- Identify other neighborhood concerns that need to be addressed to strengthen the neighborhood.

Other initiatives the budget supports include:

- Continued implementation of the Albina Community Plan and completion of the Outer Southeast Community Plan, items totaling \$724,000.
- Planning for development in the River District on the north side of downtown;
- Capital spending to maintain, improve and expand the city's parks, street system, sewers, facilities and water lines;
- \$2.9 million in support of light rail planning and construction, including \$1 million in matching funds for the Westside light rail line and \$725,000 going into planning for the North-South line on the Eastside;
- \$1.2 million for improved pedestrian and bicycle access;
- \$300,000 in the Bureau of Housing and Community Development budget for one-time grants to support projects to be implemented by community-based organizations and
- \$12 million for housing assistance to low-income households.

Let me turn briefly, now, to utility rates and capital investments.

Utility Rates

The city's utilities face significant future challenges that will intensify pressures to increase rates. This budget continues to contain those pressures, as the current year's budget did, because we recognize

Mayor's Message

that, although the rates are at competitive levels, they represent a significant percentage of median household income.

Commissioner Lindberg will bring forward a plan to create a Citizens Utility Commission to look out for ratepayers in the tug-of-war between competing interests.

Bureau of Environmental Services sewer rates will increase by an average of 13 percent a year over the next two fiscal years. After a careful review with the Bureau and our new Utility Review Team, we were able to divert nearly \$5.4 million to improve the bureau's position in meeting future financial challenges. Foremost among those challenges is the long-term capital financing needs associated with eliminating the overflow of sewer and stormwater into our waterways.

The Water Bureau's requested 9.3 percent rate increase was trimmed to six percent through a similar review by decreasing proposed new programs and by adjusting the budget to more closely reflect actual expenditure rates.

Capital Investments

The city faces a critical long-range need to preserve and improve its capital investments. While the budget includes \$179.2 million for City wide requirements, of which \$9.2 million is for General Fund requirements, this amount will fall far short of identified needs. A review completed in 1990 of City General Fund requirements identified short-term capital requirements totalling nearly \$50 million. Long term requirements, or those that the City can expect over the next two decades totalled \$124 million. The combination of existing and future requirements will continue to increase without an infusion of additional resources. In recognition of that fact, Council last year established as a priority the development of a comprehensive long-range capital plan.

After touring our city's parks, it quickly became apparent to me that the condition of many of them has deteriorated. The grounds, the play areas, the playground equipment and the toilet facilities are in need of repair. In recognition of this critical need, Commissioner Hales brought forward to City Council a \$58.8 million bond measure which will support renovation projects at existing parks and parks facilities, as well as the construction of two new community centers, and the substantial renovation of an existing community center. This bond measure will be submitted to the voters in November 1994.

Overall Fiscal Picture

Before reviewing some of the "bottom-line" numbers, it is important to understand the the fiscal environment in which this budget was developed.

The five-year financial forecast upon which this budget is based indicated the Council would have very little capacity to expand new programs. Why? Because beginning in FY 1995-96, or two fiscal years from now, the General Fund will need to absorb \$8.6 million in annual urban renewal debt over the

Mayor's Message

next 16 years, until the year 2010. To do that and maintain existing service levels, literally every dollar we have needs to be reserved for future use.

In addition, there are other significant issues that dictate a conservative approach to our budget. The forecast assumes continued economic growth; yet as we have seen in recent weeks, that prospect may be anything but secure.

The next legislative session will take up the very difficult issue of school finance. The results may be decreased city revenues or additional service responsibilities. The forecast assumes continued growth in property values, in the range of six percent. With recent rises in mortgage rates, that too might change.

Outside the General Fund, our other major enterprises also face a difficult financial future. Our utilities, water and sewer, face significant capital requirements over the next decade, which are already resulting in pressure to increase rates, as I've already indicated. Transportation has forecast significant shortfalls in future years because of decreased growth in gas tax revenues.

It is because of these uncertainties, because of the need to cover the urban renewal debt requirement, and out of prudence that I have decided, once again, to follow a conservative approach in this budget. Even as we absorb the urban renewal debt, the five-year budget plan I have developed will allow us to maintain service levels. It will preserve a high level of flexibility to address future uncertainties by maintaining our critical general fund reserves. Although more work needs to be done, sewer and water rates will increase by only that amount necessary to ensure that we can respond to mandates and to protect and preserve these valuable public assets.

Budget Summary

The net budget for the coming fiscal year totals \$908.9 million. It will support a large, complex city corporation providing a wide array of services to its citizens. The city cares for 9,600 acres of land in its park system, and 3,577 miles of roadway. We also provide service to 125,000 sewer connections and maintain 1,700 miles of water lines. The city has 45,000 street lights that must be kept in good repair. Your Police Bureau responds to a quarter of a million calls for help each year; and your Fire Bureau to nearly 48,000 emergencies annually. In addition to these basic services, the city also provides housing assistance and job development services.

The city's budget also provides services to an expanded population and area. As a result of annexations, the city will serve another 22,500 people next year and an additional 31 square miles of area. The budget increases by \$6.2 million just to provide services to this new area.

The good news is not only have we have grown, but we have also become more efficient. When measured on a per capita basis, the cost-per-person for our operating and capital budgets will actually decrease next fiscal year by over seven percent. The per capita General Fund drops by three percent.

Mayor's Message

The number of overall positions will increase by less than two percent, almost entirely the result of annexations. In fact, without the 57 new positions added to police, positions would actually have decreased. Since 1984 city-positions-per-thousand population have actually declined by 12 percent. In short, growth in the city's budget and positions have been less than growth in the population and service area.

A Call to Action

The budget was shaped by citizen input. We retooled the budget process to address more directly than ever neighborhood priorities. But true progress will not come about without your involvement and the involvement of your neighbors.

Your help, and the help of many others, is needed on such wonderful efforts as:

- **Oregon Children's Foundation/SMART program**, which is designed to help create enthusiastic readers who can read at or above their grade level by the time they leave elementary school;
- **Habitat for Humanity**, which seeks to eliminate poverty housing and to make decent shelter a matter of conscience and action; it builds and rehabilitates homes with the help of the homeowners;
- **HIV Day Center of Ecumenical Ministries of Oregon**, which provides as many supportive services to persons with HIV disease to enhance their ability to help themselves;
- **The Urban League's** multiple effort to help African Americans and others to achieve economic self sufficiency through counseling to youth and families, educational and tutorial services, gang awareness and prevention, Big Brother and Big Sister programs, and employment assistance;
- **The Youth Gang Outreach Program**, which coordinates with the Private Industry Council, efforts to remove graffiti and well as to provide employment for youth.

These are just a few examples of ways in which you and other volunteers in support of Portland can help build the Portland we want.

If you or others want to get involved in building a better Portland, please call my office. The number is 823-4120. And we will mail you an application to join this effort.

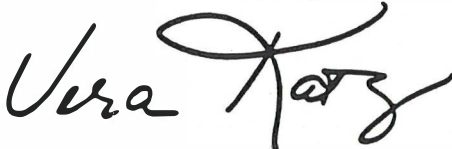
Mayor's Message

Conclusion

This city has always dared to dream big dreams. That is why Portland is recognized nationally and internationally for its vision and good planning. The challenges we face now, although formidable, are no greater than the ones we faced and mastered in the Sixties when the health of the entire downtown was threatened.

This budget is offered in that spirit, in the knowledge that, through creative partnerships, ingenuity and hard work, we can and will achieve the Portland of our dreams.

With Warm Regards,

A handwritten signature in black ink, appearing to read "Vera Katz". The signature is fluid and cursive, with a large initial "V" and a stylized "Katz".

Vera Katz, Mayor
City of Portland

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A. PORTLAND: The City & Its Budget

Portland's annual budget document is a reflection of City policies, goals, and priorities. Seeing how revenues are collected and spent, readers of the budget are actually watching policy at work. The budget is the City's long range financial plan and an operations guide for the government and its activities. It is also a communications tool, informing residents of the short and long-term issues and challenges confronting the city. The budget document reflects the goals of citizens and leaders alike: to maintain and enhance the high quality of life enjoyed by Portland residents.

The budget process begins and ends with a policy orientation. The City's strategic plan, Portland Future Focus, provides an overall road map not just for the City but also for its neighbor governments. It helps insure that budgetary decisions are consistent with Portland's future vision. At the outset of the budget process, the City Council along with City managers convene for purposes of reviewing overall goals and establishing priorities for the forthcoming budget process. As part of this step the Council conducts an extensive public information and survey process to obtain direct public input on city service priorities. The information derived from this process is used to finalize the Council's goals, priorities, and action plan for the forthcoming budget cycle. Council then holds work sessions with the City's key bureaus for purposes of further discussing short and long-term issues that need to be addressed in the annual budget process. The City's major service areas also present five year financial plans to assist the Council in weighing short-term decisions against long-range requirements. The combination of these efforts to establish goals and priorities, to explore issues, and to contemplate long-range financial plans enables the Council to provide direction to the City's major bureaus prior to the submission of formal budget requests. This up front planning ensures that the annual budget responds to council priorities not just for the next year but also in the long-term.

This section of the budget document provides the reader with general information on the City of Portland, its demographics as well as its management systems. The information will aid the reader in understanding the environment in which decisions are reached during the annual budget process. It will also assist the reader in examining other sections of this budget document.

1. City of Portland Characteristics

The City of Portland, with a population of 493,825 comprises an area of approximately 147 square miles in Northwestern Oregon. Located astride the Willamette River at the confluence with the Columbia River, Portland is the center of commerce, industry, transportation, finance, and services for an immediate metropolitan area with a population of 1.36 million. Portland is the county seat of Multnomah County, the largest city in Oregon, and the second largest city in the Pacific Northwest.

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Portland is situated in the heart of a vast and diverse recreational area which encompasses desert, marine, forest, and mountain environments. The City is a convenient point of departure for Pacific Ocean beaches, located 100 miles to the west, and the forested Cascade Mountains to the east. Among those snow-capped peaks is 11,235-foot Mt. Hood, one of the world's most climbed mountains, and home of the world famous Timberline Lodge, only 60 miles from Portland. On a clear day, Mt. St. Helens, an active volcano is visible from the City.

Portland is the leading warehousing and distribution center for the Pacific Northwest, serving a market area of about seven million people. Portland's deep water location on the Columbia River gives it substantial geographic and, therefore, economic advantages for the shipment of freight. The Columbia River ship channel is maintained at a depth of 40 feet from the Portland Harbor to the Pacific Ocean, 110 miles downstream. Portland is a regular port-of-call for many shipping lines serving major world trade routes. The Port of Portland, a governmental unit responsible for the areas air and marine port facilities, offers outstanding opportunities for expanded export industries, investments, business and travel.

Portland's economy has slowly diversified over the past decades. Steady growth in non-traditional sectors, such as the manufacture of electrical equipment, instruments and related products has placed Portland in an economic structure that shows continued strength, typically exceeding national economic growth. Tektronix, Inc., Nike, Boeing, Kaiser Permanente and Fred Meyer, Inc. are just a few of the major employers in the Portland Metropolitan area.

Portland State University, one of the three large universities in the Oregon State System of Higher education, is located on a campus encompassing an area of 26 blocks adjacent to the downtown business and commercial district. Additionally, there are four independent colleges, three community colleges, and three church affiliated schools in Portland.

The City's financial commitment to its downtown has resulted in one of America's most attractive urban cores. Development activity has balanced well with strong gains in housing, retail and office space. The City also has strong historic preservation and multifamily housing programs. This assistance in the preservation of downtown housing and historic structures has created a unique urban atmosphere. This blending of old and modern facilities enhances the livability of downtown.

Portland International Airport (PDX) is the fastest growing major airport on the West Coast. To ensure that PDX keeps pace with growth into the next century, more than \$100 million will be invested in improving and expanding airport facilities. Recently added were, a 10,000 square-foot international facility with improved Customs services, a Conference and Business Center, a regional hub terminal and expanded cargo facilities.

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The Tri-County Metropolitan Transportation District (Tri-Met) provides bus service throughout the Metropolitan area. The nationally recognized "MAX", Tri-Met's light rail system running on a 15-mile line between downtown Portland and the City of Gresham (to the East) has been profitably operated since 1986. Ground has recently been broken to expand the light rail system to serve the western area of the metropolitan area.

Because Portland is Oregon's largest city and the center of business and transportation routes in the state, it also attracts many tourist and business visitors. A major symphony, the Rose Festival, art and historical museums, the Oregon Museum of Science and Industry, Western Forestry Center, Japanese Garden, International Rose Garden and the Washington Park Zoo are only a few of Portland's cultural and recreational attractions. The city also hosts the Portland Trail Blazers of the National Basketball Association, as well as a professional hockey teams. The City has recently broken ground to construct a new arena, The Rose Garden, a private and public sector joint venture.

Further attributes that make Portland a popular, livable city are its clean water and air, cultural diversity, architectural beauty and the relative ease of getting around. The City of Portland is consistently rated as one of the best cities in the United States in which to live and do business. In 1990, Newsweek described Portland as "one of the ten hottest cities in the United States." Parenting Magazine rated the City as one of the top ten cities in which to raise children. Financial World has added its opinion by ranking Portland for the fourth consecutive year as the third best financially managed city in the United States. Another publication, City and State Magazine for three consecutive years has rated Portland amongst the top five cities nationally in the area of financial management. In 1991 the City won the Excellence in City Financial Management Award presented by the U.S. Conference of Mayors. For the past eleven year the City has received the Certificate of Achievement for Financial Reporting and for the past three years has received the Distinguished Budget Award from the Government Finance Officers Association.

2. Form of City Government

The City of Portland, incorporated in 1851, is a home rule charter city. The City Charter is the basic law under which the City operates and can be amended only by a vote of the people. In 1913, a modified commission form of government was created, rare in cities as large as Portland.

The Charter provides for five non-partisan Council members, called Commissioners, including the Mayor. They are elected at-large to four year terms. The positions are full-time and salaried. The City Auditor is also elected and required by Charter to be a Certified Public Accountant. The Auditor is not part of the Council and has no formal voting authority.

The Mayor and Commissioners act as legislators and administrators. Thus, Council members are

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responsible for enacting City laws, allowing laws to be enforced, and administering bureaus under their supervision. The current organization of City operations is shown below.

The Mayor is the formal representative of the City, responsible for assigning each of the four commissioners to one of five departments: Finance and Administration, Public Affairs, Public Safety, Public Utilities and Public Works. The Mayor also decides which agencies the commissioners will manage. These assignments can be changed at any time by the Mayor. Traditionally, the Mayor has been the Commissioner of Finance and Administration. Figure 1 depicts the City's current organizational chart.

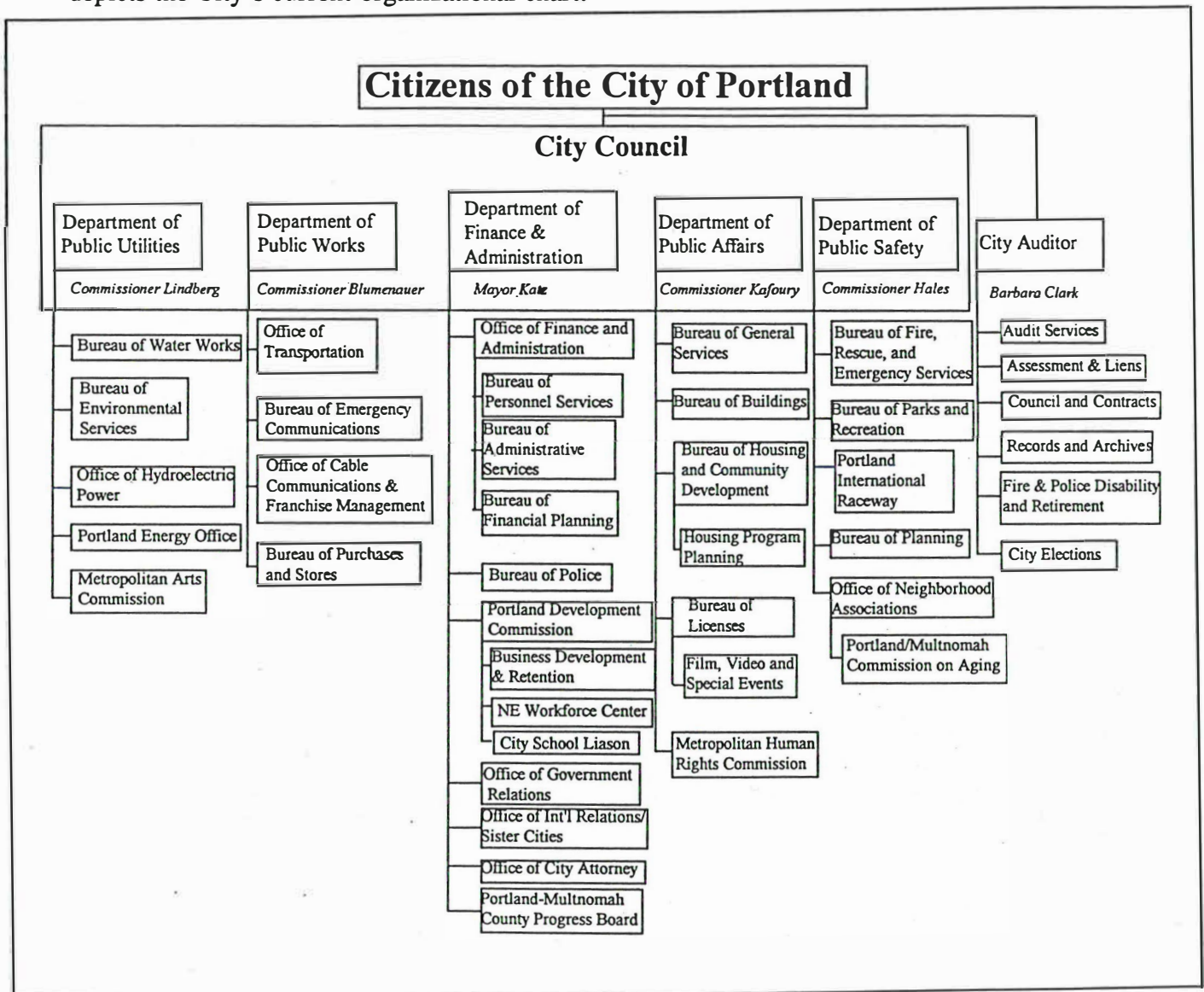


Figure 1/City Organizational Chart

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The Auditor receives and maintains all documents relating to the accounts and contracts of the City, including its debts, revenues and other financial affairs. The position is also responsible for conducting financial and performance audits of City bureaus and their functions. Finally, the Auditor's Office also serves as the Council Clerk, responsible for the processing and filing of all official Council actions.

The City operates under the provisions of the City Charter and City Code, which are consistent with the State Constitution and state law (the Oregon Revised Statutes). Ordinances are passed by a simple majority vote, three of the five Council members.

3. City Trends

Figure 2, provides information on some trends of importance to City residents and management of the City. A review of this information indicates the following trends:

- **Rapid Growth.** Over the last ten years, primarily as a result of an aggressive annexation program, the City has experienced tremendous growth. The area served has increased by nearly 27% with residents served increasing by nearly 33%. Projections indicate that over the next two decades the Portland Metropolitan area can expect 500,000 new residents.
- **Improved Efficiency.** Although the overall number of employees has increased by 18% over the last ten years, this growth rate has not kept pace with growth in the service area and population. When measured on a "per 1000" population basis, positions have actually declined by 11% over the last ten years. In effect the organization has become more efficient as the City has experienced growth.
- **Improved Financial Condition.** Fueled by a strong regional economy, an expanding service area, and improved property values, growth in the budget has been just over 24% during the last ten years. However, as a result of tax limitation measure passed by the voters in 1990, the per cent of the budget supported by property taxes has decreased by just under 7%. Because no sales tax is assessed either at the state or local level, this trend means that the City is becoming more reliant on other revenue sources, such as fees for service, business income tax, utility franchise fees, and lodging taxes.

On the economic front, trends continue to be favorable. Over the last year per capita income has increased by 4% and unemployment has remained flat at 6%.

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City of Portland - Trends				
	July 1993	July 1994 (est.)	Change	% Change
Per Capita Income	\$21,852	\$22,726	+\$874	4.0%
Unemployment	6.0%	6.0%	0.0%	0.0%
CPI (Jan 92-Jan 93)	4.2%	3.6%	-0.6%	-14.3%
Population	471,325	493,825	+22,500	4.8%
Square Miles	141.1	146.6	+5.5	3.9%
Assessed Value	\$21.69 B	\$23.39 B	+\$1.7 B	7.8%
Total Budget	\$976,929,018	\$908,893,383	-\$68,035,635	-7.0%

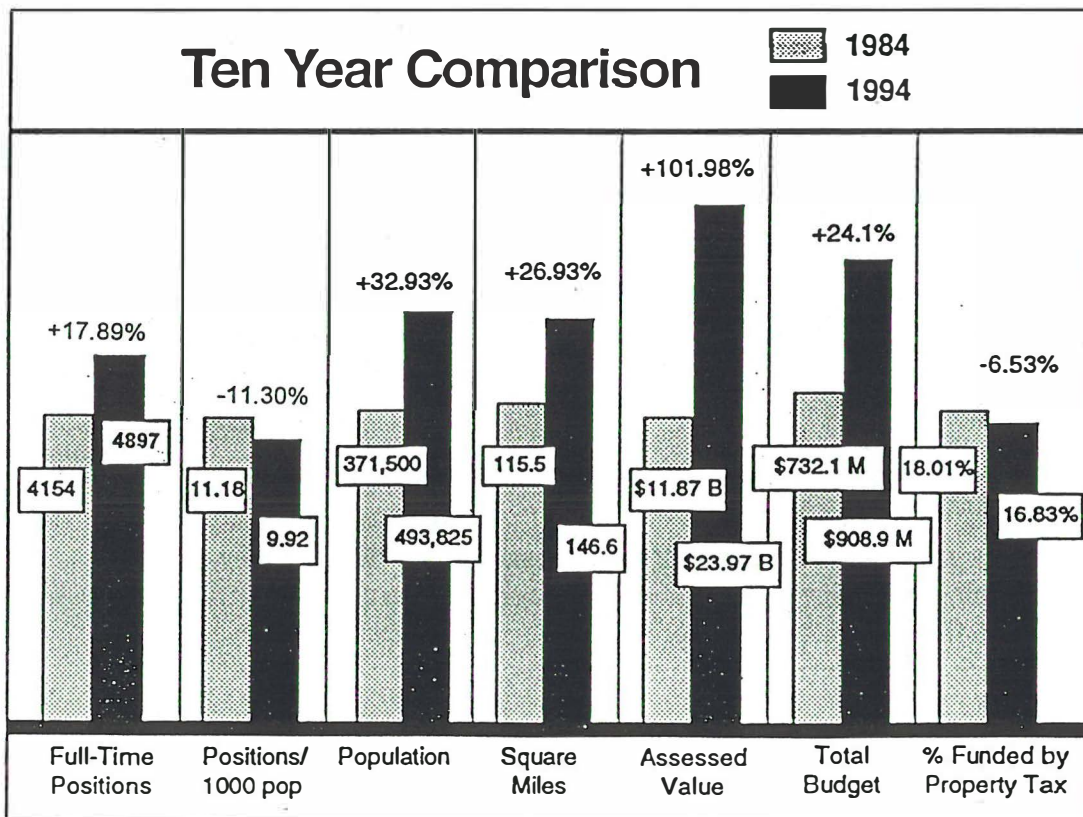


Figure 2/City Trends and Comparisons

B. THE BUDGET PROCESS

1. Local Budget Law

Budgeting in Oregon is governed by Local Budget Law, Chapter 294 of the Oregon Revised Statutes. The law has two major objectives:

- To provide standard procedures for preparing, presenting, and administering local budgets and
- To ensure citizen involvement in the preparation of the budget.

Budgeting in Oregon is an effort shared by citizens - who receive services funded through the budget - and elected or appointed officials responsible for providing those services. Citizens involved in the budget process see that the services they require and want are adequately funded. City officials ensure that the annual budget reflects public interest and is structurally correct.

The Tax Supervising and Conservation Commission (TSCC), a five member citizen board appointed by the Governor reviews budgets of all governmental jurisdictions in Multnomah County. The Commission, together with the State Department of Revenue, are responsible for ensuring compliance of budgets with local budget law.

2. Citizen Involvement Process

As one of the first steps in the budget process, the Council meets to re-evaluate goals and priorities. These statements of desired outcomes become the focus of the budget process. Building upon the City's strong commitment to citizen involvement, the Council decided to significantly expand public outreach at the outset of the budget process to obtain comment not only on identified goals, but also on what the general public believes to be the most pressing city-wide and neighborhood service needs. "Your City Your Choice," a public outreach effort, was launched in January of 1994. This effort combined an extensive public survey effort with distribution of a user-friendly pamphlet identifying major long-range service issues. Both the survey and the public information pamphlet were distributed within a newspaper reaching most Portland households. In addition, eight community forums were held in the neighborhoods. At each, the surveys were completed and neighborhood needs were identified through small work groups that included citizens, council members, and city service managers.

In early February the Council met in a second planning session to discuss the major themes arising from the survey results and community meetings. Based upon this information, the Council

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reviewed and modified its goals for the budget process and established an action plan for the achievement of those goals. The Proposed Budget issued in early April represented the Mayor's approach to crafting a budget responsive to those goals. That budget underwent further public review through four additional community hearings. Based upon that testimony, and work sessions held with each city bureau, the Council developed the Approved Budget for the City. Based upon the success of this process, it is anticipated that it will be repeated for each future budget cycle.

In addition to this new public outreach process other options exist for the public to actively participate in the budget process. The City has a nationally recognized commitment to active participation in its budgetary process. The City uses the following systems to insure this high level of citizen involvement:

- **Neighborhood Needs Requests.** This is a process that is initiated in the Fall of each year, through which neighborhoods can submit requests for capital and service improvements to City bureaus. The requests are reviewed by bureaus for inclusion in budgets. The Office of Neighborhood Associations coordinates this system and is responsible for ensuring that bureaus respond to all submitted requests.
- **Budget Advisory Committees (BACs):** The committees are made up of citizens appointed by the Commissioner-In-Charge. These people monitor bureau budgets and operations identifying issues for Council consideration. They are the primary vehicle for active citizen participation. Initiated in 1974 with five BACs, today Portland is served by 25 BACs and a Budget Advisory Coordinating Committee (BACC). The BACC reviews and advises the Council on policy and budget matters and serves as the steering committee for the BAC process. Each of the committees is provided with time during the annual Council budget hearings to present their reports.
- **Direct Public Testimony.** In addition to participating in the budget advisory committees, Citizens have several opportunities to personally testify on bureau budget requests. Specifically, citizens have an opportunity to testify at:
- **Annual Budget Hearings.** Normally, the Council holds several days of hearings where the public can testify on any topic. This year, the Council opted to hold a series of four hearings at various locations throughout the community at times convenient to citizens, evenings and on Saturdays. These hearings were in addition to those held early in the process as part of the "Your City Your Choice" program.
- **Tax Supervising and Conservation Commission Hearing.** The TSCC holds a public hearing on the City's budget. Public testimony is allowed during those hearings.

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- **Adopted Budget Hearing.** Testimony is taken at the Council Session for the final approval (adoption) of the budget. This typically occurs in mid to late June.
- **Service Efforts and Accomplishments Report.** Each year as part of the Council's budget planning session, the Office of the City Auditor issues a report identifying workload and performance trends for each of the City's major service areas. Part of the report, entitled Service Efforts And Accomplishments, is a public opinion survey for the City overall and for each of the covered service areas. This represents another form of public input used by the Council during the budget process.

Citizens may also contact any Commissioner's office directly to provide input in the budget.

3. The Budget Process Timeline and Format

The annual budget schedule is generally published in the Fall of each year. For future processes it can be obtained at that time by calling the Office of Finance and Administration (823 - 5288). The following chart outlines the basic budget process and its general time-line. In order to become more efficient and to encourage a long-range perspective, the City is converting its budget process to a two year cycle. Next year an abridged process will occur in which Council deliberates and takes public testimony on modifications to the adopted two year budget. The Fall of the following year, FY 1995-96, will be the next time that the Council engages in the full budget process depicted on the following page.

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MAJOR PHASES OF BUDGET PROCESS

Planning & Guidelines Bureau Budget Request October-January	Council Review and Approval January - April	Final Review and Adoption May - June	2nd Year March - June
<ol style="list-style-type: none"> 1. Budget Manual distributed to Bureaus. 2. Council holds budget planning session: <ul style="list-style-type: none"> ◆Develops goals and workplan. ◆Reviews General Fund forecast and approves as the Financial Plan. ◆Develops budget guidelines. 3. OF&A calculates target allocations. 4. Bureaus prepare budget requests. 5. OF&A reviews Bureau budget requests and prepares overviews. 	<ol style="list-style-type: none"> 1. Community Survey and community budget forums. 2. Council reviews bureau budget requests. 3. Council hears testimony from public, bureau budget advisory committees and Budget Advisory Committee. 4. Council makes the allocation and policy decisions necessary to balance the budget 5. OF&A produces the Proposed Budget document. 6. Council gives preliminary approval to budget. 	<ol style="list-style-type: none"> 1. Tax Supervising and Conservation Commission reviews the budget and holds public hearing. 2. Council considers updated estimates and makes final decisions for the budget. 3. Council adopts the budget. 	<ol style="list-style-type: none"> 1. Bureaus submit Budget modifications 2. Proposed modified second year budget issued to Council. 3. Public Hearings on modified second year budget. 4. Proposed second year budget revised and approved by Council. 5. Tax Supervising and Conservation Commission reviews budget. 6. Council adopts the modified second year budget.

Figure 3/Major Phases of Budget Process

C. COUNCIL PRIORITIES

On December 1-2, 1993, the City Council met to set preliminary vision goals for the next two years. These goals were discussed in the community at eight public forums held in January 1994. Community input was also collected by means of a scientific survey. Council met again in early February to formally adopt the following vision goals.

- Credible, Efficient, Responsive, Affordable, and Accessible Delivery of Public Services
- Decent, Affordable Housing
- Economic Vitality and Security
- Healthy Families and Children
- Financial Stability of City
- Quality Education
- Safe, Peaceful Community
- Well-Planned City with Managed/Balanced Growth

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In early February, City Council in conjunction with the above goals, adopted the following work items as the specific initiatives Council wished to accomplish in the next two years.

Top Priority

- Continue Transition to Community Policing
- Entrepreneurial Government
- Expanded Programs for Youth
- Implement Livable Cities
- Neighborhood Based Economic Development
- Neighborhood Based Service Delivery

High Priority

- Domestic Violence Services
- Jobs for At Risk Youth
- Implement Prosperous Portland
- Improve, Reorganize the Permit Process
- Increase Percentage of Home Ownership for Low/Moderate Income
- Infrastructure "Comp Plan" for General Obligation Bonding

These goals and initiatives guided the Council as they made budget allocation decisions. They will form the basis of the work plan for the next two fiscal year.

In addition to the above priorities, the Council has also identified workforce diversity and loss control as areas of emphasis and priority. The Council has directed that all City organizations seek to develop a workforce reflecting the rich cultural diversity of Portland as a community. The City is self-insured for liability and worker's compensation claims. Each year the City budget, including reserves for future claims, totals just over \$23.1 million for this purpose. As a result, any action to reduce these types of liabilities means reduced operating costs for city organizations.

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That means that resources can be dedicated to other high priority service needs. For this reason, the Council has established loss reduction as a high management priority for the City.

As can be seen on the following charts both women and to a lesser degree minority representation as a percent of total city employment have shown slow but steady growth since 1985-86, and especially over the last five fiscal years. However in spite of this progress minority representation only exceeds market representation in the "para-professional" category. Improvement is needed in all other areas. Women in the City's workforce match or exceeds market availability in both the para-professional and the administrative classes, with improvement needed in all other classes.

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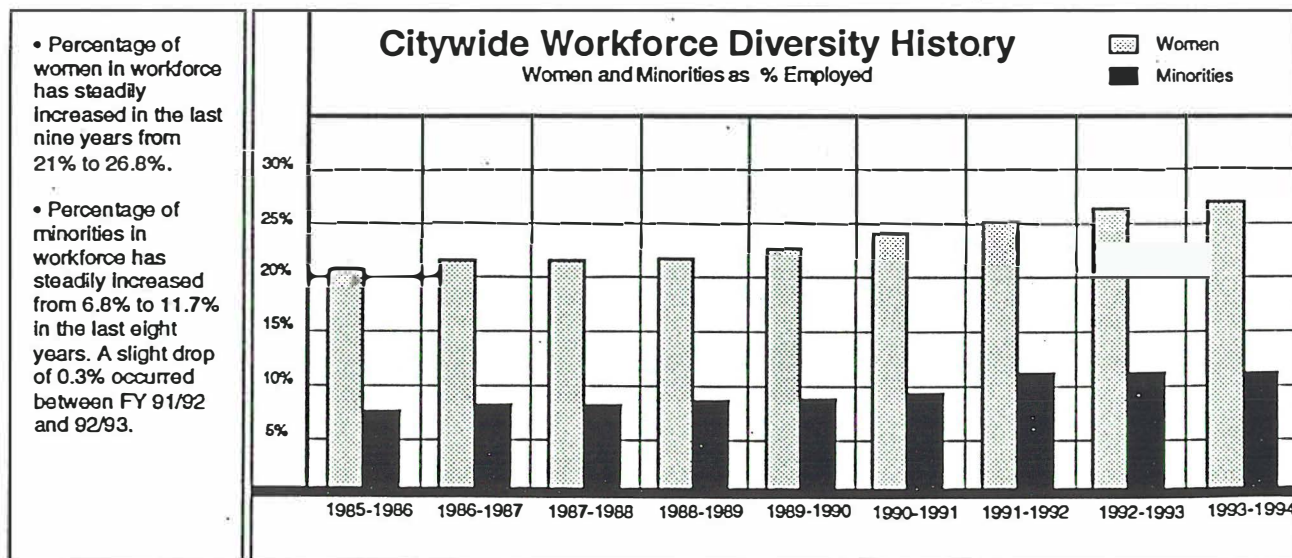
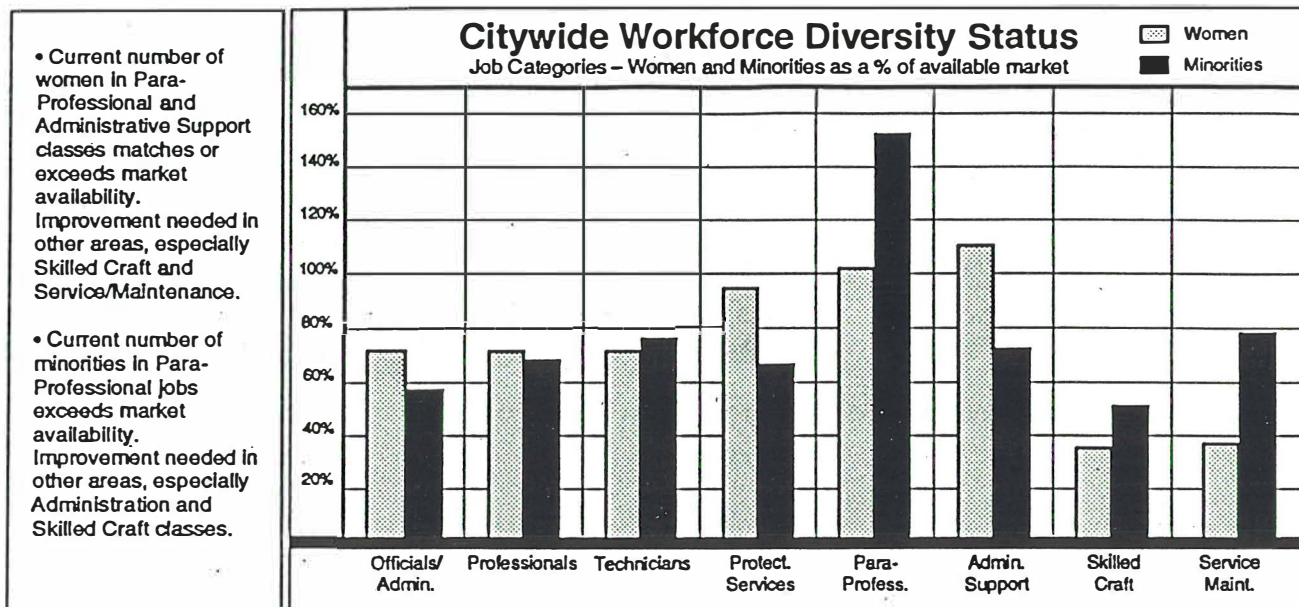
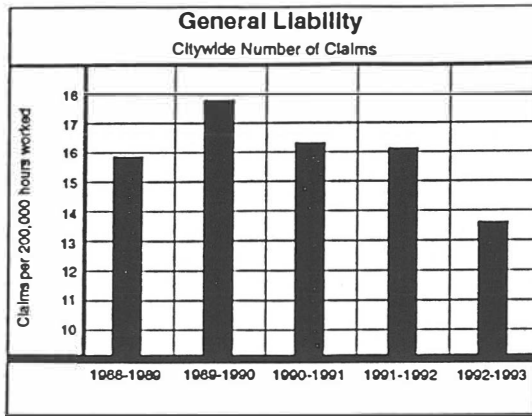
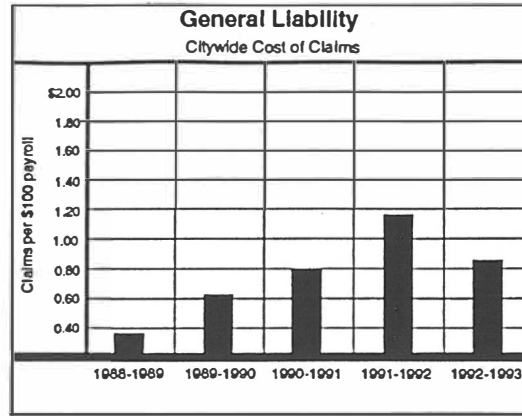


Figure 4/City Workforce Diversity Trends

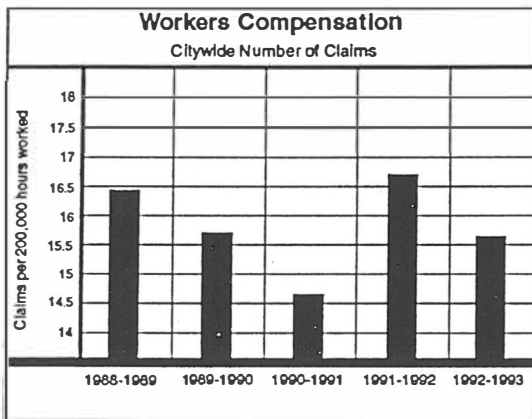
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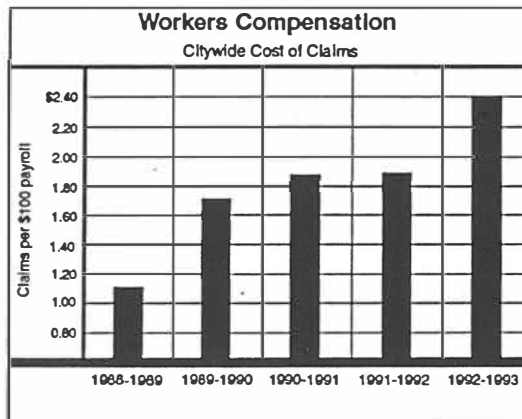
Reduction in claim frequency is a result of loss control effort and a change in record keeping since 1990.



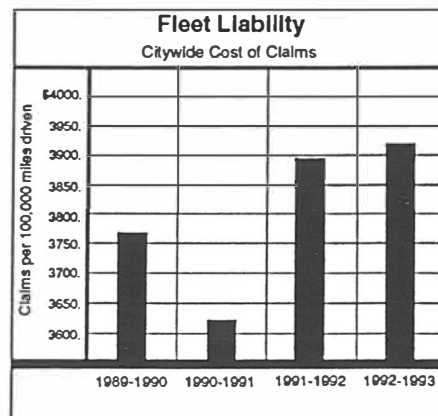
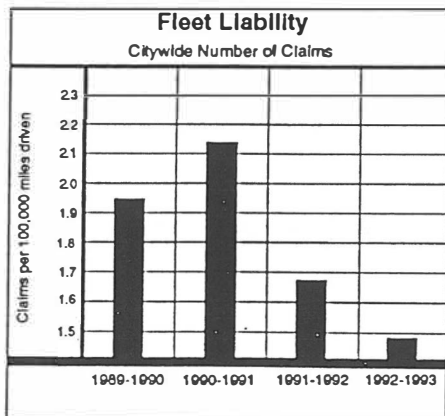
Citywide cost is driven by Police Bureau. Recently costs have decreased significantly.



Significant downward trend. "Bump" in 92 due to 50+ BOEC Air Quality Claims.



Use of settlement compromise tool to retire old claims and revised cap on awards resulted in one year jump in costs of claims.



Increased ceiling of Tort awards is driving increases for liability costs.

Figure 5/City Loss Control Trends

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D. BUDGET AND FINANCIAL POLICIES

In addition to Council Goals, the City has many policies that interact with and provide direction in making budgetary decisions. The Comprehensive Financial Policy demonstrates Council's commitment to establishing policies that insure long term stability for the delivery of City services. Work is presently underway to develop a comprehensive human resources policy.

To develop and manage the budget, the City employs the following policies:

1. Financial Plan
2. Council Directives, Guidelines

Finance Policies

3. Comprehensive Financial Policy
4. Debt Management
5. General Reserve
6. Compensation
7. Bureau Revenue
8. Investment
9. Interagency Policy
10. Local Improvement District Financing Policy

Service Policies

10. Community Policing
11. Light Rail
12. Water Plan
13. Environmental
14. Art 2000 Plan
15. Future Focus

Together, these policies form the foundation for the City's annual budget. What follows is a brief description of these policies and how they apply to the budget. Copies of the financial policies are included in the appendix.

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1. Financial Plan

By Council direction, a long-range financial plan must be prepared at the outset of the budget process for all major service funds. Council convenes annually to review these plans which are submitted for not only the General Fund but also for the City's other major operating funds: Transportation, Water, Sewer, and Buildings. These financial plans provide the Council with a long-range glimpse of the City's expected financial condition for service requirements. Based upon review of the plans Council issues directives, aimed at ensuring sound financial management and service priority achievements which provide guidance in the development of annual budget requests. A summary of each financial plan is included within the appendix of the budget.

Because of its significance, the General Fund Financial Forecast receives extensive review from the City Council. The General Fund forecast defines the financial limits for the budget. It also:

- identifies the shortfall or excess money expected for the forthcoming fiscal year.
- identifies the necessary "set-asides" to cover fund-level needs for service, capital, and compensation increases.
- establishes funding targets for City bureaus.

Because of its significance, the General Fund Forecast is discussed in greater detail within the "Overview" section of this budget document. A copy of the document is included within the appendix of the budget document.

2. Budget Guidelines and Council Directives

Shortly after issuance of the Financial Forecast each year, the Council approves Budget Guidelines. This document provides three different types of directives: process and format directives; guidelines for use in developing budgets; and Council service priorities. The combined intent of these three areas is to outline the rules for budget development to be followed by the bureaus. The following is a brief description of each of these categories:

a) Process and Format Directives

- provide guidance on developing budget requests by bureaus.
- outline the process for developing a balanced budget.

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Examples of directives under this category include:

- changing to a two versus a one-year budget process.
- establish funding targets to be used by bureaus as a starting point in developing budget requests.
- use of a program budget format.
- Inclusion of performance information in all budget requests.
- prepare reduction and add packages to give the Council a basis for decisions or plans on service levels.
- define the roles of various groups in the budget process including management, citizen budget advisor committees, and the Council.

b) **Budget Request Guidelines**

- establish the rules to be followed by organizations in the preparation of budget requests, the "do's and don'ts" of budget preparation.

Examples:

- a requirement for bureaus to clearly identify the criteria, priorities, and guidelines used in developing budget requests.
- the definition of bureau specific and overhead revenues as non-discretionary and the requirement that all proposed new fees and charges be of an on-going rather than a one-time nature.
- the development of quantitative performance measures relevant to the overall evaluation of bureau performance.
- requiring the submission of trend information in the areas of insurance claims and affirmative action.

The above is a brief description of the directives approved by the Council to guide the preparation of budget requests and decisions relative to balancing the budget. A copy of the guidelines approved by the Council is included in the appendix.

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FINANCE POLICIES

3. **Comprehensive Financial Policy** - Approved by Council in June of 1992, this policy represents the culmination of City efforts to establish broad guidelines for managing a diverse financial portfolio. The document and its subordinate policies provide guidance in the areas of financial planning, budgeting, accounting, auditing, as well as treasury and debt management.

4. **Debt Management Policy** - The Council first adopted a Debt Management Policy in 1984. The policy is directed toward maintaining the City's Aaa (triple A) bond rating, ensuring prudent debt decisions, and lowering the cost of overall debt management. The policy also places limits on the City's debt, centralizes the management function, and requires the completion of various reports critical to maintaining the City's financial health. These guidelines, which are included in the appendix, are used both in constructing the debt portions of the annual budget and in gauging debt-related decisions during the fiscal year.

5. **General Reserve Policy** - On May 3, 1990 the Council adopted Resolution 34722 which formally recognized City general reserve requirements and provided specific guidelines governing the withdrawal of funds. The policy requires the maintenance of a reserve, equivalent to 10% of General Fund resources. Each year, the Council will reaffirm this policy through the adoption of the General Fund Financial Forecast and the annual budget.

The Council has successfully developed a General Fund cash reserve which is estimated to total \$21 million by the end of FY 1992-93, equal to the required 10%. One half of this reserve is for major unanticipated emergencies or significant revenue fluctuations during the fiscal year. The second half is a countercyclical reserve, which can only be accessed when key economic indicators point to an upcoming recession, likely to affect City resources. The countercyclical reserve is intended to provide the City with a two year period to adjust to slow-downs resulting from economic recession.

6. **Compensation Policy** - Over the past four years, the Council has followed a practice of limiting total annual compensation (wages, salaries, and benefits) to the growth in the Portland Consumer Price Index (CPI). This practice has been used to better anticipate compensation increases and necessary set-asides. This policy also serves as the focus of negotiations with the City's labor organizations. All of the City's major labor contracts now include a cap on health benefit increases. Resolution 34924 enacting this policy is included within the appendix.

7. **Revenue Policy** - Approved as part of the Comprehensive Financial Policy document, this policy outlines responsibilities for collecting and monitoring revenues. "Discretionary" resources was redefined. Guidelines were set up that make bureaus responsible for revenue collection. Direction has been provided for the allocation of surplus revenues. The policy, establishes

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guidelines for the completion of cost-of-service studies, monitoring revenues and related expenses, and enhancing revenues where appropriate and consistent with Council service priorities.

8. **Investment Policy** - For over a decade, the City has had a policy governing how cash from its various funds is invested. All estimates of fund-level interest earnings have been developed in compliance with that policy.

9. **Interagency Policy** - In existence for over four years, this policy provides guidelines for setting service rates between City agencies, establishing billing procedures and the resolution of disputes. Interagency services include printing, vehicle usage, communications, insurance, computer, and facility services. The policy has been applied in developing the FY 1992-93 budget.

10. **Local Improvement District Financing Policy** - Approved by the Council in May of 1991, this policy set up criteria and guidelines for starting and administering local improvement districts. These districts provide low interest financing to property owners for capital improvements. The City sells bonded debt to cover the cost of capital improvements. Property owners are annually assessed an amount to retire the debt. The policy is intended to help foster such financing while protecting the City's long-term financial health, by ensuring adequate security for bondholders.

The above policies represent the continued efforts of the City Council to establish guidelines and systems directed at sustaining the City's financial health while providing quality services. The policies also demonstrate the Council's efforts to exercise more control over the City's budget and financial conditions. During the next year, these and other policies will be consolidated into a Comprehensive Financial Policy document.

SERVICE POLICIES

The Council has also adopted numerous policies governing the provision of specific services by the City. Examples of such policies include the following:

11. **Community Policing** - Resolution 34670, approved by Council on January 26, 1990, adopted a five-year plan for the Police Bureau transition to a "Community Policing" philosophy. Included are the goals and objectives of community policing. The plan called for the addition of 200 positions in order to implement community policing. During FY 1993-94 the Council achieved this goal.

12. **Regional Light Rail** - Resolution 34690, approved by Council on March 14, 1990, formalized the Council's commitment to development of a regional light rail plan. This action resulted from the successful installation and operation of a light rail line connecting downtown

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with the City of Gresham to the East of Portland. Work is presently underway on a West-side rail line. Planning is also underway for a future North-South line. A vintage trolley system is also in operations with plans under development for its expansion. The light rail will be the focus of the regions future transportation system and a key in responding to the significant growth the area is expected to experience over the next two decades.

13. Regional Water Plan - This new policy directs the Portland Water Bureau to lead regional planning efforts relative to future water supply requirements of the City. In February of 1992, the Water Bureau in coordination with other water providers in the metropolitan area, completed a series of studies which analyzed the potential demand for water in the region. The next step is the development of a comprehensive integrated water supply plan for the region. This plan provides guidance to the bureau in completing long-term capital and financial plans.

14. Environmental Services Policy - The FY 1994-95 Budget for the Bureau of Environmental Services reflects a number of policies:

- a) **Clean Water.** The budget ensures compliance with the 1987 amendments of the Clean Water Act, associated federal and state regulations, and the City's Clean River Program. Like other cities, Portland is facing regulatory requirements that call for increasing water quality protection through the control of pollution at its source. Substantial investments are needed in sewer collection and treatment systems. Investment of this nature will include programs to monitor and manage stormwater, combined sewer overflows (CSO), and industrial waste. It is estimated that compliance with just the CSO abatement mandate will cost between \$500 million to \$1 billion over the next 15 to 20 years.
- b) **Solid Waste.** The Council adopted Ordinance 162497 on September 26, 1990 which directed the Bureau of Environmental Services to establish garbage collection districts, expand neighborhood based recycling programs, and to assess a garbage collection franchise fee. The FY 1994-96 budget supports the continuation of this district system as well as a full recycling program.

15. Arts Plan 2000+ Presented to Council in July of 1991, this Plan culminated an eighteen-month planning process launched by the City of Portland, the Metropolitan Service District, other regional governments and private sector entities. The study reviewed the regional art industry and established goals and priorities for cultural development. The plan now serves as the City's cultural policy. Consistent with this plan the FY 1994-95 budget supports conversion of the Metropolitan Arts Commission to a regional non-profit organization.

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16. Comprehensive Housing Affordability Strategy (CHAS). In November of 1991 the City of Portland, Multnomah County, and the City of Gresham jointly adopted a resolution adopting a county-wide Comprehensive Housing Affordability Strategy. The plan outlines a five year workplan on housing needs and strategies and sets goals for addressing those needs. Action plans will improve housing capacity, coordinate county-wide housing programs, stabilize funding for the homeless, and increase housing for low-income and special needs groups. Primary funding for these programs will come from the participant jurisdictions' Federal Housing and Community Development Block grant entitlement as well as an anticipated additional entitlement from the new HOME Investment partnership program. An updated version of the plan is expected to be approved early in FY 1994-95.

E. THE CITY'S FINANCIAL STRUCTURE

1. Portland's Fund Structure

Revenues to the City are designated and set aside in "Funds." The fund structure used by the City is detailed below. For revenue and spending detail for each fund, look under the "Operating Budget Detail," section of this document, or in Volume II. An explanation of each type of fund is provided in the section dedicated to that specific fund.

■ Types of Funds

- **General Fund** -- The General Fund includes all activities of the City supported by property taxes and other "non-dedicated" revenues. These include license and permit fees and state-shared cigarette and liquor tax. Bureaus supported by the General Fund include the Bureaus of Fire, Police, Parks, Community Development, and others.
- **Other Operating Funds** -- These funds support agencies such as Emergency Communications, Transportation, and Buildings. Funds such as Water are commonly referred to as "Enterprise" funds because they are self-supporting. Others, such as Building and Transportation receive ongoing General Fund subsidies.
- **Revenue and Reserve Funds** -- Revenue funds receive money from specific sources which can be used only for specific purposes. The money must be transferred to an operating fund in order to be spent. Reserve funds hold resources for future use in countering recessionary trends and mitigating mid-year economic downturns.

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On May 3, 1990 the City Council adopted a General Reserve Fund Use Policy. Based upon a review of historical financial trends, the Policy formally recognizes the need for a 10% General Reserve level. The Policy also provides clear guidelines for the withdrawal of funds based upon economic indicators or an emergency of significant magnitude.

- **Bonded Debt Funds** -- These funds account for the payment of debt service on general obligation, revenue, assessment improvement, and urban renewal tax increment bonds. These funds are necessary to manage the City's diverse debt portfolio in a manner that insures compliance with security covenants as well as State and Federal regulations.
- **Construction Funds** -- These funds account for major construction projects such as streets, water and sewer improvements. Revenues are received when the City issues bonds and notes for capital projects. They are also received from rates and other recurring sources of income to the City.
- **Federal Funds** -- These funds account for grant revenues received from the federal government, such as Housing and Community Development Block Grant funds.
- **Retirement Funds** -- The City has only one retirement fund which supports retirement of police and fire personnel. Revenues are received from a property tax levy authorized by Portland voters in 1940.
- **Internal Service Funds** -- Internal service funds account for the sale of central services such as fleet and printing to other City and/or County agencies. These fund operate solely on revenues received from the agencies using their services.
- **City Agency and Trust Funds** -- The City occasionally creates accounts for specific purposes that receive revenues such as gifts or bequests to the City. A variety of these small accounts currently exists.
- **Portland Development Commission** -- The Portland Development Commission (PDC) is the City of Portland's urban renewal, economic development and housing rehabilitation agency. It is an autonomous organization that interacts with various City programs. Revenue for PDC is generated through tax increment financing. Details on PDC's budget are located in the Appendix.

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■ How Funds Interact

City funds interact in a variety of ways. One fund may pay another fund for either goods or services, or to cover operating and capital expenses. Cash transfers also result from the exchange of resources between funds to cover operating and capital expenses. For example, the Adopted Budget includes a transfer from the Auto Port to the Transformation Fund to support an Abandoned Automobile Program. Transfers between funds result in the budgeting of the dollars in both participating funds.

2. Basis of Accounting and Accounting Structure

Governmental accounting, governed by state statute and Generally Accepted Accounting Principles (GAAP), differs substantially from private sector accounting. Private sector financial reports measure economic profits, whereas governmental accounting focuses on disclosing how public money is spent, thus controlling the amount spent for any given purpose.

Types of Accounting

Enterprise, internal service and selected other funds are maintained on an "accrual basis" -- recording revenues at the time they are earned.

The General, Transportation, Special Revenue, Debt Service, Capital, and trust funds are maintained on a "modified" accrual basis. That means revenues are recorded when measurable and available. Expenditures are recorded when the liability is incurred, with the following exceptions:

- Inter-fund transactions for services are recorded on a cash basis.
- Revenues for grants are recorded as earned
- Interest on general long-term debt and special assessment bonds are recorded when due.
- Earned, but unpaid, vacations are recorded as expenditures when taken by employees.

Financial Reporting

The comprehensive annual financial report of the City presents a picture of the City's finances, including the results of City operations and the changes in the financial position of City funds. The

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report, required by state statute, is prepared in accordance with Generally Accepted Accounting Principals (GAAP). It reconciles differences between the "budgeting basis" - as presented in the annual Adopted Budget - and the modified accrual method used in the preparation of the Financial Report.

The City has received the Government Finance Officers (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past nine years. The GFOA is a national organization composed of professionals in the field of public financial management. The group has established stringent criteria for the awards program in order to insure quality, full-disclosure accounting and reporting systems within the public sector.

Independent Audit Requirements

The annual Financial Report of the City is prepared in accordance with Oregon state law. It requires that an annual audit of the fiscal affairs of the City be performed by an independent auditor. Audits are performed in accordance with generally accepted auditing standards and the Minimum Standards for Audits of Oregon Municipal Corporations.

The City also has an independently elected Auditor responsible by Charter for conducting internal financial and performance audits for specific city services.

Basis of Budgeting

The City's budget is prepared in a manner consistent with its financial structure and as required by Oregon Revised Statutes. All funds are included within the budget along with the organizations and programs which they support. However, unlike the financial basis of reporting, the City's budget is prepared completely on a modified accrual basis. That means that the budget anticipates revenues based upon when they will be actually received and expenditures when they will actually occur. One exception exists to this general rule for the acknowledging of revenues. Property tax revenues are acknowledged within the budget for ninety days after the close of the fiscal year. Items which are not fully expended at year end must be re-budgeted in the following fiscal year.

Budgetary Controls

The Council maintains oversight of the City's financial condition through a formal quarterly review of the budget. At the beginning of the fiscal year, bureaus identify their expected pattern of expenses and revenues, where applicable. The review also includes "performance level" projections for each City program. Comparisons between the projected and actual expenditures,

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as well as performance, are done three times per year by the Bureau of Financial Planning, then reported to Council. At that time a status report is also prepared for the management workplan which includes Council's priority work initiatives.

Adjustments to bureau budgets must occur during one of these tri-mester reporting processes, or if legally necessary, according to State Budget Law, through a Supplemental Budget process, which typically occurs twice a year in the spring and fall. This requirement allows the Council to closely review the City-wide impact of budget adjustments on a quarterly basis. It also ensures that the Council's directives are being followed.

The City also has an automated system for monitoring the financial condition of its General Fund. A Financial Outlook report is issued at the end of each accounting period or thirteen times per year. The report provides Council, city managers, and others with information on the status of General Fund revenues and expenditures in comparison to the budget. The report also forecasts the year-end balance for the General fund.

Glossary of Terms

Appropriation	The legal authority to spend funds which have been designated for a specific purpose.
Account (Line Item)	The classification of appropriation by object of expenditure. (See Line Item)
Appropriation Unit (AU)	The level of organizational unit at which City government legally budgets appropriations within a fund, usually a bureau or office.
Ballot Measure 5	A 1.5% Property Tax limitation measure passed by Oregon voters on November 6, 1990, limiting the consolidated tax rate for non-educational local governments to \$10 per \$1,000 assessed value effective July 1, 1991. A new "Ballot Measure 5" has been filed for voter consideration in November 1994. The new measure requires a vote of local residents to increase any fee for service charged by the local governments.
Budget	The financial, operating and management plan for the city that establishes annual appropriations in accordance with State of Oregon Budget Law and allows for the provision of services.
Budget Calendar	The schedule of major events in the budget process.
Budget Committee	The City Council; sitting as a special committee to review the Mayor's Proposed Budget and to determine the approved budget.
Budget Message	Written explanation of the budget and the City's financial plan and priorities presented to the Budget committee (City Council) by the Mayor. A requirement of Local Budget Law, ORS 294.
Budget Monitoring Report	A report submitted by bureaus after the end of Accounting Periods 5, 10, and 13. The report compares planned to actual appropriation unit expenditures, revenues, and performance measures.

Glossary of Terms

Budget Notes	A listing of policy issues that the Council has determined require further study or analyses.
Budget Phases	The following are the major phases of the budget process:
-Requested	The requested appropriation of a bureau as submitted to the Bureau of Financial Planning and the City Council.
-Proposed	The Mayor's recommended budget as presented to the Budget Committee.
-Approved	The budget as approved by the Budget Committee and subsequently reviewed and certified by the Multnomah County Tax Supervising and Conservation Commission.
-Adopted	The budget as passed by ordinance by City Council after certification by the Multnomah County Tax Supervising and Conservation Commission.
Bureau Advisory Committee (BAC)	A committee, specific to a particular bureau, consisting of citizens appointed by the Commissioner-in-Charge to advise the bureau on its budget requests and to make recommendations to Council.
Bureau Advisory Coordinating Committee (BACC)	Composed of representatives of each of the Bureau Advisory Committees, this committee reviews and advises Council on policy and budget matters for the City as a whole. It additionally services as a steering committee for the Bureau Advisory Committee process.
Bureau Goal	A statement of purpose or policy for a bureau which describes the services provided to meet an identified community need.
Bureau of Financial Planning	The Responsibility Unit within the Office of Finance and Administration which plans and administers the budget process for the City. This includes the preparation of instructions, analysis of requests, preparation of the Mayor's Proposed Budget document, and the preparation of the

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	Approved and Adopted Budget documents.
Capital Budget	The expenditures scheduled for the first year of the 5-Year Capital Improvement Plan and included in the budget.
Capital Review Committee	A committee comprised of representatives from each bureau submitting a capital budget, and a member of the BACC. The committee makes recommendations on capital budget requests.
Capital Improvement	An expenditure which adds to the City's fixed assets, has a life expectancy of ten years or more, and requires expenditures of more than \$10,000 for personnel, materials and services and equipment, or major equipment with a purchase price of \$50,000 or greater.
Capital Improvement Plan (CIP)	A multi-year plan approved by the Council listing capital improvement projects, costs and a schedule for completion.
Capital Outlay	A major object category which includes expenditures for land purchase, buildings (purchase or construction), improvements other than building (purchase or construction), or equipment and furniture with a unit cost in excess of \$500.
Compensation Plan	The document which lists all position classifications in the City, their classification number and the rates of pay authorized. The document is updated quarterly by the Bureau of Personnel and adopted annually by the City Council.
Contingency	An account established for the purpose of meeting unanticipated requirements. Formal Council action is required for transfers from Contingency.
Contract	An agreement whereby the City and an individual, legal or political entity, agree to do certain things. If the City is to provide a service(s) for reimbursement, the bureau to provide the service must indicate the appropriation necessary and identify the source and amount of funds to be received in its budget request. If the City is agreeing to purchase services or a capital asset, the bureau requesting their purchase must

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	request appropriation for the contract and identify the source of funds (i.e., the operating fund, grant, etc.)
Current Service Level (CSL)	The cost of providing the same services in the upcoming fiscal year as the bureau provides in the current year
Discretionary Resources	Those resources (such as property tax revenues) which may be allocated to various City services at the discretion of Council, as opposed to non-discretionary resources which support one service or activity (such as a categorical grant, contract or bureau specific revenue.)
Equipment	Types of machinery, vehicles, furniture, etc. with a unit cost in excess of \$500 and an expected life of one year or more.
Expenditure	The actual outlay of or obligation to pay cash. This does not include encumbrances.
Fiscal Year (FY)	The twelve-month period beginning July 1 and ending June 30 for which the annual budget of the City is prepared and approved.
Full-Time Position	A position which will work at least a minimum work week of 36 hours on an ongoing basis and is specifically authorized by number and classification in the annual budget. It only includes regular full-time positions (not limited-term positions).
Fund	<p>A budgetary and fiscal accounting mechanism for designating a sum of money or other resources set aside for the purpose of providing services and achieving objectives in accordance with state and local laws, regulation or other limitations. Each fund constitutes an independent budgetary, fiscal and accounting entity.</p> <p>All appropriation units are within one and only one fund, although a bureau may be responsible for more than one fund. In addition to the General Fund other types of funds include operating, debt service, revenue, construction, retirement, working capital, federal, and City agency and trust. The</p>

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definition of purposes, services and other restriction of City funds are specified in the City Charter or City Code.

- **General Fund**

The General Fund includes all general purpose activities of the City supported by property taxes and other non-dedicated revenues such as license and permit fees and state-shared cigarette and liquor tax, etc. Bureaus supported by the General Fund include the Bureaus of Fire, Rescue and Emergency Services; Police; Parks; Licenses; Purchases and Stores; Planning; Community Development; and the Offices of the City Council and Auditor; Finance and Administration; General Services; Attorney; Neighborhood Associations; Energy; Cable; and the Metropolitan Arts Commission.
- **Other Operating Funds**

These funds support agencies which do not receive General Fund support. Exceptions include the Transportation and Buildings Funds, which currently receive a cash transfer from the General Fund. They are often referred to as enterprise funds, because they operate based on revenue received from the services they provide. The Transportation-related agencies' primary sources of revenue are gas tax receipts. Water and Sewer rates support those agencies.
- **Portland Development Commission (PDC)**

The Portland Development Commission (PDC) is the City of Portland's urban renewal, economic development and housing rehabilitation agency.
- **Reserve Funds**

Reserve funds are established to provide a place for emergency and counter-cyclical reserve monies. Dollars must be transferred from these funds to operating funds in order to be expended. Transfers can only occur under circumstances which are clearly specified when the fund is created. Examples include the General Reserve and Transportation Reserve Funds.
- **Bonded Debt Funds**

These funds account for the payment of debt service on general obligation, revenue, assessment improvement, and urban renewal tax increment bonds.
- **Construction Funds**

These funds account for major construction projects such as

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	sewer and Local Improvement District improvements. Revenues are received with the city issues bonds and notes for capital projects, or from property owners in the case of the LID Fund.
- Federal Funds	These funds account for grant revenues received from the Federal Government, such as Housing and Community development Block Grant funds.
- Retirement Funds	These are funds for retirement of police and fire personnel. Revenues are received from a property tax levy authorized by Portland voters in 1940.
- Internal Service Funds	Internal Service funds sell central services such as fleet and printing to other bureaus and agencies. They operate solely on revenues received from the agencies using their services.
- City Agency and Trust Funds	The City, from time to time, creates accounts from specific purposed which receive revenues such as gifts or bequests to the City. A variety of these small accounts currently exist.
Government Finance Officers Association Distinguished Budget Presentation Award	Highest form of recognition in governmental budgeting. It's attainment represents a significant accomplishment by the management and elected officials of recipients. Budgets are evaluated from effectiveness as a policy document, a financial plan, an operations guide, and as a communication device.
Grants	"Grant" is a generic term which means financial assistance received from either State, Federal, or foundation sources. "Federal Financial Assistance" means assistance provided by a Federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriation to individuals. It includes awards received directly from Federal agencies, or indirectly through other units of State and local governments.
Indirect Costs	The general central overhead costs (e.g., payroll, accounts payable, and City Attorney) necessary for the operation of a

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	<p>grant, but which cannot be directly attributable to a specific grant. These costs are computed using the consolidated City-wide Cost Allocation Plan. The bureau administering the grant does not budget these funds, as they do not have use or control of the funds. Indirect costs are, therefore, additional revenues to the operating fund to cover some of the costs of City-wide operations.</p>
Integrated Business Information System (IBIS)	<p>The City's computerized accounting, budgetary, human resources, and purchasing system.</p>
Interagency Service Agreement	<p>An agreement for provision and receipt of services between City bureaus or funds. Their agreement establishes a mutually agreed upon budget amount for anticipated services to be provided and received.</p>
Internal Service Fund Bureaus	<p>Funds within the City which exist to provide services to other City bureaus. These services include: Fleet, Communications, Printing/Distribution, and Facilities management as well as insurance and risk management, and computer services.</p>
Job Share Position	<p>A budgeted full-time position shared by two people, who combined, work a total of at least 36 hours per week. A job share position is counted as one full-time position.</p>
Limited-Term Position	<p>A position, budgeted in account 512000 part-time, which has a specified ending date in the authorization.</p>
Line Item (Account)	<p>A classification of appropriation by object of expenditure. (See Account)</p>
Local Budget Law	<p>Oregon Revised Statutes, Chapter 294, prescribes budgeting practices for municipalities within Oregon.</p>
Major Object Codes	<p>Broad categories of expenditures such as Personal Services, External Materials and Services, Internal Materials and Services, Capital Outlay, Capital Cash Transfer, Contingency, etc.</p>

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Major Supplemental Budget

The traditional mid-year budget modification process which must be followed to make changes to the budget that cannot legally be made by ordinary Council Action.

The Major Supplemental is required when the estimated expenditures in the supplemental budget are more than 10% of the expenditures of the annual budget of the fund being adjusted. A Tax Supervising and Conservation Commission (TSCC) public hearing must be conducted for the Major Supplemental.

Match

The appropriation and expenditure of City resources as a necessary condition for award of a grant, budgeted in line item 528000.

Minor Supplemental Budget

A process enacted by the 1991 Oregon Legislature which may be used when the estimated expenditures in the supplemental budget do not exceed 10% of the total of the fund being adjusted.

All requirements of a Major Supplemental Budget process must be followed (advertising, hearing, etc.), with the exception that a Tax Supervising and Conservation Commission hearing is not required.

Mission

A statement of an organization's overall purpose.

Objective

A desired result of a group of related activities performed by a bureau in which the achievement satisfies part or all of a bureau goal.

Office of Finance and Administration

The appropriation unit with responsibility for planning and administering the budget process for the City. (Includes the Bureau of Financial Planning).

One Time Expenditures

These are expenditures for one-time projects. After the project is completed, expenditures are terminated and are not considered part of normal operating costs.

Overhead

An amount assessed, usually at the fund level, to support

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administrative and other services.

Package

A group of expenditures which an appropriation unit requests for a specific service and related activities. The package request will provide justification and description of services to be provided, activities, personnel and dollar requirements (i.e., add package).

Part-Time Position

A position which works less than 36 hours per work week and has no full-time position authority. A part-time position will fit into one of the following categories:

- a. Part-Time, Permanent Position -- A position budgeted for less than 36 hours per week for a total of more than 860 hours per year.
- b. Part-Time, Temporary Position -- A position budgeted for less than 36 hours per week for a total of less than 860 hours per year. The incumbent is not Civil Service-certified.
- c. Part-Time, Seasonal -- A position necessary to meet seasonal peak workloads, emergency workloads of limited duration, necessary vacation relief and other situations involving fluctuating staff requirements; budgeted for a minimum of 36 hours per week, but less than 860 hours per year.

Performance Measure

An indicator which measures the degree of accomplishment of an objective. The major types are:

- Benchmark

A measure of system-wide effectiveness or efficiency. For example the public safety system consists of police, corrections, prosecution, legal defense, adjudication and other related systems. A benchmark should be designed to measure or track the performance of the overall system.

- Effectiveness Measure

A qualitative and/or quantitative extent to which the performance of a series of related tasks achieve a

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	desired <u>result</u> or <u>objective</u> : the ratio of actual to planned accomplishment of a specific objective.
- Efficiency Measure	The extent to which the <u>process</u> utilized by an organization to produce goods and/or services minimizes the use of resources. The ratio of a unit of goods and/or services produced to the amount of resources required to produce it.
- Workload Measure	A quantity of work performed.
Performance Objective	Goals to establish direction for bureau work plans. Performance objectives are intended to better communicate to the public and policy makers what is being accomplished with public dollars, providing accountability.
Portland Future Focus (Strategic Plan)	The City's community-based strategic planning process to develop a vision of Portland in the year 2000.
Portland/Multnomah Progress Board	A community-wide committee responsible for developing the City's community benchmarks (see Benchmarks).
Program	A cluster of activities and projects which seek to accomplish a common specific objective. Within the budget, programs are typically considered to be a subdivision of an AU budget.
Prosperous Portland	The City's Economic Development Plan
Provider Bureau	A bureau of the City which, through an interagency agreement, either provides specific services to or purchases equipment on behalf of another bureau of the City.
Public Facilities Plan	A support document or documents to the City of Portland's Comprehensive Plan and Capital Improvement Plan. In addition, the facilities plan describes "significant" projects which will support land uses in the City's Comprehensive Plan and other projects listed as short-term (5 years) and long-term (6-20 years) bureau needs. There are two classes of public facilities as follows:

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	<ul style="list-style-type: none">A. Significant facilities necessary to support land uses designated in the Comprehensive Plan; andB. All other facilities over \$10,000 projected value, including buildings, structures or equipment incidental to the direct operation of significant facilities listed in (A) above.
Receiver Bureau	A bureau of the City receiving, through an interagency agreement, specific services or equipment from another bureau of the City. The receiver bureau pays the provider bureau for the service or equipment.
Recurring Expenditures	Continuing expenditures which maintain established levels of service (Compare to One Time Expenditures).
Replacement Equipment	Equipment purchased to be used in place of existing equipment.
Reserves	Resources set-aside for unanticipated, emergency expenses and downturns in the economy (see Reserve Funds).
Responsibility Unit (RU)	Within IBIS, an organizational or cost accumulation unit below the appropriation unit level, usually a division of a large bureau.
Revenue	Money received into a fund from outside the fund which, together with fund balances form the fund resources for a given fiscal year.
Revised Budget	The budget, as amended by ordinances adopted by Council, through Accounting Period 6, which annually ends in mid-December.
Source Fund	A fund transferring dollars to another fund (the "destination fund").
Special Appropriation	Appropriation units organized to make expenditures not included in a specific bureau.

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Tax Supervising & Conservation Commission (TSCC)

The State-authorized body which reviews the City budget prior to legislative adoption in order to certify compliance with local budget law.

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Budget Overview

A. INTRODUCTION

If a major theme underlies the City's FY 1993-94 budget then it is one of "transition." First, the budget is in transition to becoming more "results oriented". Increasingly the budget has become a tool for addressing long-range objectives and establishing levels of performance. At the outset of each budget process the Council establishes goals and priorities. As discussed further within the budget, these goal statements build upon Council's continuing commitment to long-range planning and providing direction at the outset of the budget process. These goals represent a renewed commitment to meeting critical community service needs, providing quality customer service, rethinking how services are provided, demonstrating accountability, and insuring efficient operations. In addition to these City-wide goals, each City organization incorporates performance and management objectives into its budget for Council review and action. Regular reports are issued throughout the year identifying the status of work necessary to achieve these goals as well as on bureau performance. The Office of the City Auditor annually prepares a report on City efforts and accomplishments which assists the City Council in making budgetary decisions.

The budget also responds to the vision created by Future Focus. This community strategic plan includes long-range actions to: promote acceptance of diversity; respond to the significant growth anticipated in the region during the next decade and after; continue efforts to reduce crime, eliminate violence, and improve support for victims of crime; promote economic growth; and strengthen local community leadership. The City, in coordination with Multnomah County is developing community based benchmarks to measure progress toward achieving the vision defined within the strategic plan. Once completed, these benchmarks will be integrated into the City's budget in future years.

The budget also continues the transition to a multi-year orientation. Short-term decisions are made in the context of their future consequences. At the outset of each budget process, the Council reviews five year financial plans for not just the General Fund but also for the City's other major service areas including Water, Transportation, Sewers, and Solid Waste. These plans provide the Council with the opportunity to identify long-range issues and take proactive action in the forthcoming budget to address those issues. In the case of the General Fund, the Council approves a five year budget plan. Building upon this trend toward a multi-year orientation, Council opted to expand its budget cycle from one to two years. This budget document represents the first two year budget for the City. Council not only balanced the forthcoming FY 1994-95 budget, but also provided direction for preparing the second year, or FY 1995-96 budget. The efficiencies created by moving to a two year budget will enable the Council to address other high priority management issues.

This budget is the fourth completed in the City's transition to Ballot Measure 5, a property tax limitation approved by the voters in November of 1990. The measure created a maximum rate which can be assessed against property for local governments of \$10 per \$1000 assessed value. The City adjusted its budget to respond to a \$21.2 million loss for the first year of the budget. As a result of actions at that time, the City today is once again experiencing stability in its

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budget. Nevertheless, as further discussed below, the City continues to forego over \$6 million annually in revenues as a result of the Measure.

The budget initiates many changes both for FY 1994-96 and subsequent years. The following sections provide an overview of the City's long-range financial plan, past achievements, and key Council budget decisions. It also provides a summary of resources and requirements both at the total budget level and for the City's General Fund.

B. CITY FINANCIAL PLANNING PROCESS

As a first step in the budget process, each major service area of the City prepares long-range financial plans. These plans, which forecast revenues and requirements by fund over a minimum of five years, identify long-term service and financial issues requiring attention during the budget process. Council reviews these plans during work sessions early in the budget preparation process. At that time, bureau managers are given direction on identified issues which provide guidance in preparing budget requests. They also assist the Council by placing decisions in a long-range financial context for purposes of developing the budget. In addition to the General Fund, financial plans are prepared for each of the City's other major funds, including Transportation, Environmental Services, Water, Internal Services, and Buildings. A summary of these plans is included in the following. However, because of its significance to the City's annual budget, the General Fund Financial Plan is described in greater detail below.

C. CONTINUED IMPACT OF PROPERTY TAX LIMITATION (MEASURE 5)

Local government property tax revenues in Multnomah County continue to be constrained by a property tax limitation. The limitation restricts the consolidated property tax for all non-education local governmental units to a maximum of \$10 per \$1000 assessed value. General Fund property tax revenue losses for FY 1993-94 amounted to \$8.8 million. During FY 1994-95, the limitation is expected to result in a \$6.2 million revenue loss, assuming assessed value grows by 7.85%. The November 1994 ballot includes a complicated "new Measure 5" that will, if approved, require voter approval for a broad range of City fee and tax increases. Passage of this new Measure 5 will further constrain the City's ability to generate revenues in support of current service level programs. Other uncertainties include possible State Legislative action reducing all or part of the \$7.4 million in state shared cigarette and liquor revenues, and cutbacks in funding provided for health, corrections, and social services. Finally, a complicated court case involving taxation of pensions by the State will be argued before the Oregon Supreme Court. The Court's decision might materially increase the costs of supporting current service level programs.

D. GENERAL FUND FINANCIAL FORECAST

The Bureau of Financial Planning regularly generates five year estimates of General Fund discretionary resources and requirements for the Council. Discretionary resources exclude grants,

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contracts, service reimbursement, and other revenues that are dedicated for a specific purpose. The Council can allocate discretionary resources to any service area in accordance with its priorities.

The Council's financial planning process starts with the preparation of the a five year revenue forecast that is reviewed by the City's "Economic Conditions Panel," composed of experts from the public and private sectors. The panel reviews the underlying assumptions that generate the 5-year revenues forecast.

The five year revenue estimate is used to develop the five year financial forecast, comparing estimated resources to the projected costs of maintaining current services. The initial financial forecast is published in December, formally reviewed by the Council, and updated in late March or early April. The beginning balance estimate, a key resource of the General Fund, is updated at the conclusion of each accounting period and communicated through publication of the Financial Outlook. The forecasts are used by the Council in formulating the Approved and Adopted Budgets.

As indicated in Figure 6, the City's General Fund has enjoyed steady revenue growth in spite of the property tax limitation measure approved by Oregon voters during FY 1990-91. General operating revenues increased at a compound annual rate of about 4.7%. Although, the City does

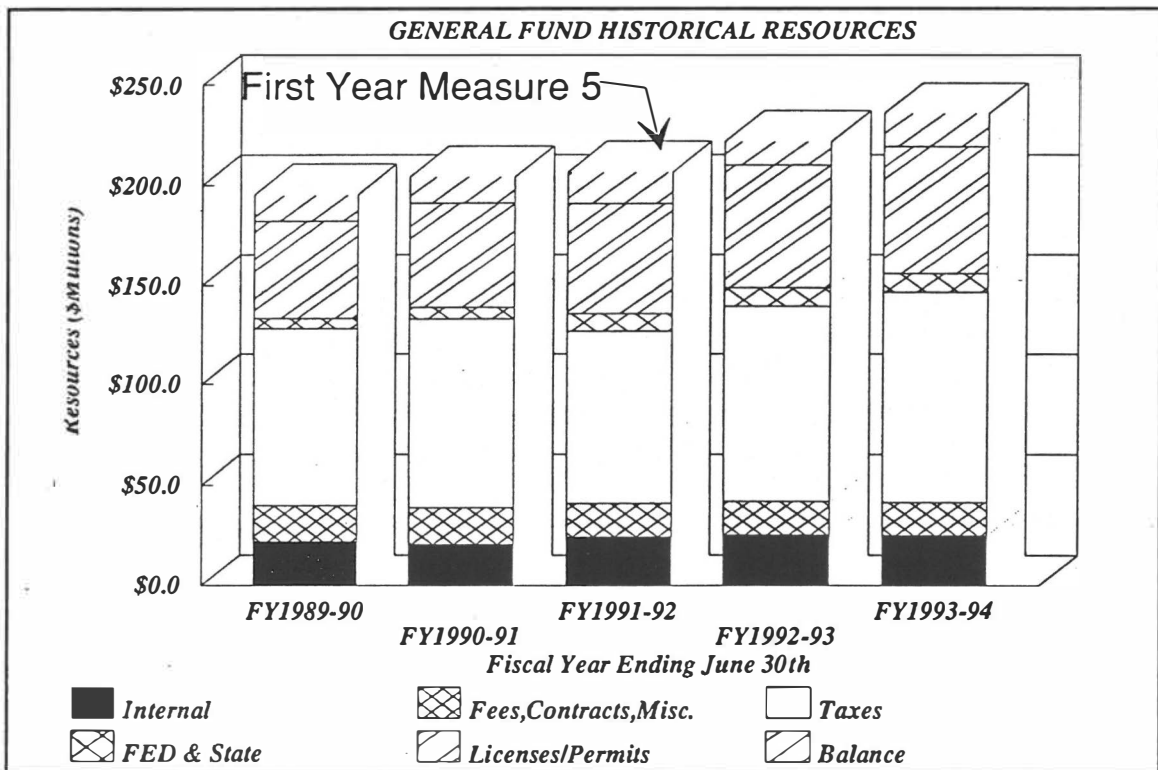


Figure 6/General Fund Historical Resources

Budget Overview

not receive sales tax revenues common to City's of its size in other states, it does enjoy a diversified revenue mix. At the end of FY 1993-94 consistent with Council policy, the General Reserve Fund totalled about \$21 million. This reserve is comprised of a \$10.5 million to cover extraordinary emergencies and a \$10.5 million to offset short-term downturns in the local economy. The relatively healthy growth in revenues reflects the continued strength of the local economy as well as continued growth as a result of the City's annexation program.

The General Fund's April financial forecast, upon which the budget is based, identifies resources totalling \$204.7 million net of \$5.1 million carryover for FY 1994-95. This is composed of \$195.8 million in revenues plus a beginning fund balance of \$8.9 million. The key economic outlook assumption that underpins the forecast calls for continued growth in the 2.5% to 3% at the national, state, and local levels.

Several other key assumptions were made during the course of developing the General Fund financial forecast:

- Year-to-year assessed value growth of 7.85% within Portland for FY 1994-95 and a historically based growth rate of 6% in each of the following four fiscal years. The property tax revenue forecast assumes completion of \$581 million worth of annexed assessed values as of June 30, 1993.
- County serial levies (Jails and Libraries) are anticipated to total about \$27.1 million for FY 1994-95.
- Continuation of State liquor and cigarette distributions to cities at present levels. Loss of these revenues at any time during the next two years would amount to approximately \$7.4 million per year.
- Continued trend growth in business license and utility franchise fees revenues, but assumes a January 1, 1995 Portland General Electric (PGE) 5.1% revenue increase. The forecast relies on one more year of aggressive above trend growth in transient lodging taxes. Water and sewer franchise fees are in the five year forecast as shown in their FY 1994-95 budgets and respective five year plans.

E. FIVE YEAR GENERAL FUND FINANCIAL PLAN

Similar to forecasting, the Council takes a five year approach to devising a budget plan. This insures that the long-range impact of major decisions is considered in developing the budget for the two year budget cycle. The financial forecast indicates that an additional \$5.38 million in one-time and recurring requirements above existing service levels can be sustained over the five year life of the forecast. The Budget allocates \$964,730 (\$550,000 of which is Sheriff transfer costs) of this amount to on-going programs with about \$4.41 million earmarked for one-time FY 1994-95 projects. An additional \$1.56 million has been put into reserves and will be drawn on during

Budget Overview

FY 1995-96 to fund the second year of school police. In fashioning a five year budget plan, the increase in recurring program expenses has been limited. This approach will provide Council with more flexibility in meeting future financial uncertainties which include:

- Potential legislative action that might result in the loss of all or part of the \$7.4 million in cigarette and liquor tax revenues shared by the State with the City.
- Voter approval, this November, of a second Measure 5. This ballot measure, if passed, would require voter approval of fee and tax increases, and would further constrain the ability of the City's General Fund to generate revenues necessary to support current service level programs.

In addition to greater flexibility in addressing these potential issues, the five year financial plan continues the transition in funding for existing Urban Renewal debt service requirements. In accordance with Council's decision during the FY 1993-94 budget process, the five year plan assumes that the General Fund will pickup annual urban renewal debt service requirements averaging about \$8.55 million beginning FY 1995-96. This is lower than prior year estimates because the financial plan also assumes that the Parking Facilities Fund will pay for the \$690,000 associated with the 4th & Yamhill garage that was financed with a portion of the urban renewal debt. It had previously been assumed that this amount would also be covered by the General Fund.

The table (Figure 7) and the chart (Figure 8) on the following page, both show that FY 1995-96 requirements will exceed resources. The "gaps" will be closed by tapping the Council's Emergency Reserve. A reserve draw of about \$4.4 million (FY 1995-96) will be used consistent with adopted Council Policy, to transition this annual debt service requirements into the General Fund. The financial forecast anticipates that the Reserve Fund will now remain fully funded at the 10% level throughout the five year financial plan period, assuming the \$5.11 million FY 1994-95 set-aside transfer to the Reserve Fund. The General Fund is balanced for FY 1994-95 and FY 1995-96 and Council will be able to revisit and revise this plan during the budget process for the FY 1995-96 budget. Assuming no changes in underlying assumptions, the Council can maintain existing General Fund service levels over the next five years.

Budget Overview

Item	FY1994-95	FY1995-96	FY1996-97	FY1997-98	FY1998-99
April 20th Financial Forecast (Council's Approved Budget)	\$204,677,687				
Increase in Resources, due to: Carryover Requirements.....	\$5,077,331				
Bureau Technical Adjustment.....	\$8,297				
April 20th Financial Forecast, Council's ADOPTED Budget	\$209,763,315	\$217,534,136	\$225,016,370	\$236,280,834	\$248,542,183
General Fund Discretionary					
Bureau Programs.....	\$168,288,713	\$183,058,537	\$192,241,531	\$201,519,251	\$211,213,043
Council Approved Set-Asides.....	\$31,435,490	\$31,266,862	\$32,145,481	\$32,462,832	\$33,312,723
One-Time Non-Recurring.....	\$4,961,781	\$3,208,731	\$0	\$0	\$0
Bureau Carryover Requirements	\$5,077,331	\$0	\$0	\$0	\$0
Estimated CSL GAP: Resources less Requirements.....	\$0	\$6	\$629,357	\$2,298,751	\$4,016,417
Reserve Fund Status As Percent of Projected Net Revenues.....	11.96%	9.98%	10.16%	10.09%	10.04%

Figure 7/General Fund 5-Year Budget Plan

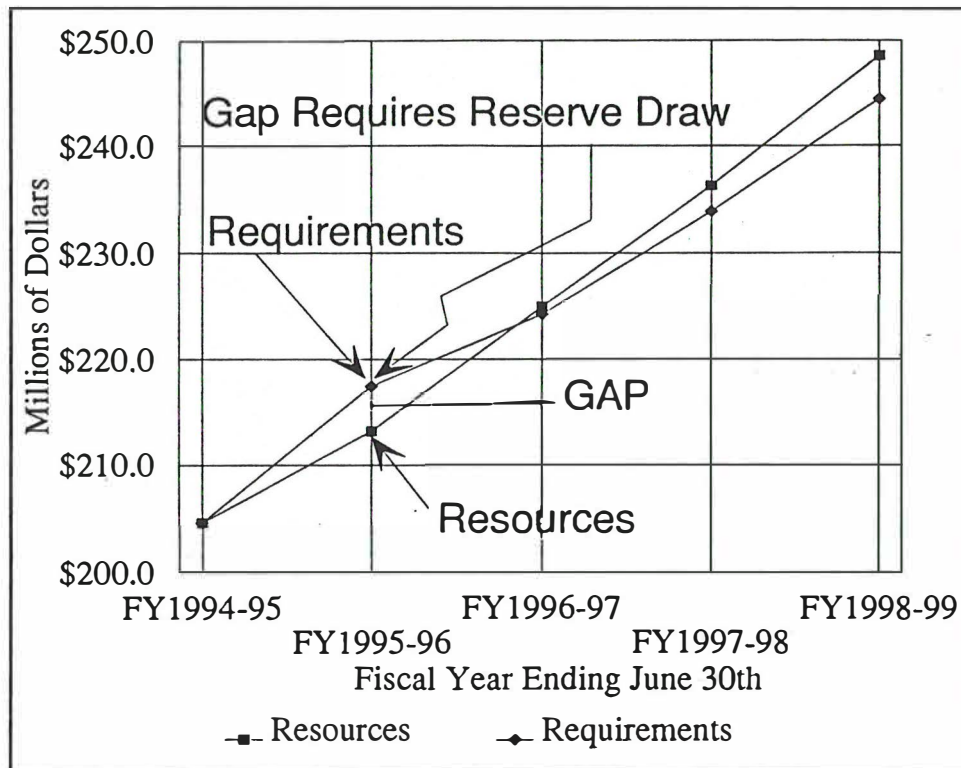


Figure 8/General Fund 5-Year Financial Forecast

Budget Overview

F. ECONOMIC OUTLOOK

The five-year financial plan assumes the continued health of the regional economy which continued to grow throughout the last national recession. The City's national economic consultant, The WEFA Group, continues to forecast a national economy that will grow moderately over the next 12 to 24 months. The regional economy should also continue to grow moderately, under-pinned by \$1 billion of light rail and Blazer arena construction along with at least two large commercial office building construction projects scheduled for the downtown core area. As long as economic growth remains positive, and the legislature and courts do not harm local revenue sources, the assumptions incorporated into the five year financial plan should remain accurate.

G. FINANCIAL OUTLOOK - OTHER FUNDS

Like the General Fund, five year financial plans are prepared for each of the city's major service areas. These financial plans provide a multi-year framework within which revenues, expenditures, and capital financing options are planned. This multi-year process allows the City to test the potential impact of policy, operational and system changes, and to avoid subjecting customers to wide or irregular swings in rates and fees. The following is a brief overview of the financial outlook for those funds:

- **Water Bureau.** The five year financial plan frames the Bureau's financial future in a conservation environment. While conservation can serve to provide additional capacity for Portland and its regional contract customers, careful planning is necessary to manage the utility in the context of a 10% reduction in water demand. The plan addresses issues of efficiency and productivity improvements and revised capital financing policies to reduce the level of fixed costs which must be recovered in rates. The plan does not, at this time, contemplate adding significant new programs or services. Assuming continued conservation efforts will result in an additional 1% per year reduction in demand, water rates are anticipated to rise at an average rate of just under 6.5% per year for the next five years. For FY 1994-95 average Portland households will experience rate increases ranging from 0 to 3% depending upon the level of consumption.

- **Bureau of Environmental Services.** The five year financial plan forecasts a 13% annual rate increase over the planning horizon. BES has committed to limit growth in the Bureau's operating budget to the rate of inflation within this five year period. The primary cause of the rate increase is the growth in capital expenses, most significantly the projects that relate to CSO abatement. Uncertainties exist that may impact the forecast, including the cost and timing of major capital projects such as the Pollution Control Lab, and the level of infrastructure maintenance that will be recommended by a study that is currently underway. The Bureau intends to address uncertainty within the parameters of the financial plan.

Budget Overview

- **Transportation.** Increasing demand for transportation improvements coupled with decreased growth in general transportation revenues causes a growing financial "gap" over the next five years. By 1996-97 revenues are estimated to fall \$6.2 million short of operating and capital requirements. To offset this shortfall, reserves have been increased by nearly \$1 million using gas tax revenues generated by repeal at the last legislative session of a gasohol exemption. Transportation is also engaging in a bottom-up review of its programs to insure that resources remain focused on long-term priorities. The outlook may improve if additional federal grants are received, legislative action increases gas taxes, or traffic management fees currently under review are approved by the Council.

H. MAJOR CITY ACHIEVEMENTS

The FY 1994-96 Budget builds upon a strong record of prior service improvements which in many cases directly address the Council's priority goals. Foremost amongst these achievements has been the following:

Community Policing

- Since adoption of the Community Policing Transition Plan in 1990, the Police Bureau has entered into 65 partnership agreements with neighborhood groups, other City bureaus, and other governmental agencies.
- Part I crimes, or violent crimes such as assault, murder, and rape, have declined by nearly 23% when compared to 1988.
- Dispatch calls per precinct officer have decreased by 24% since 1988 reflecting growth in the number of officers and diversion of low priority calls to a telephone unit. This has resulted in more time for proactive neighborhood policing activities.
- Police officer response to emergency calls has become 7% quicker over the last five years. Average high priority response time has dropped from 5.25 minutes in 1988 to 4.89 minutes in 1992.
- False alarms have decreased by 46% over the last five years, increasing officer time by the equivalent of six officers.
- Citizens rating Police services as good or very good has increased by 8% since 1990.
- Construction was completed on the new Northeast Police Precinct in the Walnut Park neighborhood. The Police moved into the facility in early June of 1994.

Budget Overview

Community Planning and Development

- Adoption and implementation of the Albina Community Plan, encompassing eleven individual neighborhood plans.
- Improved permit center customer service through the addition of staff, homeowner brochures, residential permit nights, customer service, and earlier opening hours.
- Completed Visual Preference Survey as part of the Livable City Project directed toward preparing the city for an estimated 100,000 increase in population over the next 20 years.
- Brought 1,200 substandard buildings back to safe and habitable condition.
- Implemented the Dirty Dozen program targeting the 12 property owners responsible for the most substandard rental housing in the city.
- Annexed 10,000 people to the City during FY 1992-93 adding nearly \$227.7 million in assessed property value. An additional \$581 million and 22,500 in population are anticipated to be annexed as of July 1, 1994.
- Weatherized 1,500 apartments and 150 homes for low income residents.
- Completion of the Shelter Reconfiguration Plan directed toward improving housing options for homeless people.
- Placed 502 people in area business jobs through the PDC JobNet program, of which 382 were from low or moderate income families, and 299 were from ethnic minority groups.
- Closed loans on 582 new units of rehabilitated rental housing; rehabilitated 36 homes under the Homestead program; issued 309 loans for home repairs; and the developed 224 low-income units through the Downtown Housing Preservation Program.
- Initiated the Old Town Lighting Enhancement Program to improve safety in this part of the downtown area.

Fire Service

- Responded to 71% of fire and 72% of medical emergencies in less than four minutes.

Budget Overview

- Implemented a community based program aimed at increasing neighborhood awareness of emergency prevention and response in the event of a major disaster, such as an earthquake.
- Decreased Fire Bureau's emergency incidents responded to by 13% since 1988-89.
- Improved fire prevention services resulted in a 43% increase in identified fire code violations.
- Over the last three years 88% of citizens surveyed consistently rated their fire service as good to very good.

Financial Management

- Maintains a Aaa bond rating, the highest designated by rating agencies, which results in lower capital improvement costs.
- Rated among the top five cities nationally in financial management for the past three years by City and State Magazine. In 1993 the magazine ranked Portland second.
- Ranked among the top three financially managed cities in the United States by Financial World magazine.
- Awarded first place in 1991 by the US Conference of Mayors in its national competition for Excellence in Financial Management.
- Received the Government Finance Officer Association's Certificate of Achievement for Financial Reporting for the last 12 years and the Distinguished Budget Presentation Award for the past four years.
- Consolidation of the City and Multnomah County business license functions.
- Re-financing of long-term bonds for capital projects resulting in total savings of \$23.9 million.

Parks and Cultural Services

- Over 76% of citizens surveyed rate park quality as good or very good and over 62% rate the quality of recreation programs at that level.
- Contribution of 265,000 hours annually of service by over 4,000 volunteers for Park programs, valued at \$1.9 million.

Budget Overview

- Park and recreation programs generate approximately 2.2 million customer contacts of which an estimated 60% will be youth.
- Secured a \$2.3 million federal grant to complete development of the Springwater corridor in Southeast Portland, a linear greenway that parallels Johnson Creek that will create 12.5 miles of trail extending east to Gresham.
- Leverage \$1.5 million annually in private support for art programs through a National Endowment for the Arts challenge grant awarded to the Metropolitan Art Commission.

Water, Sewer, and Transportation

- Continued funding of the West-side Light Rail project and examining alternatives for expansion to a North to South route on the east-side of Portland.
- Reduced the backlog of roads needing repaving by 88 miles during the last seven years in spite of an annual average increase in requirements of 100 miles.
- Completion in June of 1994 of the North Transit Mall Extension linking Union Station with the Downtown area.
- Continued the residential recycling program with 71% of households recycling at the end of FY 1992-93 compared to 25% four years ago.
- Installed 45 miles of sewer lines in the mid-county area and the connected 2,800 customers.
- Completed a collaborative review process with the State Department of Environmental Quality on the City's approach to the combined sewer overflow resulting in an estimated \$300 million reduction in that program's original cost estimates.
- Contained Water Bureau staff growth over the last 20 years to a 2% increase, while service area has grown by one-third and the number of retail customers increased by 16,500.
- Continued efforts directed toward conserving water including providing water conservation kits to 100,000 residential customers.
- Coordination of 27 municipal water providers in completing a long range regional supply plan.

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I. MAJOR BUDGET DECISIONS

Early in the budget process, the Council held a planning session to establish goals and priorities for the FY 1994-96 budget. Following an extensive public outreach process which included a survey and a series of eight community meetings, the Council reconvened and finalized these goals. Building upon the Mayor's Proposed Budget, the City Council adopted a budget that addresses these goals and priorities. Key decisions made in the budget relative to the goals include the following continuing, expanded, or new programs:

Goal: Credible, efficient, responsive, affordable and accessible delivery of public service.

- **CORE Budgets.** \$47,000 for implementation of a multi-year effort to complete bottom-up, comprehensive organizational reviews and evaluations (CORE) for each bureau. The multi-year management plans resulting from these reviews will form the basis for future year budgets.
- **Quality Customer Service.** \$100,000 to develop a city-wide system for quality improvement, including customer service training for city employees. This was identified as a high priority need within the Prosperous Portland Economic Development Policy.
- **City-wide Management Information (MIS) Study.** \$100,000 for consulting assistance to conduct a city-wide review of computer assets and systems in order to recommend the most cost-effective and efficient means of providing computing services for the City, and to assist in continuing analysis of mainframe consolidation options.
- **Geographical Information Study (GIS).** \$823,000 to continue development of a City-wide GIS system to improve the overall ability of the City to maintain its capital infrastructure, customize service delivery to neighborhood needs, and improve inter-jurisdictional communications and data sharing. In advance of these expenditures, a detailed costs and benefit analysis will be completed for review by the City Council.
- **Innovations Fund.** \$250,000 to fund the second year of the innovations loan program encouraging city organizations to experiment with new ways of providing services. Next year, loan repayments totalling \$74,000 will replenish the fund which eventually is envisioned to be self-supporting via savings and revenues generated by projects.

Budget Overview

- **Non-profit Metropolitan Arts Commission.** \$37,000 in increased support for MAC as it transitions from a City agency to a regionally supported non-profit organization. Future year increases will be tied to the growth rate in City lodging taxes.
- **Information and Referral.** \$86,000 to improve customer service by coordinating information and referral services through the Office of Neighborhood Associations. ONA will also review city-wide out-reach activities and recommend options for improving those services.
- **Performance Audits.** \$836,218 in continued support to complete performance audits by the Office of the City Auditor directed toward improving city programs. Ten financial and performance audits will be completed next fiscal year.
- **Employee Empowerment.** \$50,000 for the implementation of a suggestion program directed toward empowering employees to improve service. This is the second year of funding for this program which was designed during FY 1993-94.
- **Joint Labor/Management Committees.** The budget supports the development of committees within each of the City's major service bureaus charged with identifying opportunities for efficiencies and productivity improvements. This process is supported by existing bureau staff and support.
- **Automation.** \$311,579 for computer and information system upgrades in the Bureaus of Police and Planning, and the Office of the City Attorney directed toward improving services.
- **Development Review.** \$55,000 for a position in the Bureau of Buildings for the continued review of the development review process. This project is being coordinated by Commissioners Hales and Kafoury.
- **Surplus Property.** \$143,000 in net savings and revenues will be achieved within the Bureau of Purchases and Stores through a contract with the State of Oregon to dispose of surplus property for the City.

Goal: Decent, Affordable Housing.

- **Livable Cities.** \$330,500 for each of the next two fiscal years to support a process to identify opportunities for housing development in response to expected population growth over the next two decades. An independent board composed of public and private sector representatives will define organizational mission and requirements. The intent of the program is to expand housing opportunities for all income levels.

Budget Overview

- **Historic Housing Inventory.** \$43,000 within the Bureau of Planning to begin work on updating the inventory of historic buildings in order to comply with comprehensive planning requirements.
- **Housing Services.** \$12 million within the Housing and Community Development Bureau supported primarily by federal dollars is continued to provide a variety of housing assistance for households with income below 80% of median income.

Goal: Economic Vitality and Security

- **Southbound Access.** \$50,000 within the Transportation budget to design southbound access to Interstate 5 from the Central Eastside business district.
- **Portland Development Commission.** The budget redefines the mission and organizational structure of the Commission through a five year operating plan. The plan calls for PDC's continued role as the focal point for economic development programs consistent with Prosperous Portland, the City's forthcoming economic development policy.
- **Economic Development Loan Fund.** Using savings from the refinancing of the Airport Way Tax Increment Debt, a loan fund will be developed for use in encouraging economic development throughout the City.
- **Special Opportunities.** \$161,351 for the clearing house program to promote increased business with minority- and women-owned business.
- **Business and Job Development.** \$637,879 in General Fund support for economic development, business retention, and job development programs. Included is \$99,216 in support of the Northeast Workforce Center. Also included is \$50,000 for expanded support to the City's business districts. Including this support, there is \$4 million within the Portland Development Commission budget in support of economic development activities.
- **Downtown Services.** \$541,488 to support security, street sweeping and other services to preserve the vitality of the downtown business district. This represents a \$47,089 increase over prior years to support the extension of service to the newly finished North Transit Mall area.

Goal: Healthy Families and Children

- **Expanded Youth Programs.** \$1 million is set-aside for each of the next two fiscal years to respond to cuts in local school recreation programs. The money could be used city-wide to expand by 35 the number of community school sites; pick up the

Budget Overview

cost of selected after-school clubs for high school students in drama, speech, music; finance selected team sports at the beginning and intermediate levels; fund selected performing arts programs; provide for fitness and education programs at the elementary and school level; and expanded after-school activities at the elementary and the middle school level to include arts, music, environmental education, sports and games, and club activities. Of the total, \$632,320 is supported by General Fund discretionary dollars while \$367,000 will be supported through the combination of a \$.50 per nine holes surcharge and existing golf fee revenues equivalent to \$.25 per nine holes. This funding is in addition to the \$250,000 per year from the current Youth Trust Fund used to leverage community investment for youth-oriented programs. These programs will be available to all Portland students attending the Portland, Reynolds, Parkrose, Centennial and David Douglas school districts.

- **Youth Employment.** \$971,000 for the continuation of youth employment programs, including \$125,000 for summer jobs; \$500,000 in support for Private Industry Council youth programs; and \$366,000 for public employment opportunities within the Bureaus of Police, Water, Environmental Services, and Transportation.
- **Domestic Violence.** \$1,071,200 to expand housing options and continue support for the victims of domestic violence. Included is \$207,200 in support from the Housing and Community Development program and \$179,000 from the General Fund to support shelter programs. Multnomah County will participate with a \$100,000 contribution. The Portland Police bureau budget includes \$685,000 to continue its Domestic Violence Reduction Unit.
- **SE Senior Center.** \$65,000 to cover the net increase in rental costs associated with moving senior services from the Multnomah County Southeast Branch located at SE 47th and Hawthorne to a new location at S.E. 46th and Belmont.
- **Gatekeeper Program.** \$16,000 in support for this unique program that recruits businesses, organization and agencies to act as partners (gatekeepers) in the effort to locate at-risk older adults who are living in the community. Once identified, the aging service network conducts follow-up home visits, assesses the situation and offers appropriate help. Costs are shared by the City, Multnomah County, and private support. The City presently has 1,200 trained gatekeepers working in seven bureaus.

Goal: Financial Stability

- **Reserves.** \$3.55 million is transferred to General Fund Reserves to partially offset the \$8.55 million in tax increment annual debt service that the City's General Fund

Budget Overview

will begin absorbing in the second year of the budget, FY 1995-96. The five-year budget strategy will maintain the City's emergency reserve fund at around 10%. Drawing on the reserves in FY 1995-96 will allow the General Fund to continue to support existing levels of service simultaneous to covering the annual urban renewal debt cost.

- **Utility Rates.** The City's utilities face significant future challenges that will intensify pressure to increase rates. The Water Bureau has embarked upon a regional study of long-range supply requirements. The Bureau of Environmental Services is extending sewers to east Portland and resolving problems stemming from combined sewer and storm water overflows into area rivers. Careful consideration must be given to balance the long-term needs of these systems with sensitivity to the growing percentage these costs consume of household income. The budget includes a 13% average rate increase for sewer and drainage services. The Water Bureau's requested rate increase included nearly \$1.6 million in new or expanded programs. After review only \$420,000 of these adds were approved and approximately \$500,000 in operating efficiencies were identified resulting in the total rate increase required being cut in half. This action, along with the implementation of a block pricing structure results in rate increases of 0 to 3% for low to moderate residential users.

Goal: Quality Education

- **School Police.** \$1.5 million in one-time funding to pick-up the cost of providing 27 school police and support positions in the Portland School District. This support will enable the District to retain 35 elementary classroom teachers that otherwise would be laid off. An additional \$1.5 million has been set-aside to continue support in the second year of the budget, FY 1995-96. This second year support is contingent upon the continuation of State Shared cigarette and liquor tax revenues for local governments in the next legislative session. Loss of the \$7.4 million annually received by the city from this source will jeopardize the ability of the City to continue this support for a second year.
- **After School Programs.** As referenced earlier, the budget includes \$1 million in additional General Fund and golf fee revenue for each of the next two fiscal years to support expanded after school athletic, recreation, arts and educational programs for the City's youth. These programs are intended to offset reductions in such programs within Portland school districts.

Goal: Safe and Peaceful Community

- **Annexations.** \$6 million to provide fire and police services in areas to be annexed by July 1, 1994. A total of 22 new police officer positions and 10 non-sworn

Budget Overview

positions will be added to extend services to the area. In addition, 23 Deputy Sheriffs will be transferred from Multnomah County to the City via an intergovernmental agreement. Fire service currently provided through a contract with Multnomah County Rural Fire District #10 will now be covered by General Fund discretionary funding.

- **Community Policing.** The budget supports the continuation of community policing including Neighborhood Response Teams, neighborhood liaison officers, emphasis upon joint problem solving with community residents, partnership agreements with neighborhoods, and improved customer service.
- **Sheriff Transfer Costs.** \$550,000 to support the transfer of Multnomah County Deputy Sheriff positions to the Police Bureau as a result of City annexations.
- **St. Johns Precinct.** \$250,000 is included to support the continued use of the St. Johns facility as a Police Precinct. This facility, which will be in addition to the new precinct located on Martin Luther King Boulevard, will allow for enhanced community policing efforts and the efficient deployment of police personnel.
- **Drug Diversion (STOP).** \$104,000 to match State and County funding for the last of a three year program for this criminal justice diversion program for persons arrested on drug charges. Services include acupuncture clinics, chemical dependency treatment and urinalysis.
- **Emergency Communications System.** \$594,896 to insure the continued smooth transition to the new emergency communications system. An additional radio network will be continued for three quarters of the year at a cost of \$327,896. The budget also includes \$267,000 to support use of the new 800 MHz radio system.
- **Trauma Intervention.** \$27,800 is included for the Fire Bureau community based trauma intervention program, providing assistance to residents experiencing fire and other disasters. The Fire Bureau will work to coordinate the program with the Bureau of Police.
- **New Precinct Facilities.** \$933,827 to support the temporary location of East Precinct at the National Guard Armory (\$433,827) and to complete site selection for the inner- and outer-East precinct facilities (\$500,000). The current East Precinct is in need of seismic and other improvements, while the outer East facility is needed to support service in recently annexed areas.
- **Improved Officer Safety.** \$384,187 to enhance the safety of Police Officers through the acquisition of more radios and the replacement of handguns in response to Occupational Safety and Hazards Administration (OSHA) mandates.

Budget Overview

- **Graffiti Coordination.** The Police Bureau will assume responsibility for coordinating programs directed toward repairing damage caused by and decreasing the occurrence of graffiti. As part of this program a "graffiti hot-line" will be established. Cleaning and other supplies will be available at area fire stations.
- **School Traffic Safety.** \$430,000 within the Transportation budget for an expanded speed bump and school traffic safety program.
- **Needle Exchange Program.** \$10,000 in continued support for the needle exchange program that is matched by Multnomah County.

Goal: Well-Planned City with Managed and Balanced Growth.

- **Livable Cities.** As previously cited under the housing goal, the budget includes \$330,500 for each of the next two fiscal years to begin long-term housing planning to address expected population growth over the next two decades. This support will be matched by private sector contributions.
- **River District.** \$43,000 is included within the Bureau of Planning to continue work on the development of this area on the North side of downtown.
- **Capital Improvements.** \$179.2 million to maintain, improve, and expand the cities capital systems, including parks, streets, sewers, facilities, and water lines. Of this amount \$9.2 million is allocated within the General Fund for park maintenance, facility improvements, street lighting, and equipment acquisition.
- **Community Planning.** \$724,721 for the continued implementation of the Albina Community Plan and completion of the Outer Southeast Community Plan. An additional \$304,000 is included to initiate an additional community plan. An inter-bureau task force will be appointed to insure the continued implementation of the Albina community plan.
- **Light Rail.** \$2.9 million in support of light rail planning and construction, including \$1 million in match for the construction of the Westside light rail line. Also included is \$725,000 for planning the alignment of the North to South extension on the eastside of Portland and other regional rail planning activities.
- **Pedestrian and Bicycle Programs.** \$1.2 million for capital improvements directed at improved pedestrian and bicycle access. This action represents the increasing emphasis placed on multi-modal approaches to transportation needs.

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- **Community Initiatives.** \$300,000 is included within the Bureau of Housing and Community Development budget to support projects developed and implemented by community organizations. Selection of projects will be coordinated with the Office of Neighborhood Associations.

Second Year Budget Decisions (FY 1995-96)

The Council last year called for a two-year budget process to be developed and undertaken starting with the FY 1994-95 budget. This budget is the first in which Council has made decisions spanning two years.

The Budget provides for ongoing current service level budget appropriations for City bureaus for a two year period. Programs or projects that are designated as on-going current service level, including new items incorporated in the FY 1994-95 budget, will be continued in FY 1995-96. Programs or projects that are designated as one-time in FY 1994-95 will be subtracted from the FY 1995-96 current service level bureau budgets, unless provision has been made for an additional year of one-time funding in FY 1995-96.

FY 1995-96 bureau budgets will also include appropriation for all second year capital improvement projects that were recommended by the Capital Review Committee, and incorporated in the Budget.

The Budget approves funding for the following add packages for FY 1995-96:

- **Livable Cities.** \$340,000 for a second year of one time funding to begin long-term housing planning. This support will be matched by private sector dollars.
- **Radio Operating Costs.** \$56,000 is included to provide necessary operating and maintenance costs associated with the FY 1995-96 purchase of an additional 101 portable radio pack sets for Police officers, in response to an OSHA settlement.
- **Temporary Armory Rental.** \$433,000 is budgeted for a second year of one time funds to support the temporary location of East Precinct at the National Guard Armory.
- **Minority Recruitment.** \$34,606 is included to expand the Police Bureau's minority recruitment outreach activities to obtain more participation by minority groups. Schools and colleges with predominantly African American and Hispanic enrollment will be targeted for possible police candidates.
- **Bureau of Purchases Computer Equipment.** \$5,000 is provided to the Bureau of Purchases to replace obsolete computer equipment.

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- **Customer Survey** - \$50,000 is included for an expanded citywide survey of citizen perceptions on the quality and need for City services.
- **Battalion Chiefs** - \$270,000 of discretionary ongoing money is made available in FY 1995-96 since \$270,000 for Fire Bureau Battalion Chiefs was funded on a one time basis only in FY 1994-95.
- **After School Youth Programs** - \$1 million is continued to support expanded community school programs. Of this amount \$632,320 is General Fund support and \$367,000 is golf fee support.
- **Sheriff Transfer** - \$650,000 to support the transfer of an additional 25 Sheriff Deputy positions from Multnomah County to the Police Bureau as a result of annexations.
- **School Safety** - \$1,560,000 to continue support for school police for one additional year. This additional one-time-only funding is subject to the further review of the City Council depending on the status of State Shared revenues received by the City.

J. BUDGET SUMMARY

Total And Net Budgets

As indicated in Figure 9, the City of Portland's total budget can be reviewed in several different ways.

1994-95 ADOPTED BUDGET PRIOR YEAR COMPARISON	1993-94 Revised	1994-95 Adopted	Dollar Change	Percent Change
<u>ALL FUNDS</u>				
Total Budget	1,385,099,616	1,270,195,100	(114,904,516)	-8.3%
Less: Tax Anticipation Notes & Interfund Transfers	(408,170,598)	(361,301,717)	46,868,881	-11.5%
Net Budget	976,929,018	908,893,383	(68,035,635)	-7.0%
<u>GENERAL FUND</u>				
Total Budget	241,466,833	255,635,210	14,168,377	5.9%
Less: Tax Anticipation Notes	(10,000,000)	0	10,000,000	-100.0%
Net Budget	231,466,833	255,635,210	24,168,377	10.4%

Figure 9/Adopted Budget Prior Year Comparison

Budget Overview

Total Legal Budget - State budget law requires the reporting of the "total budget," which includes total operating costs and internal transactions between funds. The budget for FY for FY 1994-95 totals \$1.27 billion representing a decrease of 8.3% form the prior year's revised Budget.

The City's total budget amount overstates actual program expenditures due to double counting of internal transaction. Internal transactions between funds are typically the result of one City bureau providing a service to another City bureau. Because this technically inflates the budget, in publicly discussing the budget, the City often uses the Net Budget Total.

Total Net Budget. Eliminating the double counting resulting from internal transfers, the City's net operating requirements total \$908,893,383. This "Net Budget" amount represents a 7% decrease over the prior year's budget. On the resource side this decrease primarily results from decreases in sewer, grant, housing, and capital programs. In the case of sewers, service charges decline due to the end of financial assistance to property owners for the installation of sewers in East Portland. Similarly State Loan funds for this program decline by \$11 million. Grant and other intergovernmental revenues decreased because of the completion of major transportation projects and the elimination of support for special downtown housing projects. Bond proceeds also declined because the completion of major capital projects including a new precinct station and installation of a new emergency communications system.

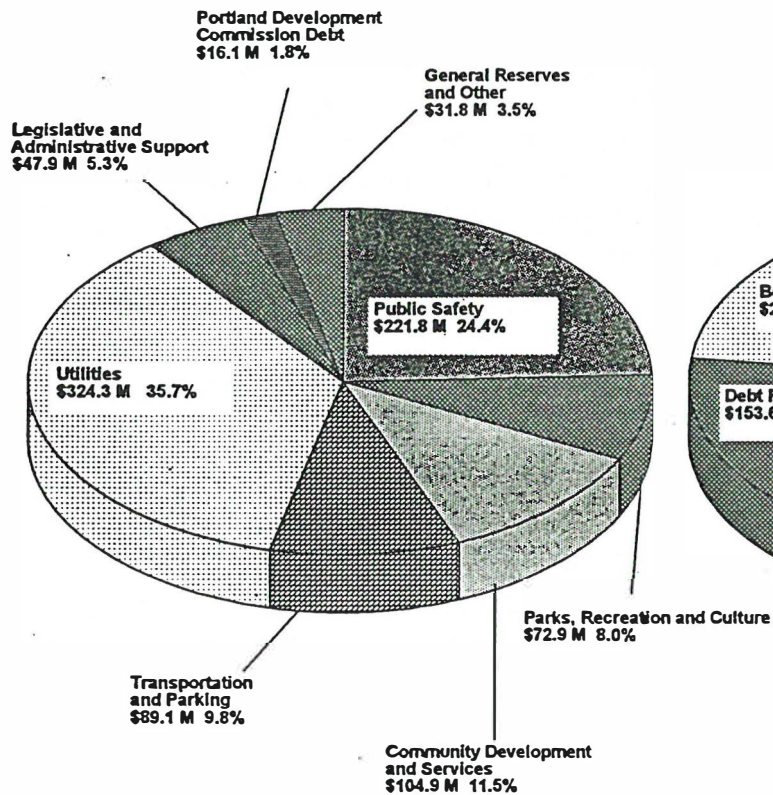
Figure 10 provides an overview of resources and requirements for the City's total budget. As can be seen, Service Charges, which primarily consist of fees for sewer and water service constitute 20% of the budget and exceed Property Tax resources which equal 16.8% of the budget. For FY 1994-95 the City will forego over \$6.2 million in property tax revenues as a result of the rate limitation imposed by adoption of Ballot Measure 5. However, fueled by assessed value growth and annexations, property taxes are anticipated to register a overall increase of 2.44%. This rate of growth would have been higher except that the City's Fire and Police Disability and Retirement System anticipates a large beginning fund balance thereby significantly decreasing its property tax requirements. Business license revenues increased by nearly 19% reflecting continued strength in the local economy.

On the requirements side, Utilities, composed of water and sewer services consume the largest part of the budget at 35.7%. This area has been registering a steady rate of growth largely as a result of major capital programs that are necessary to comply with new state and federal regulations. The next largest service area is Public Safety which represents 24.4% of the budget.

Although the total net budget registers a technical reduction, operating budgets necessary to support services have increased in order to cover inflation, annexations, and in some cases expanded services. For example budget requirements increase as a result of the addition of 45 new sworn police officer and 10 non-sworn positions to serve the recently annexed areas of the city. Other service area changes are discussed in the "Major Decisions" section of this overview and with the specific service area budgets. Figure 12, Total Funds Operating Budget Trends, displays the budget over time on a per capita basis and with the effects of inflation removed. The

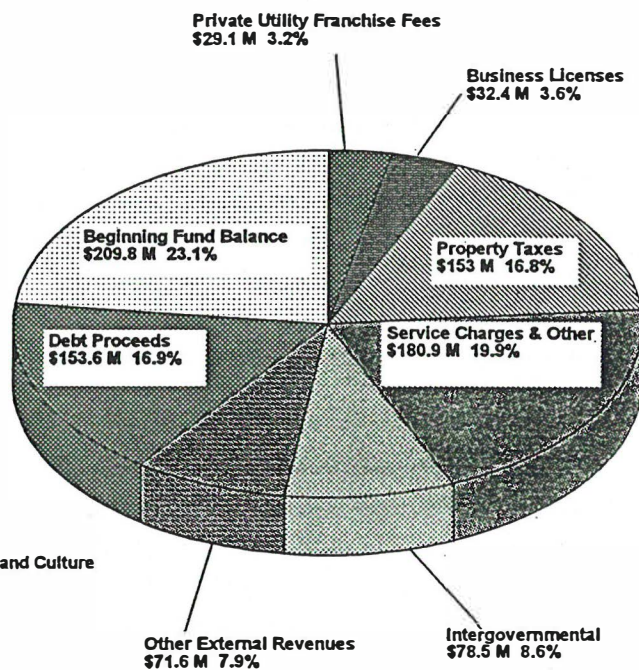
Budget Overview

TOTAL EXPENSE ALL FUNDS



Total: \$908,893,383

TOTAL REVENUE ALL FUNDS



Total: \$908,893,383

Adopted Budget Prior Year Comparison	1993-94 Revised	1994-95 Adopted	Dollar Change	Percent Change
Net Budget	\$976,929,018	\$908,893,383	(\$68,035,635)	-6.96%

Figure 10/Total Budget Resources and Requirements

Budget Overview

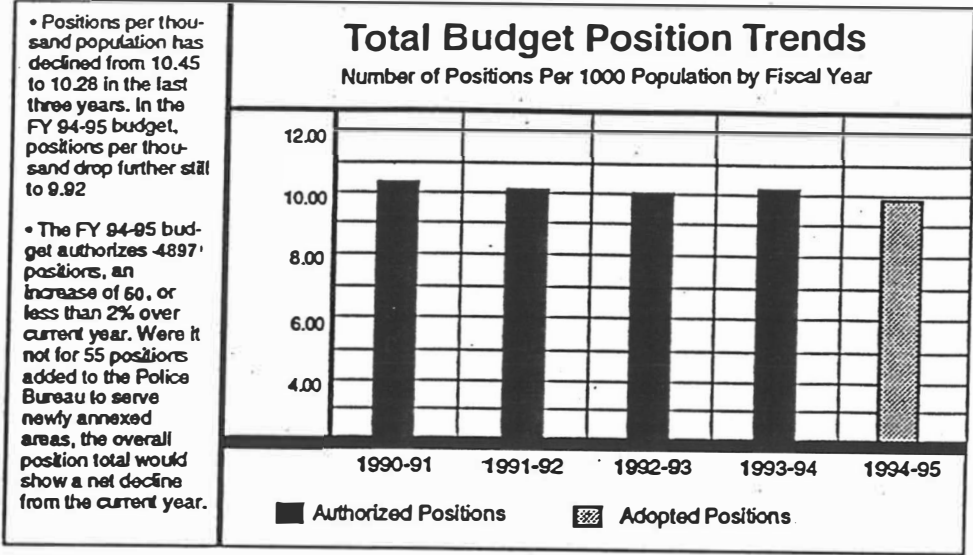


Figure 11/Total Budget - Position Trends

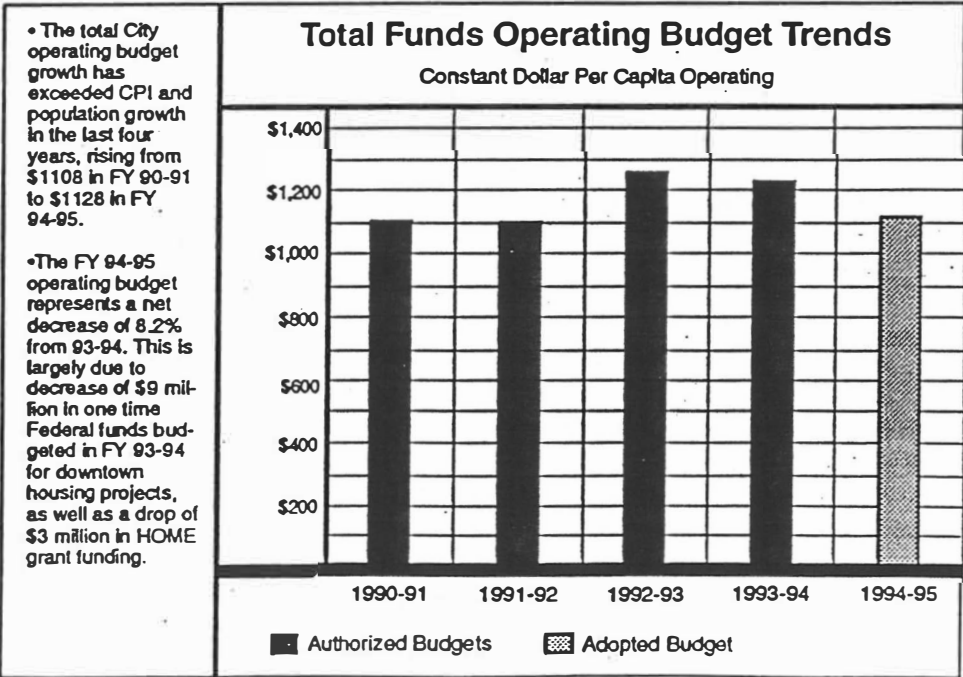


Figure 12/Total Budget - Operating Trends

Budget Overview

intent of these charts is to track real growth in the City's budget as a result of service level increases or expansion of service area. As can be seen, there has been relatively little fluctuation in the City's budget over the last five years. Growth exceeded CPI during the two year period 1992-94 with Council action to increase the number of Police Officers, and extensive sewer projects in East Portland, and significant federally funded housing programs. However, it is notable that for the forthcoming fiscal year, FY 1994-95, per capita costs will be nearly identical to that existing four years ago, in FY 1990-91. In effect growth in the budget has been offset by growth in the City's service population.

A total of 4,897 positions are authorized for FY 1994-95 representing a 2% increase over the prior year. This increase is almost entirely related to increased Police Bureau positions necessary to extend services to recently annexed areas of the City. Without these 55 new positions, overall positions would have actually declined. Figure 11 shows total City positions over the last five fiscal years measured per 1000 population served. Throughout the period the trend has been flat at approximately 10 positions per 1000 population. As the City has expanded its service area, it has maintained staffing levels.

General Fund

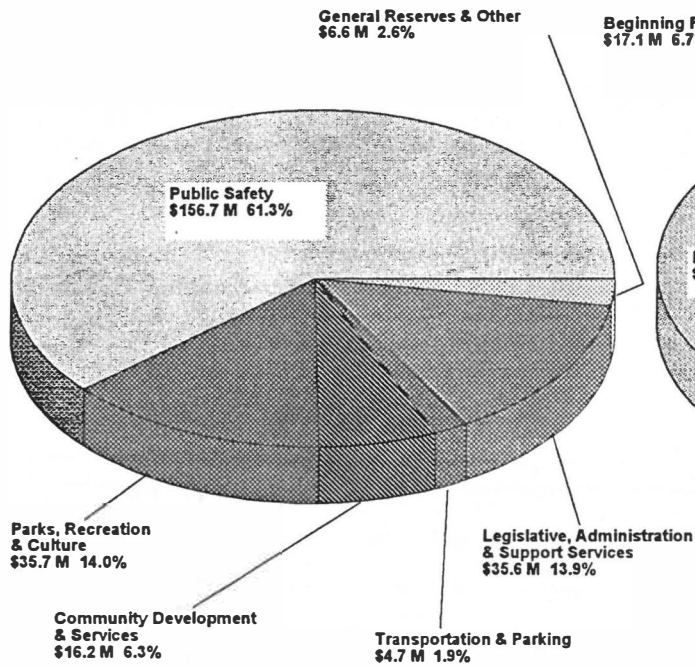
The City's General Fund houses the City's discretionary resources which support such basic services as Police, Fire, Parks and Recreation. Discretionary resources are those which are not dedicated by City Charter, Code, State Statute, or Council policy. They are resources which the Council can opt to dedicate in support of any City Service. The primary discretionary resources received by the General Fund are property taxes, utility license fees, and business license fees. Like the City's total budget, the City's General Fund budget can be viewed in two different ways:

Legal General Fund Budget - As indicated in Figure 9, the "legal budget" of the General Fund totals \$255.64 million for FY 1994-95 an increase of \$24 million or 10.4% when compared to the FY 1993-94 revised budget.

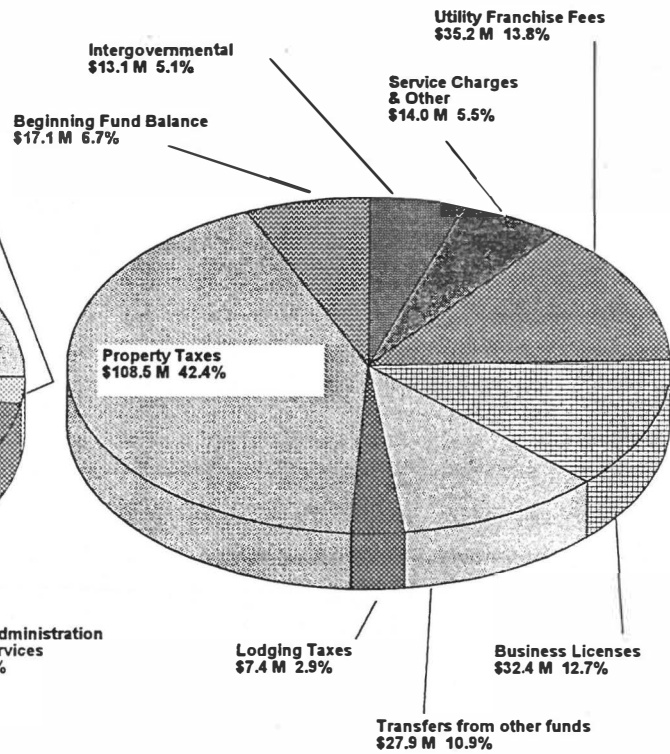
Net General Fund Budget - For FY 1994-95 the City's net budget is equivalent to the City's legal budget, as shown in Figure 13. Because of the City's improved financial position, tax anticipation notes will not be issued next fiscal year. In prior years the City has borrowed funds to meet requirements early in the fiscal year because of a temporary lag in major revenues, foremost of which is property taxes. In prior years \$10 million was budgeted for this purpose. Even though this \$10 million has not been budgeted, the FY 1994-95 budget represents a \$24 million or 10.4% increase over last year's net budget. On the resource side this increase reflects growth in all discretionary revenue categories. Fueled by annexations and growth in values, property tax revenues are projected to increase by 12.7%. Because of a strong local economy, business license and lodging taxes are projected to grow by more than 18.95% and 10.47% respectively. On the requirements side in addition to general inflation, the growth in the budget is first and foremost attributable to a \$8.4 million increase in public safety budgets, where 55 new police positions were added and other annexation related requirements. Overall, annexations increased General Fund requirements by \$6.1. Other increases are summarized in the major decisions section of this overview.

Budget Overview

TOTAL EXPENSE GENERAL FUND



TOTAL REVENUE GENERAL FUND



Total Expenses - General Fund
\$255,635,210

Total Revenues - General Fund
\$255,635,210

Adopted Budget Prior Year Comparison	1993-94 Revised	1994-95 Adopted	Dollar Change	Percent Change
Net Budget	\$231,466,833	\$255,635,210	\$24,168,377	10.44%

Figure 13/General Fund Resources and Requirements

Budget Overview

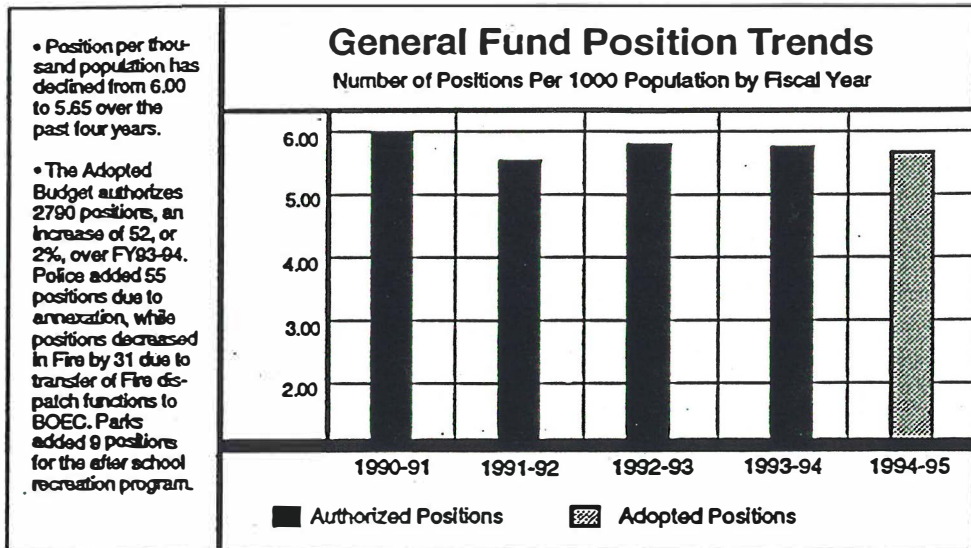


Figure 14/General Fund - Position Trends

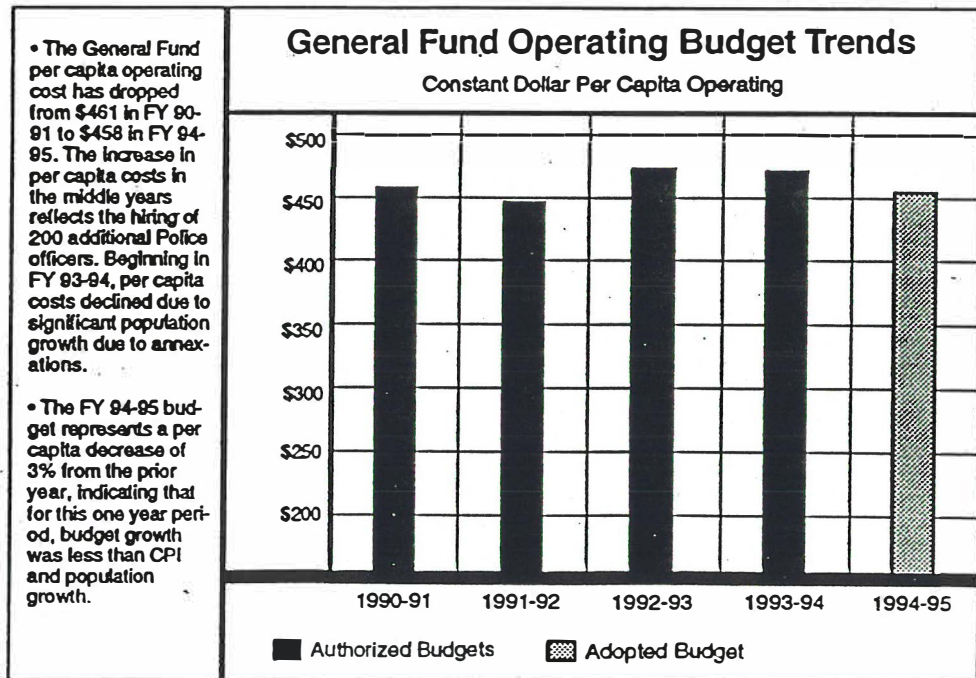


Figure 15/General Fund - Operating Trends

Budget Overview

Figure 15, General Fund Operating Budget Trends, shows growth in the General Fund after on a per capita basis after removing inflation. Similar to the total budget, the growth trend for the General Fund has been reasonably flat indicating that growth has been consistent with growth in service population.

A total of 2,790 positions are authorized within the General Fund for FY 1994-95, an increase of 52 over the prior year. This primarily reflects the addition of the 55 additional police positions. When viewed in relation to population served, as represented in Figure 14, the City's workforce has remained relatively flat. Again this indicates that growth has been consistent with expansion in the service area.

Capital Budget Highlights

Today's fiscal constraints make it imperative for the City to assess its capital needs carefully, to ensure that high priority projects are funded and that existing capital assets are preserved. Limitations on property tax revenues coupled with increasing federal and state regulations as well as an expanding backlog of required capital demands have served to heighten the need for long-range and comprehensive capital planning. Additionally, the impact of capital budget plans on fees for service and city debt must also be carefully considered, particularly in light of federal regulation, such as the Clean Water Act.

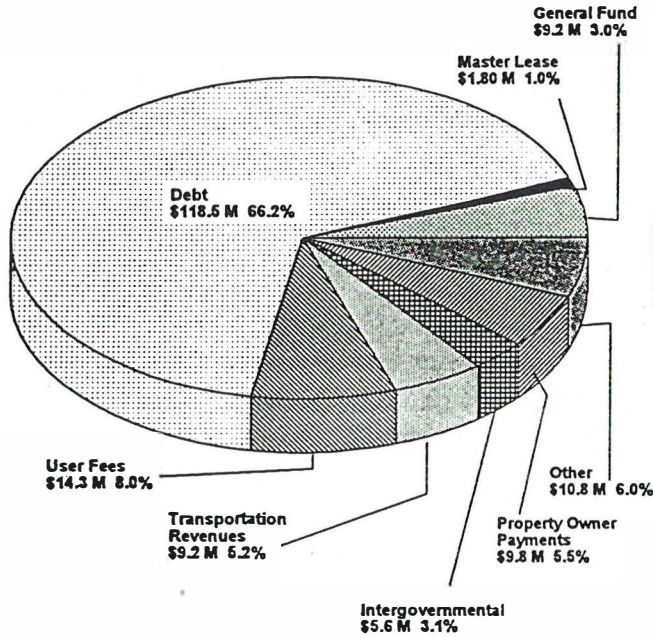
Because of the importance of these City requirements, City bureaus are required to annually submit five-year capital plans. Requests are submitted for review by the Bureau of Financial Planning in December. Recommendations are issued in January, prior to the submission of bureau budget requests. This insures that information is available to the Council well in advance of its budget hearings. A Capital Review Committee (CRC) is convened annually and tasked with developing recommendations for Council consideration on General Fund projects to be included within the budget. This committee is composed of managers from each of the City's major capital bureaus, and the Bureau of Financial Planning.

Each year as a result of this process, the City Council deliberates on and adopts a five year capital budget. The first year of that plan is incorporated into the budgets for the appropriated bureaus. As indicated in Figure 16, the City is expected to expend \$179.2 million on capital improvement projects during FY 1994-95. Of this total, \$118.5 million or 66% will be supported by various forms of debt. User fees, primarily in the form of water and sewer service fees will support about 8% of the capital program. The General Fund will support \$9.2 million of the capital program. Intergovernmental resources, in the form of federal and other grants, will provide \$5.6 million in capital resources while gas tax and other Transportation resources will provide over \$9.2 million in resources. Finally, payments from property owners through the local improvement district program will support just over \$9 million in projects.

Figure 16 also demonstrates that by far the largest area of capital expenditures, 72%, is in the area of public utilities. Projects such as the mid-County sewers and the Combined Sewer Overflow

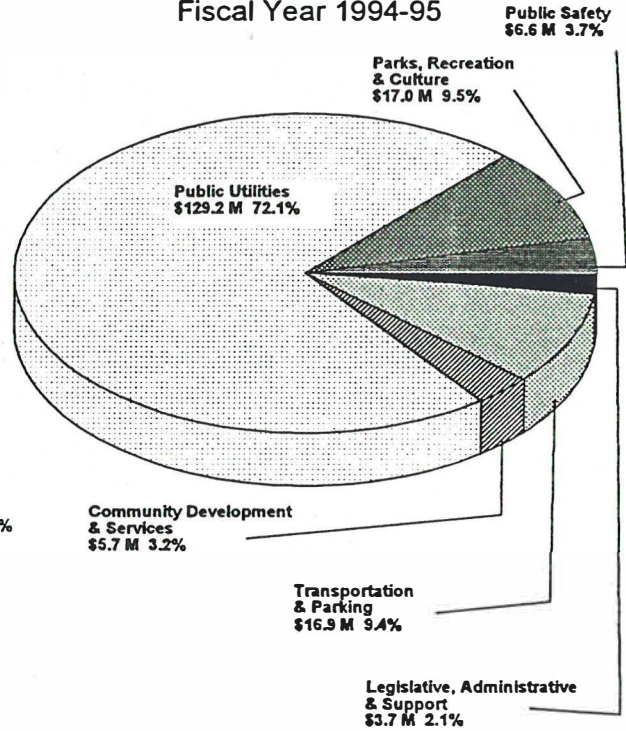
Budget Overview

Capital Project Funding Sources
Fiscal Year 1994-95



Total: \$179.2 Million

Capital Projects by Service Area
Fiscal Year 1994-95



Total: \$179.2 Million

Figure 16/Capital Budget Resources and Requirements

Capital Projects of Note

Public Safety	East Precinct site selection and design	\$ 0.5 Million
Public Utilities	Mid-County sewer construction	\$34.2 Million
	Combined Sewer Overflow Project	\$26.4 Million
Transportation	Street improvements (citywide)	\$ 6.3 Million
	Alternative modes (Bikes, Pedestrian, NTMP)	\$ 4.5 Million
Recreation & Culture	Arena construction	\$11.0 Million
	Neighborhood Parks	\$ 0.2 Million

Budget Overview

represent substantial capital investments. Other notable projects included within the capital budget include: selection and design of a new East Police Precinct; continued construction of the Rose Garden, a public-private venture to build a new sports arena, and increased investment in alternative modes of transportation. The complete five year capital budget for the City is available as an appendix to the Adopted Budget. Summary descriptions of all capital projects are also provided in the sections for each bureau and fund.

City Debt Management

The City of Portland issues a variety of debt to raise capital for construction projects, and acquisition of equipment and facilities. City debt is rated in national financial markets by Moody's Investors Service and, in cases such as sewer revenue bonds, by Standard's and Pooors. Bond ratings, based upon this independent analysis by financial market professionals, indicate the confidence that an investor can have in the security of their investment in City notes and bonds. "Aaa" is the highest possible rating, and is based on a thorough analysis of four basic factors: economic condition, debt load, financial condition and overall management capabilities. Since 1973 the City's general obligation debt has been rated "Aaa" by Moody's. City revenue bonds are typically rated "A-Aa" by Moody's and "A+" by Standard & Pooors.

Moody's currently rates over 36,000 separate debt issues, of which 47% are rated "Aaa", but only 127 issuers, including Portland, have obtained that rating based on their own credit capabilities and without the use of bond insurance. In the 13 Western states there are only 14 "Aaa" credits obtained on their own merit, and Portland is one of only eight cities in the United States with a population over 250,000 holding that rating.

The following is a brief summary of the City's existing debt:

General Obligation Debt, backed by the full faith and credit and unlimited taxing power of the City, presently outstanding consists of:

- \$12.9 million in voter-approved bonds for the Performing Arts Center and remodeling of Civic Stadium.
- \$15.6 million in local improvement district bonds and \$77.2 million in water facility bonds are repaid by individual property assessments and water user charges, respectively, but are secondarily backed by the City's general obligation pledge.

Revenue Bonds, or debt supported by a specified resource such as user fees, include:

- \$158 million in sewer system revenue bonds.
- \$25 million in water facility revenue bonds.
- \$2 million in golf and tennis facility revenue bonds.
- \$40.2 million in hydropower revenue bonds.
- \$13.3 million in parking garage revenue bonds.
- \$70.8 million in special assessment bonds for sewer and other improvements.
- \$79 million in urban renewal bonds.

Budget Overview

Other debt consists of:

Notes and Mortgages Payable, or debt supported typically by user fees:

- \$6.4 million in certificates of participation, \$4.5 million in limited tax general obligation notes, and \$45.7 million in full faith & credit obligations for buildings and equipment that are paid for by various city organizations.
- \$10 million revolving credit facility to fund authorized local improvement district projects.
- \$19.6 million revolving credit facility to fund improvements associated with the Oregon Arena Project.
- \$7.8 million in notes to provide loans to homeowners for rehabilitation of owner-occupied residential property within designated urban renewal areas.
- \$13.7 million in notes to provide sewer improvements.

City general obligation debt can legally reach three percent of the City's assessed value or an estimated \$647 million. The City's low debt of only \$12.9 million in non-self supporting general obligation debt translates into about \$28 per capita, or a ratio about .06% of assessed value.

For FY 1994-95 the City anticipates issuing the following new debt:

- \$250 million in revenue bonds to support sewer system capital projects of which \$100 million will be spent in FY 1994-95.
- \$3 million in revenue bonds to support infrastructure capital projects.
- \$14.4 million in revenue bonds to retire a portion of the interim financing associated with the Oregon Arena Project.
- \$1.1 million in limited tax general obligation notes to support acquisition of new capital equipment.
- \$3.8 million in notes to provide funds to home owners for rehabilitation of owner-occupied residential property.

By the end of FY 1994-95 city debt is estimated to total \$861 million.

K. CONCLUSION

The FY 1994-95 Budget represents a transitional period, one in which the Council continues to respond to the impact of Ballot Measure 5 and strives to focus the budget on priorities important to the stability of the community. The budget responds to immediate priorities, such as extending services to annexed areas and addressing ongoing public safety issues while defining a plan to insure that budgetary stability is maintained in the long-term. To this end the budget maintains flexibility in responding to such new financial challenges as the loss of urban renewal financing as well as other potential future uncertainties. With renewed energy, the budget builds upon past efforts to empower all employees to improve service efficiency and productivity, as well as increase the overall level of accountability to our customers, the residents and businesses of Portland.

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Guide To The Financial Summaries

The Financial Summaries" section contains a variety of tables intended to help the reader view the 1994-95 Budget as a whole, consolidating the budget figures across all the City's funds or bureaus.

With the exception of Table 4, Summary of authorized Full-Time Positions, the tables in this section do not include figures for the Portland Development Commission (PDC). PDC is a semi-autonomous agency that operates under City charter but is budgeted separately.

Total City Budget - Revenues and Expenses

The first summary (Table 1) offers the broadest picture; the entire City budget condensed onto one page, comparing 1993-94 with 1994-95. This summary illustrates that for the City as a whole as well as for any individual fund, *resources* must always equal *requirements*. That is, the amount of money planned to be spent from a fund, plus the dollars reserved for contingencies or reserves ("requirements") must be equal to the total amount of money flowing into the fund plus its beginning balance ("resources"). For the sake of simplicity and familiarity, the Financial Summaries use the terms "Revenues" and "Expenses," even though those terms have more specialized meanings in the world of accounting. The detailed budget pages for individual funds, however, do use the more formally correct terms "Resources" and "Requirements" to signify what a fund has (or expects to get) vs. what it *needs*.

Major Types of Expenditures

Table 1 also shows the budget broken down into its major revenue classes and expense classes. On the requirements side of the budget, there are two types of major expenses classes. The *bureau expenses* (or "bureau requirements" in the individual fund pages) refer to those types of expenditures--either operating or capital--that result from the programs or services provided by the City's bureaus. These categories are personal services, internal and external materials and services, capital outlay, and a less-frequently used category called "equipment cash transfers." The other type of major expense class, *fund expenses* (or "fund requirements") refers to financial requirements needed in order to keep a fund healthy and meet its obligations--such as contingencies, debt retirement, and most interfund transfers--but may not be associated with the operations of any particular bureau. This distinction is important because the bureau requirements--the "service" part of the budget--is used in some of the financial summaries instead of the total requirements at the fund level.

Net Budget

The citywide totals contained in Table 1 and other summaries contain not just the sum of the various funds but also a "net budget" figure. The net budget subtracts the "double count" that results from interfund transfers and tax anticipation notes (short term debt that double counts the property tax revenue).

Guide To The Financial Summaries

Summary by Service Area

Table 2, "Operating and Capital Budget by Service Area" summarizes the operating and capital expenditures included in bureau budgets for each fiscal year, by service area and bureau. It does not include fund requirements, such as contingencies, reserves, debt principal, or interfund transfers.

General Fund Revenues and Expenses

Table 3 summarizes the budget for the General Fund, the City's largest, most visible, and most flexible fund. It shows the different sources of revenue, the expense budgets for individual bureaus, and the fund-level expenses, and compares the 1994-95 budget to what was the 1993-94 Budget.

Discretionary vs. Non-Discretionary

Table 3 also shows how much of a bureau's budget comes from "discretionary" General Fund resources. Some of the General Fund revenues ("non-discretionary" resources) are restricted by contract or agreement to be spent only for certain purposes, or the Council has decided to dedicate them to a particular bureau because the revenues are generated by that bureau's operations. For instance, TriMet (the regional transit authority) contracts with Police Bureau for police services. Those dollars can only be spent by the Police Bureau for activities related to that contract. Or, the Parks Bureau generates fee income from its recreation programs that the Council has decided, by policy, to dedicate to Parks Bureau functions.

The major types of non-discretionary resources are grants and donations; contract revenues; "interagency" service agreements with another City bureau; "bureau program revenues" such as service charges to the public from a bureau's programs; and overhead charges, which recover from other funds the cost of services provided by central administrative bureaus based in the General Fund.

The bureau's "discretionary" budget subtracts these restricted activities and therefore represents the bureau's allocation of those dollars over which the City Council exercises discretion, such as property taxes, business licenses, or utility license fees.

The total General Fund budget (excluding tax anticipation notes) for FY 1994-95 is \$255.6 million, but after subtracting the cost of those activities that are tied to non-discretionary funding sources, the flexible part of the General Fund is actually \$209.8 million. The City Council can opt to dedicate discretionary resources to any service area. For 1994-95, 57% of the discretionary General Fund budget is allocated to two bureaus: Police and Fire.

Summary of Authorized Full-Time Positions

Table 4 is a straightforward summary of the regular full-time positions authorized in the budget, along with a comparison between fiscal years. These positions are broken out by bureau (including PDC).

Guide To The Financial Summaries

They do not include limited-term, or part-time positions.

Summaries by Fund

Tables 5 and 6 are lengthier tables that show different aspects of the City's budget by individual fund. Table 5, the "Total Revenues and Expenses By Fund By Fiscal Year," shows the total expenses (or the total revenues, since they are equal) in any fund, not only for the 1994-95 Budget but also in past years.

Table 6 looks at the "Bureau Expenses by Fund". It gives more detail on the bureau expenses, showing how much is budgeted in 1994-95 for personnel costs, capital purchases, or the other major expense categories. Because Table 6 focuses on bureau expenses as opposed to fund-level needs, it details the budgets for the individual bureaus in the General Fund.

Summary by Managing Agency

The "Summary of Bureau Expenses by Managing Agency" (Table 7) shows the total bureau expenses for 1993-94 and 1994-95, grouped by the agency that manages that particular fund or appropriation. So, for instance, it shows together all of the dollars for which the Bureau of General Services is responsible, even though those appropriations are in many different funds.

Tax Levy Computation

Table 8 outlines the City's calculation of its property tax levies. The format for this summary is prescribed by State law. The tax calculation is designed to only allow a levy amount that is justified by a fund's budgeted requirements. After stating the total requirements for each tax-supported fund, non-tax revenues are subtracted, leaving the amount that the fund needs to raise in current-year tax revenue. This amount is factored up by expected delinquencies and losses due to Measure 5 compression, and the result is the certified levy for the fund.

Appropriation Schedule

Table 9, the "Appropriation Schedule" is a legally required summary of expenditures at the total fund appropriation level. Appropriation is divided into bureau program expenses, which include personal services, external materials and services, internal materials and services, capital outlay, and equipment cash transfers, and fund requirements, which include contingency, interfund cash transfers, debt retirement, and inventory increases.

Historical Funds

Table 10, the "Historical Funds and Appropriations" shows fund total information for City Funds and for General Fund Special Appropriations which have been closed in the past three fiscal years. This

Guide To The Financial Summaries

information is also required by State budget law.

General Fund/General Reserve Summaries

Tables 11 and 12 provide fund summaries of the General Fund and the General Reserve Fund. They are included in this section because they do not fall within any specific service area.

Debt Summaries

Tables 13, 14, and 15 conclude the financial summaries section by outlining the City's indebtedness. The format for these summaries is prescribed by State law. The debt summary, Table 13, also discusses the City's current bond ratings and the type of debt instruments used by the City.

TOTAL CITY BUDGET - REVENUES AND EXPENSES

Table 1

This table summarizes the City budget as a whole, according to the major categories of expenses and revenues. The figures on this page combine all the City's funds except those of the Portland Development Commission, a semi-autonomous agency that operates under City charter but is budgeted separately. The same is true for the budget figures in other tables in the financial summaries section.

	Revised FY 1993-94	Adopted FY 1994-95
TOTAL REVENUES - All Funds		
<i>External Revenues</i>		
Property Taxes	\$149,355,851	\$152,999,412
Other Taxes	8,099,412	8,820,520
Licenses and Permits	63,714,380	72,415,266
Service Charges	193,772,427	180,905,611
Intergovernmental	116,303,672	78,491,025
Miscellaneous	52,492,216	51,849,672
Debt Proceeds	190,185,450	153,626,961
Total External Revenues	\$773,923,408	\$699,108,467
<i>Transfers from Other Funds</i>		
Service Reimbursements	95,924,798	91,678,606
Cash Transfers	294,245,800	269,623,111
Total Transfers from Other Funds	\$390,170,598	\$361,301,717
Beginning Fund Balances	221,005,610	209,784,916
TOTAL BUDGET	\$1,385,099,616	\$1,270,195,100
Less Interfund Transfers & Tax Anticipation Notes	(408,170,598)	(361,301,717)
NET BUDGET	\$976,929,018	\$908,893,383
TOTAL EXPENSES - All Funds		
<i>Bureau Expenses</i>		
Personal Services	\$263,374,997	\$276,647,270
External Materials & Services	280,682,834	228,298,216
Internal Materials & Services	95,924,798	92,230,703
Capital Outlay	151,886,978	136,708,862
Equipment Cash Transfers	1,455,796	2,911,722
Total Bureau Expenses	\$793,325,403	\$736,796,773
<i>Fund-Level Expenses</i>		
Debt Retirement	127,484,021	86,060,500
Fund-Level Cash Transfers	292,790,004	266,159,292
Contingency	112,739,646	145,274,916
Unappropriated Ending Fund Balance	58,560,542	35,763,619
Inventory Increases	200,000	140,000
Total Fund-Level Expenses	\$591,774,213	\$533,398,327
TOTAL BUDGET	\$1,385,099,616	\$1,270,195,100
Less Interfund Transfers & Tax Anticipation Notes	(408,170,598)	(361,301,717)
NET BUDGET	\$976,929,018	\$908,893,383

OPERATING & CAPITAL BUDGET BY SERVICE AREA

Table 2

This table summarizes the operating and capital expenditures included in bureau budgets for each fiscal year, by service area and by bureau. It does not include fund requirements such as contingencies, reserves, debt principal, or interfund transfers.

	FY 1993-94 Revised Budget			FY 1994-95 Adopted		
	Operating Budget	Capital Improvements	Total Expenses	Operating Budget	Capital Improvements	Total Expenditures
Police	80,926,561	373,579	81,300,140	88,512,192	1,215,068	89,727,260
Fire	53,043,312	3,874,070	56,917,382	52,918,117	4,331,415	57,249,532
Fire & Police Disability & Retirement	40,512,935	0	40,584,475	42,291,126	0	42,291,126
Emergency Communications	8,496,983	0	8,496,983	8,920,640	0	8,920,640
Public Safety Capital	153,295	3,050,688	3,203,983	0	1,086,083	1,086,083
Other Public Safety:	4,291,368	5,500,000	9,791,368	6,772,983	0	6,772,983
Total Public Safety	187,424,454	12,798,337	200,294,331	199,415,058	6,632,566	206,047,624
Parks, Recreation & Culture						
Parks & Recreation	25,236,178	2,909,325	28,145,503	27,171,161	5,109,797	32,280,958
Golf	3,537,245	1,780,123	5,317,368	3,679,007	850,000	4,529,007
Portland International Raceway	493,143	72,104	565,247	563,093	0	563,093
Parks Systems Improvement	244,000	641,086	885,086	104,786	0	104,786
Metropolitan Arts Commission	1,525,706	0	1,525,706	1,586,438	0	1,586,438
Arena Construction, Oper. & Debt	500,000	17,200,000	18,700,000	573,901	11,055,300	11,629,201
Other Parks, Recreation & Culture	2,693,027	0	3,601,576	2,971,021	0	2,971,021
Total Parks, Recreation & Culture	34,229,299	22,602,638	58,740,486	36,649,407	17,015,097	53,664,504
Public Utilities						
Water	38,384,347	11,600,700	49,985,047	38,928,899	14,843,350	53,809,994
Hydropower	435,235	0	435,235	452,904	0	452,904
Environ Svcs-Sewer System	46,587,833	93,865,750	140,453,583	45,139,898	112,945,270	158,085,168
Environ Svcs-Refuse Disposal	3,231,648	5,321,500	8,553,148	1,836,700	0	1,836,700
Other Public Utilities	6,248,117	8,377,698	33,613,055	11,283,990	1,430,000	12,713,990
Total Public Utilities	94,887,180	119,165,648	233,040,068	97,642,391	129,218,620	226,898,756
Community Development & Svcs						
Planning	4,298,749	0	4,298,749	4,548,335	141,985	4,690,320
Bureau of Community Develop	3,614,750	0	3,614,750	2,769,988	0	2,769,988
Office of Neighborhood Assoc	2,428,241	0	2,428,241	2,634,559	0	2,634,559
Cable & Franchise Management	1,367,544	0	1,367,544	1,379,570	0	1,379,570
Energy	580,116	0	580,116	429,830	0	429,830
Metro Human Rights Commission	325,449	0	325,449	304,153	0	304,153
Buildings	11,486,779	0	11,486,779	12,182,657	0	12,182,657
Cable Fund	1,644,392	0	1,644,392	4,093,248	0	4,093,248
LID Construction	1,113,882	4,330,806	5,619,688	1,304,662	5,561,077	6,865,739
Housing & Community Develop	29,055,360	0	29,055,360	22,944,008	0	22,944,008
Other Community Develop/Svcs	23,099,669	0	27,667,600	10,256,548	0	10,256,548
Total Community Develop/Svcs	79,014,931	4,330,806	88,088,668	62,847,558	5,703,062	68,550,620
Transportation & Parking						
Transportation & Street Lighting	66,232,913	28,649,679	94,882,592	62,941,011	16,094,765	79,035,776
Parking Facilities	2,770,175	333,998	3,104,173	2,484,463	776,950	3,261,413
Autoport	667,620	908,731	1,576,351	688,640	38,880	727,520
Other Transportation & Parking	0	0	803,688	877,931	0	877,931
Total Transportation & Parking	69,670,708	29,892,408	100,366,804	66,992,045	16,910,595	83,902,640
Legislative/Admin/Support Svcs						
City Attorney	3,006,844	0	3,006,844	3,304,047	47,222	3,351,269
City Auditor	3,647,214	62,900	3,710,114	3,958,774	0	3,958,774
Office of Finance & Admin.	14,199,322	0	14,199,322	15,049,852	0	15,049,852
Mayor & Commissioners' Offices	3,178,103	0	3,178,103	3,561,138	0	3,561,138
Purchases & Stores	1,058,703	0	1,058,703	1,105,129	0	1,105,129
Licenses	2,345,096	50,000	2,395,096	2,338,418	0	2,338,418

OPERATING & CAPITAL BUDGET BY SERVICE AREA

Table 2

This table summarizes the operating and capital expenditures included in bureau budgets for each fiscal year, by service area and by bureau. It does not include fund requirements such as contingencies, reserves, debt principal, or interfund transfers.

	FY 1993-94 Revised Budget			FY 1994-95 Adopted		
	Operating Budget	Capital Improvements	Total Expenses	Operating Budget	Capital Improvements	Total Expenditures
Office of Governmental Relations	479,354	0	479,354	534,590	0	534,590
General Services-Administration	1,202,590	0	1,202,590	1,223,917	0	1,223,917
Communications Services	5,837,041	4,954,211	10,825,565	7,162,845	1,061,600	8,224,445
Facilities Services	5,690,499	3,530,547	11,699,826	6,660,807	2,415,692	9,076,499
Fleet Services	19,671,173	756,271	20,427,444	15,069,920	58,000	15,127,920
Printing & Distribution Services	4,689,165	0	4,689,165	5,241,014	0	5,241,014
Insurance & Claims	3,441,949	0	3,441,949	4,022,825	0	4,022,825
Workers' Compensation	4,445,946	0	4,445,946	4,051,420	0	4,051,420
Health Insurance	13,277,363	0	13,277,363	13,392,733	0	13,392,733
Computer Services	4,245,957	0	4,245,957	3,547,952	137,000	3,684,952
Other Legislative/Admin/Support	3,826,986	0	4,063,216	3,787,734	0	3,787,734
Total Legislative/Admin/Support	94,243,305	9,353,929	106,346,557	94,013,115	3,719,514	97,732,629
PDC Urban Renewal Debt						
Tax Increment Debt (Interest Only)	0	0	6,048,489	0	0	0
General Reserves and Other	400,000	0	400,000	0	0	0
TOTAL EXPENDITURES	559,869,877	198,143,766	793,325,403	557,559,574	179,199,454	736,796,773
FUND REQUIREMENTS						
Contingency			112,739,646			145,274,916
Interfund Cash Transfers			292,790,004			266,159,292
Debt Retirement			127,484,021			86,060,500
Inventory Increases			200,000			140,000
Unappropriated Ending Fund Bal.			58,560,542			35,763,619
TOTAL CITY BUDGET			1,385,099,616			1,270,195,100
<i>Subtract "double count" caused by interfund transfers, interagency charges & tax anticipation notes</i>			(408,170,598)			(361,301,717)
NET CITY BUDGET			976,929,018			908,893,383

Note: General Fund set-aside for compensation adjustments is allocated to the service areas in proportion to their budgeted personal services expense.

GENERAL FUND REVENUES AND EXPENSES

Table 3

This table summarizes the types of revenues into the General Fund, as well as the bureau expense budgets, with a comparison between fiscal years.

	Discretionary Budget		Total Budget	
	Revised FY 1993-94	Adopted FY 1994-95	Revised FY 1993-94	Adopted FY 1994-95
REVENUES				
Property Taxes	\$96,318,872	\$108,476,184	\$96,318,872	\$108,476,184
Lodging Taxes	6,716,736	7,419,693	6,716,736	7,419,693
Business Licenses	27,241,577	32,402,548	27,241,577	32,402,548
Utility Franchise Fees	32,875,510	35,249,934	32,875,510	35,249,934
Service Charges and Other	1,503,382	2,843,460	10,916,519	12,365,168
Intergovernmental	8,287,599	8,440,258	14,730,836	11,649,204
Transfers from Other Funds/Agencies	514,797	859,814	29,789,092	31,000,855
Beginning Fund Balance	13,223,979	14,071,624	12,874,591	17,071,624
GENERAL FUND REVENUES	\$186,682,452	\$209,763,515	\$231,463,733	\$255,635,210
EXPENSES				
City Attorney	\$883,587	\$1,037,145	\$3,006,844	\$3,351,269
City Auditor	934,978	885,722	3,710,114	3,958,774
Cable & Franchise Mgt	1,008,211	1,165,633	1,367,544	1,379,570
Commissioner #1	235,317	223,289	560,579	584,742
Commissioner #2	229,091	217,739	548,900	570,802
Commissioner #3	221,072	209,916	526,829	549,827
Commissioner #4	229,258	217,675	546,871	570,511
Community Development	1,331,694	1,690,736	3,614,750	2,769,988
Energy	129,076	139,634	580,116	429,830
Finance & Administration	3,418,626	3,122,621	14,199,322	15,049,852
Fire	50,910,982	54,599,314	56,917,382	57,249,532
General Services	0	0	1,202,590	1,223,917
Government Relations	148,324	154,491	479,354	534,590
Licenses	1,576,652	1,455,004	2,395,096	2,338,418
Mayor	464,088	486,270	994,924	1,285,256
Metropolitan Arts	726,785	1,049,159	1,525,706	1,586,438
Metro Human Rights	185,763	197,855	325,449	304,153
Neighborhood Associations	2,274,901	2,399,869	2,428,241	2,634,559
Parks & Recreation	18,874,484	24,892,851	28,145,503	32,280,958
Planning	2,340,352	2,794,279	4,298,749	4,690,320
Police	77,393,778	85,650,051	81,300,140	89,727,260
Purchases & Stores	209,468	144,345	1,058,703	1,105,129
Special Appropriations	12,707,486	12,559,323	12,576,550	13,563,596
Total Bureau Expenses	\$176,433,973	\$195,292,921	\$222,310,256	\$237,739,291
Transfers to Other Funds	\$8,994,350	\$11,404,181	\$7,899,348	\$11,829,506
Contingency-Operating & Unforeseen	1,194,129	3,066,413	1,194,129	3,066,413
Contingency-Encumbrance Carryover	0	0	0	3,000,000
Inventory Increases	60,000	0	60,000	0
GENERAL FUND EXPENSES	\$186,682,452	\$209,763,515	\$231,463,733	\$255,635,210

Note: Budgeted Tax Anticipation Notes (\$10 million in 1993-94 and \$7,954,850 in 1992-93) are excluded.

Franchise Fees and Intergovernmental Revenue amounts include dollars transferred from other funds for those purposes.

SUMMARY OF AUTHORIZED POSITIONS

Table 4

This table summarizes the number of regular full-time positions authorized in each bureau or fund, including PDC, for 1992-93, 1993-94, and 1994-95. Limited-term or part-time employees are not included.

ALL FUNDS	Actual FY 1992-93	Revised Budget FY 1993-94	Adopted FY 1994-95
<u>GENERAL FUND</u>			
City Attorney	37	36	36
City Auditor	50	52	53
Cable Communication & Franchise Mgt	4	5	5
Commissioner #1, Public Affairs	7	7	7
Commissioner #2, Public Works	7	7	6
Commissioner #3, Public Utilities	7	7	7
Commissioner #4, Public Safety	7	7	7
Community Development	10	12	14
Energy Office	7	7	7
Environmental Commission	2	0	0
Finance & Administration	169	166	168
Fire, Rescue & Emergency Services	771	771	741
General Services	18	18	18
Intergovernmental Affairs	4	4	4
Licenses	29	34	36
Mayor	12	16	20
Metro Arts Commission	9	10	10
Metropolitan Human Rights Commission	5	5	5
Neighborhood Associations	16	16	21
Parks	280	282	291
Planning	60	64	66
Police	1,126	1,195	1,252
Purchases and Stores	19	17	16
TOTAL GENERAL FUND	2,656	2,738	2,790
<u>OTHER FUNDS</u>			
Buildings	152	163	168
Communications Services	17	23	23
Emergency Communications	129	126	126
Environmental Services	390	400	402
Facilities Services	22	23	23
Fleet Services	75	74	74
Golf	28	29	28
Hydro Power	3	3	3
Ptld International Raceway (PIR)	4	4	4
Printing & Distribution	27	27	27
Refuse Disposal	10	10	10
Transportation	701	718	719
Water	507	509	500
TOTAL OTHER FUNDS	2,065	2,109	2,107
TOTAL CITY excluding PDC	4,721	4,847	4,897
Portland Development Commission	128	115	105.5
TOTAL CITY Including PDC	4,849	4,962	5,003

TOTAL REVENUES & EXPENSES BY FUND BY FISCAL YEAR

Table 5

In each fund, total revenues including beginning balance must equal total expenses including ending balance. This table states the total revenues and expenses for each City fund for the 1994-95 budget and for prior fiscal years.

Fund Type	Actual FY 91-92	Actual FY 92-93	Revised Budget FY 93-94	Proposed FY 94-95	Adopted FY 94-95
<u>OPERATING FUNDS</u>					
General Fund	207,808,236	222,367,181	241,463,733	248,112,099	255,635,210
Assess. Collection	470,543	427,699	442,000	372,680	372,680
Arena Operating	0	0	650,000	12,000,000	12,000,000
Auto Port	2,012,876	1,778,901	2,480,101	2,205,246	2,355,044
Buildings	15,400,320	16,060,065	16,041,933	16,299,678	16,299,678
Cable	0	3,751,568	4,700,668	4,121,190	4,121,190
Econ Improve Dist	1,548,675	1,423,700	1,566,200	0	2,397,411
Emerg. Commun.	9,656,771	8,967,569	9,698,533	10,294,315	10,294,315
Golf	7,957,441	5,817,267	7,372,385	6,186,832	6,186,832
Hydropower	568,229	496,129	590,000	773,655	773,655
NW I-405 Rec	1,310,751	101,454	899,386	0	900,000
Parking Facilities	14,480,841	7,729,698	8,294,328	8,773,469	8,473,604
Parks System Imprmt	6,255,398	2,442,752	1,400,801	365,913	365,913
PIR	843,444	681,486	808,844	804,813	804,813
Pub. Safety Capital	11,480,220	11,840,493	3,889,488	1,184,907	1,184,907
Refuse Disposal	3,951,269	4,586,118	9,544,706	2,804,567	2,744,367
Sewer Operating	105,801,512	174,953,821	185,060,819	205,869,981	205,049,181
Street Lighting	16,887,624	5,567,601	3,713,529	0	0
Transportation	83,846,184	86,383,055	101,648,201	92,898,726	92,898,726
Water	80,444,619	81,350,195	81,650,279	85,918,654	85,993,601
Total Operating Funds	570,724,953	636,726,752	681,915,934	698,986,725	708,851,127
<u>INTERNAL SERVICE FUNDS</u>					
Communications Svcs	10,548,733	13,618,771	13,510,467	9,346,544	9,167,128
Computer Services	3,940,267	4,512,107	5,517,481	4,878,123	4,878,123
Facilities Svcs	12,098,438	18,319,425	22,360,178	15,516,855	16,231,672
Fleet Services	20,233,769	23,409,530	23,025,386	21,509,215	21,485,065
Health Insurance	16,481,247	20,818,055	22,234,485	26,729,406	26,729,406
Insurance & Claims	7,122,184	7,779,512	7,854,417	8,326,161	8,326,161
Justice Center	2,910,747	2,921,825	0	0	0
Printng & Distrib	5,976,423	5,960,177	5,530,579	6,411,835	6,401,828
Workers' Comp	10,975,716	13,045,083	13,469,440	14,865,650	14,865,650
Total Internal Svc Funds	90,287,524	110,384,485	113,502,433	107,583,789	108,085,033
<u>AGENCY AND TRUST FUNDS</u>					
Env, Remed	0	0	6,915,000	4,414,698	4,414,698
Hydro Renew/Repl.	6,686,361	6,550,046	6,813,400	6,815,200	6,815,200
Model Cities Dev	231,315	130,554	173,592	0	0
Portld Parks Trsts	1,168,976	1,750,073	1,753,519	2,388,857	2,005,857
Public Art Trust	365,437	378,583	856,425	573,000	573,000
Sewer Rate Stabiliz	13,443,510	15,246,034	9,448,054	21,750,000	21,750,000
Sewer Revolving Loan	0	2,000,184	2,000,000	1,850,000	1,850,000
Sewer Safety Net	1,612,770	1,792,892	3,182,500	2,125,000	2,125,000
Sundry Trusts	66,251	67,314	0	0	0
Water Growth Impct	966,024	1,010,800	1,052,505	1,087,736	1,087,736
Total Agency & Trust	24,540,644	28,926,480	32,194,995	41,004,491	40,621,491

TOTAL REVENUES & EXPENSES BY FUND BY FISCAL YEAR

Table 5

In each fund, total revenues including beginning balance must equal total expenses including ending balance. This table states the total revenues and expenses for each City fund for the 1994-95 budget and for prior fiscal years.

<i>Fund Type</i>	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>CONSTRUCTION FUNDS</u>					
<i>Arena Construction</i>	0	1,289,706	28,500,000	14,120,300	14,120,300
<i>LID</i>	81,262,624	91,183,509	17,056,950	25,369,602	25,369,602
<i>Sewer System</i>	37,321,678	133,757,895	161,637,211	121,945,517	121,124,717
<i>Water</i>	39,714,131	23,197,689	42,798,175	35,280,361	35,280,361
Total Construction Funds	158,298,433	249,428,799	249,992,336	196,715,780	195,894,980
<u>DEBT SERVICE FUNDS</u>					
<i>Airport Way</i>	5,513,580	3,790,212	1,974,468	2,183,968	1,856,661
<i>Arena Debt Service</i>	0	0	10,100,000	14,585,776	14,585,776
<i>Bancroft</i>	8,672,905	17,736,658	13,827,931	14,387,522	15,373,074
<i>Bonded Debt</i>	4,016,327	4,000,032	4,063,923	4,334,000	4,334,000
<i>Central Eastside</i>	3,618,604	1,213,934	1,237,100	232,622	232,622
<i>Convention Ctr</i>	1,159,826	47,969	5,542,639	55,874	55,874
<i>Downtown Parking</i>	105,723	51,125	0	0	0
<i>Golf Revenue</i>	503,009	543,948	562,329	547,249	547,249
<i>Hydropower</i>	10,611,959	9,989,234	10,258,600	7,400,400	7,400,400
<i>Intermediate Debt</i>	2,193,314	1,386,440	1,940,801	1,734,100	2,159,425
<i>Morrison Park East</i>	1,021,372	799,204	798,090	800,000	800,000
<i>Morrison Park West</i>	778,298	681,670	678,810	679,500	679,500
<i>Old Town Parking</i>	8,071,333	1,461,083	689,297	689,800	689,800
<i>PIR Bond</i>	359,100	252,817	128,850	0	0
<i>Sewer System Debt</i>	7,786,421	49,924,811	67,981,389	24,055,498	24,055,498
<i>St Johns Riverfront</i>	132,270	33,854	1,462	4,787	4,787
<i>Short Term Debt</i>	259,600	271,633	10,400,000	276,384	276,384
<i>South Park Renewal</i>	10,127,136	5,814,125	3,781,906	2,474,818	2,474,818
<i>Tennis Facilities</i>	78,714	67,066	70,737	61,950	61,950
<i>Wash. Cnty Supply</i>	3,935,609	3,462,257	3,897,922	1,062,681	1,008,384
<i>Water Bond Sinking</i>	22,931,548	8,513,196	10,812,289	8,487,328	8,555,320
<i>Waterfront Renewal</i>	80,781,891	27,684,693	16,562,360	12,452,444	12,452,444
Total Debt Svc Funds	172,658,539	137,725,961	165,310,903	96,506,701	97,603,966
<u>FEDERAL FUNDS</u>					
<i>Federal Grants</i>	6,037,119	7,579,319	19,638,171	5,366,693	5,366,693
<i>HOME Grant</i>	0	68,762	7,059,238	4,131,000	4,131,000
<i>Hsng & Comm Dev</i>	13,031,538	15,031,841	29,500,159	29,225,235	23,383,831
Total Federal Funds	19,068,657	22,679,922	56,197,568	38,722,928	32,881,524
<u>RETIREMENT FUNDS</u>					
<i>F & P Disab/Retire</i>	40,317,859	50,655,141	53,375,683	48,203,070	48,203,070
<i>FPDR Reserve</i>	768,387	768,387	750,000	750,000	750,000
<i>Supp Retire Prog Trst</i>	402,860	409,773	399,355	394,481	394,481
Total Retirement Funds	41,489,106	51,833,301	54,525,038	49,347,551	49,347,551

TOTAL REVENUES & EXPENSES BY FUND BY FISCAL YEAR

Table 5

In each fund, total revenues including beginning balance must equal total expenses including ending balance. This table states the total revenues and expenses for each City fund for the 1994-95 budget and for prior fiscal years.

<i>Fund Type</i>	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>REVENUE AND RESERVE FUNDS</u>					
<i>Conventn. & Tourism</i>	1,220,179	1,285,864	1,388,676	1,406,827	1,406,827
<i>General Reserve</i>	22,832,107	1,155,000	23,177,207	28,606,040	30,166,040
<i>Transp. Reserve</i>	0	6,492,050	6,894,526	5,336,561	5,336,561
<i>Sewer Debt Proceeds</i>	29,141,457	98,693,194	0	0	0
Total Revenue/Reserve	53,193,743	107,626,108	31,460,409	35,349,428	36,909,428
<u>HISTORICAL FUNDS</u>					
<i>City Facilities Acq</i>	0	0	0	0	0
<i>St John Landfill</i>	0	0	0	0	0
<i>Perf Arts Constr</i>	0	0	0	0	0
<i>Parking Meter</i>	0	0	0	0	0
<i>State Rev.Sharing</i>	0	0	0	0	0
<i>State Tax Street</i>	0	0	0	0	0
<i>Street Light Replace</i>	0	0	0	0	0
<i>DCTU Benefits</i>	5,234,089	0	0	0	0
<i>Improvement Bond</i>	14,264,458	0	0	0	0
<i>NW Front Debt Svc</i>	15,470,000	0	0	0	0
<i>Trans. Construction</i>	3,668,532	0	0	0	0
Total Historical Funds	38,637,079	0	0	0	0
TOTAL ALL FUNDS	1,168,898,678	1,345,331,808	1,385,099,616	1,264,217,393	1,270,195,100

SUMMARY OF BUREAU EXPENSES BY FUND - FY 1994-95

Table 6

This table summarizes the major types of expenses included in bureau budgets for FY 1994-95, by fund and by bureau. It does not include fund-level expenses such as contingencies or interfund transfers.

	Personal Services	External Mtrls & Svcs	Internal Mtrls & Svcs	Capital Outlay	Equip. Cash Transfers	Total Bureau Expenses
<u>GENERAL FUND</u>						
City Attorney	2,844,218	202,491	253,338	51,222	0	3,351,269
City Auditor	2,866,700	485,167	576,593	30,314	0	3,958,774
Cable & Franchise Mgt	350,827	692,853	335,890	0	0	1,379,570
Comm #1, Public Affairs	483,275	20,673	75,794	5,000	0	584,742
Comm #2, Public Works	469,668	26,344	70,790	4,000	0	570,802
Comm #3, Public Util	468,329	10,892	70,606	0	0	549,827
Comm #4, Public Safety	469,731	20,426	74,854	5,500	0	570,511
Community Develop	848,414	1,859,936	61,638	0	0	2,769,988
Energy	296,643	78,755	54,432	0	0	429,830
Environ. Commission	0	0	0	0	0	0
Finance & Administration	9,653,349	2,710,656	2,651,231	34,616	0	15,049,852
Fire	44,940,363	3,967,005	4,734,479	3,592,162	15,523	57,249,532
General Services	936,482	79,434	191,775	16,226	0	1,223,917
Government Relations	312,649	184,071	35,269	2,601	0	534,590
Licenses	1,740,772	99,972	460,174	37,500	0	2,338,418
Mayor	1,044,998	106,711	126,252	7,295	0	1,285,256
Metro Arts	533,141	968,820	79,477	5,000	0	1,586,438
Metro Human Rights	250,379	10,472	43,302	0	0	304,153
Neighborhood Assns	1,165,203	1,341,944	124,212	3,200	0	2,634,559
Parks	18,373,926	5,559,059	3,519,603	4,800,370	28,000	32,280,958
Planning	3,651,913	278,489	579,933	179,985	0	4,690,320
Police	65,363,961	4,278,902	17,738,814	833,615	1,511,968	89,727,260
Purchasing	815,189	95,594	189,346	5,000	0	1,105,129
Special Appropriations	0	13,310,862	252,734	0	0	13,563,596
Total General Fund	157,880,130	36,389,528	32,300,536	9,613,606	1,555,491	237,739,291
<u>OPERATING FUNDS</u>						
General Fund	157,880,130	36,389,528	32,300,536	9,613,606	1,555,491	237,739,291
Assess. Collection	0	13,358	57,675	0	0	71,033
Arena Operating	0	573,901	0	0	0	573,901
Auto Port	0	342,531	384,989	0	0	727,520
Buildings	9,508,178	1,007,434	1,616,545	50,500	0	12,182,657
Cable	0	3,846,810	245,738	700	0	4,093,248
Econ Improve Dist	0	2,397,411	0	0	0	2,397,411
Emerg. Commun.	7,151,021	231,174	1,116,045	364,400	58,000	8,920,640
Golf	1,940,885	1,111,300	468,022	1,008,800	0	4,529,007
Hydropower	195,250	120,306	133,348	4,000	0	452,904
NW I-405 Rec	0	900,000	0	0	0	900,000
Parking Facilities	0	1,960,299	1,301,114	0	0	3,261,413
Parks System Imprmt	0	50,959	53,827	0	0	104,786
PIR	284,140	218,300	55,653	5,000	0	563,093
Pub. Safety Capital	0	40,000	0	1,046,083	0	1,086,083
Refuse Disposal	571,260	718,807	543,633	3,000	0	1,836,700
Sewer Operating	24,328,543	29,781,443	19,268,333	83,900,849	806,000	158,085,168
Street Lighting	0	0	0	0	0	0
Transportation	39,946,760	22,111,952	11,424,041	5,538,023	15,000	79,035,776
Water	26,841,697	12,245,565	7,696,496	6,566,505	459,731	53,809,994
Total Operating Funds	110,767,734	77,671,550	44,365,459	98,487,860	1,338,731	332,631,334

SUMMARY OF BUREAU EXPENSES BY FUND - FY 1994-95

Table 6

This table summarizes the major types of expenses included in bureau budgets for FY 1994-95, by fund and by bureau. It does not include fund-level expenses such as contingencies or interfund transfers.

	Personal Services	External Mtrls & Svcs	Internal Mtrls & Svcs	Capital Outlay	Equip. Cash Transfers	Total Bureau Expenses
<u>INTERNAL SERVICE FUNDS</u>						
Communications	1,341,522	3,106,830	658,964	3,117,129	0	8,224,445
Computer Services	0	0	3,547,952	137,000	0	3,684,952
Facilities Svcs	1,379,602	5,457,415	995,302	1,230,180	14,000	9,076,499
Fleet Services	3,892,953	3,776,786	757,042	6,701,139		15,127,920
Health Insurance	0	12,876,433	516,300	0	0	13,392,733
Insurance & Claims	0	2,524,095	1,498,730	0	0	4,022,825
Justice Center	0	0	0	0	0	0
Printing & Distrib	1,345,051	2,970,438	481,877	443,648	0	5,241,014
Workers' Comp	0	2,617,755	1,433,665	0	0	4,051,420
Total Internal Svc Funds	7,959,128	33,329,752	9,889,832	11,629,096	14,000	62,821,808
<u>AGENCY AND TRUST FUNDS</u>						
Env. Remed.	40,278	51,550	244,716	1,430,000	0	1,766,544
Hydro Renew/Repl.	0	0	0	0	0	0
Model Cities Dev	0	0	0	0	0	0
Portld Parks Trsts	0	225,242	705,094	15,000	0	945,336
Public Art Trust	0	400,000	94,152	0	0	494,152
Sewer Rate Stabiliz	0	0	0	0	0	0
Sewer Revolving Loan	0	250,000	0	0	0	250,000
Sewer Safety Net	0	2,125,000	0	0	0	2,125,000
Sundry Trusts	0	0	0	0	0	0
Water Growth Impct	0	0	0	0	0	0
Total Agency & Trust	40,278	3,051,792	1,043,962	1,445,000	0	5,581,032
<u>CONSTRUCTION FUNDS</u>						
Arena Construction	0	583,300	0	10,472,000	0	11,055,300
LID	0	200,000	1,611,239	5,054,500	0	6,865,739
Sewer System	0	1,602,750	52,621	0	0	1,655,371
Water	0	0	0	0	0	0
Total Construction Funds	0	2,386,050	1,663,860	15,526,500	0	19,576,410
<u>DEBT SERVICE FUNDS</u>						
Airport Way	0	0	0	0	0	0
Arena Debt Service	0	0	0	0	0	0
Bancroft	0	0	0	0	0	0
Bonded Debt	0	0	0	0	0	0
Central Eastside	0	0	0	0	0	0
Convention Ctr	0	0	0	0	0	0
Downtown Parking	0	0	0	0	0	0
Golf Revenue	0	1,000	0	0	0	1,000
Hydropower	0	2,638,980	0	0	0	2,638,980
Intermediate Debt	0	0	0	0	0	0
Morrison Park East	0	174,175	0	0	0	174,175
Morrison Park West	0	143,541	0	0	0	143,541
Old Town Parking	0	449,515	0	0	0	449,515

SUMMARY OF BUREAU EXPENSES BY FUND - FY 1994-95

Table 6

This table summarizes the major types of expenses included in bureau budgets for FY 1994-95, by fund and by bureau. It does not include fund-level expenses such as contingencies or interfund transfers.

	Personal Services	External Mtrls & Svcs	Internal Mtrls & Svcs	Capital Outlay	Equip. Cash Transfers	Total Bureau Expenses
<u>DEBT SERVICE FUNDS (con't)</u>						
PIR Bond	0	0	0	0	0	0
Sewer System Debt	0	0	0	0	0	0
St Johns Riverfront	0	0	0	0	0	0
Short Term Debt	0	0	0	0	0	0
South Park Renewal	0	0	0	0	0	0
Tennis Facilities	0	0	0	0	0	0
Wash. Cnty Supply	0	613,219	0	0	0	613,219
Water Bond Sinking	0	3,664,876	0	0	0	3,664,876
Waterfront Renewal	0	0	0	0	0	0
Total Debt Svc Funds	0	7,685,306	0	0	0	7,685,306
<u>FEDERAL FUNDS</u>						
Federal Grants	0	0	0	0	0	0
HOME Grant	0	4,003,183	99,363	0	0	4,102,546
Hsng & Comm Dev	0	20,572,450	2,371,558	0	0	22,944,008
Total Federal Funds	0	24,575,633	2,470,921	0	0	27,046,554
<u>RETIREMENT FUNDS</u>						
F & P Disab/Retire	0	41,808,832	471,994	6,800	3,500	42,291,126
FPDR Reserve	0	0	0	0	0	0
Supp Retire Prog Trst	0	22,000	0	0	0	22,000
Total Retirement Funds	0	41,830,832	471,994	6,800	3,500	42,313,126
<u>REVENUE AND RESERVE FUNDS</u>						
Conventn. & Tourism	0	1,377,773	24,139	0	0	1,401,912
General Reserve	0	0	0	0	0	0
Transp. Reserve	0	0	0	0	0	0
Sewer Debt Proceeds	0	0	0	0	0	0
Total Revenue/Reserve	0	1,377,773	24,139	0	0	1,401,912
<u>Historical Funds</u>						
City Facilities Acq	0	0	0	0	0	0
St John Landfill	0	0	0	0	0	0
Perf Arts Constr	0	0	0	0	0	0
Parking Meter	0	0	0	0	0	0
State Rev. Sharing	0	0	0	0	0	0
State Tax Street	0	0	0	0	0	0
Street Light Replace	0	0	0	0	0	0
DCTU Benefits	0	0	0	0	0	0
Improvement Bond	0	0	0	0	0	0
NW Front Debt Svc	0	0	0	0	0	0
Trans. Construction	0	0	0	0	0	0
Total Historical Funds	0	0	0	0	0	0
TOTAL ALL FUNDS	276,647,270	228,298,216	92,230,703	136,708,862	2,911,722	736,796,773

SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY

Table 7

This table summarizes the budget according to which bureau is responsible for managing the various funds or appropriations. The name of the bureau is given first, then any subsidiary funds or special appropriations are listed.

Bureau/Fund	Revised 1993-94	Adopted 1994-95
Office of City Attorney	3,006,844	3,351,269
Office of City Auditor	3,710,114	3,958,774
Bancroft Bond Interest & Sinking	0	0
Economic Improvement District	1,566,200	2,397,411
Improve Bond Interest & Sinking	0	0
LID Construction	5,619,688	6,865,739
S/A EID Assessments	31,010	31,010
Total	10,927,012	13,252,934
Bureau of Buildings	11,440,279	12,182,657
Office of Cable Communications & Franchise Mgt.	1,367,544	1,379,570
Cable Fund (Consolidated Cable Commission)	1,644,392	4,093,248
Total	3,011,936	5,472,818
Office of Commissioner #1, Public Affairs	526,829	549,827
S/A Civil Rights Enforcement (formerly in Mayor's Office)	0	35,000
Total	526,829	584,827
Office of Commissioner #2, Public Works	548,900	570,802
Public Safety Capital	3,050,688	1,086,083
Total	3,599,588	1,656,885
Office of Commissioner #3, Public Utilities	560,579	584,742
Office of Commissioner #4, Public Safety	546,871	570,511
Model Cities Econ Development Trust	173,592	0
Total	720,463	570,511
Bureau of Emergency Communications	8,440,983	8,920,640
Energy Office	431,820	429,830
S/A Block by Block Weatherization	148,296	157,008
Total	580,116	586,838
Bureau of Environmental Services	140,413,283	158,085,168
Refuse Disposal	8,553,148	1,836,700
Sewer Debt Proceeds	0	0
Sewer Rate Stabilization	0	0
Sewer Safety Net	3,182,500	2,125,000
Sewer System Construction	4,048,117	1,655,371
Sewer System Debt Redemption	0	0
Sewer Revolving Loan	2,000,000	250,000
Environmental Remediation	5,477,698	1,766,544
Total	163,674,746	165,718,783
Office of Finance & Administration	14,199,322	15,049,852
Computer Services	4,245,957	3,684,952
Health Insurance	13,277,363	13,392,733
Insurance & Claims	3,441,949	4,022,825
Workers' Compensation	4,445,946	4,051,420
Total	39,610,537	40,201,782

SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY

Table 7

This table summarizes the budget according to which bureau is responsible for managing the various funds or appropriations. The name of the bureau is given first, then any subsidiary funds or special appropriations are listed.

Bureau/Fund	Revised 1993-94	Adopted 1994-95
Misc. Financial - Managed by OF&A:		
Airport Way Debt Service	0	0
Arena Construction	17,200,000	11,055,300
Arena Debt Service	0	0
Arena Operating	500,000	573,901
Assessment Collection	66,087	71,033
Bonded Debt Interest & Sinking	0	0
Central Eastside Debt Service	0	0
Convention Center Debt Service	0	0
Federal Grants	9,043,691	0
General Reserve	0	0
Intermediate Debt	0	0
St Johns Debt Service	0	0
Short Term Debt Interest & Sinking	0	0
South Park Renewal Debt Service	0	0
Sundry Trusts	0	0
Supplemental Retirement Program Trust	22,000	22,000
Waterfront Renewal Debt Service	0	0
S/A Compensation Adjustments	5,680,128	5,687,784
S/A Unemployment Insurance	200,000	200,000
S/A Affirmative Action	0	0
S/A IBIS Implementation	261,059	0
S/A Citywide Computer System Review	0	100,000
S/A PDC Parking Revenues	0	0
S/A Urban Services Allocation	0	0
S/A Special Studies/ Span of Control	37,500	0
S/A Special Studies/ Sewer and Water Analysis	75,000	65,000
S/A Special Studies/ Regulatory Review	75,000	75,000
S/A Management Council	4,800	4,800
S/A City Services Quality Improvement	0	100,000
Total	33,165,265	17,954,818
Bureau of Fire, Rescue and Emerg. Services		
S/A Fire Location Study	0	100,000
Total	56,859,882	57,349,532
Fire & Police Disability and Retirement		
FPDR Reserve	0	0
Total	40,584,475	42,291,126
Bureau of General Services		
Communications Services	1,202,590	1,223,917
Auto Port	10,825,565	8,224,445
Downtown Parking Debt Service	1,576,351	727,520
S/A Downtown Services	0	0
Facilities Services	475,811	541,488
Fleet Services	17,178,826	9,076,499
Justice Center	20,070,184	15,127,920
Morrison Park E. Debt Service	0	0
Morrison Park W. Debt Service	186,233	174,175
NW I-405 Recreation	154,342	143,541
Old Town Parking Debt Service	895,250	900,000
Parking Facilities	463,113	449,515
Printing & Distribution Services	3,104,173	3,261,413
Total	4,689,165	5,241,014
Total	60,821,603	45,091,447

SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY

Table 7

This table summarizes the budget according to which bureau is responsible for managing the various funds or appropriations. The name of the bureau is given first, then any subsidiary funds or special appropriations are listed.

Bureau/Fund	Revised 1993-94	Adopted 1994-95
Office of Intergovernmental Affairs	479,354	534,590
Bureau of Housing and Community Development	3,614,750	2,769,988
Housing & Community Development	29,055,360	22,944,008
HOME Grant	7,035,105	4,102,546
S/A Elder Hope Interim Construction Loan	1,595,000	0
Total	41,300,215	29,816,542
Bureau of Licenses	2,395,096	2,338,418
Convention & Tourism	1,383,276	1,401,912
S/A Business License Refunds	1,494,176	2,030,154
S/A Special Events/Film Coordination	15,000	0
Total	5,287,548	5,770,484
Office of the Mayor	994,924	1,285,256
S/A City Memberships & Dues	353,371	371,752
S/A Regional Drug Initiative	30,000	30,000
S/A Special Opportunity/Workforce Programs (PDC)	577,300	362,851
S/A Art Incentive Fund/Challenge Grant/Arts 2000	250,000	0
S/A Business Development (PDC)	472,074	434,663
S/A Civil Rights Ordinance Enforcement (moved to Com.#1)	35,000	0
S/A Leaders Roundtable	9,700	10,000
S/A Employee Empowerment Fund	50,000	50,000
S/A Customer Survey	50,000	0
S/A Innovations Loan Program	250,000	250,000
S/A RDI Federal Grant	207,225	225,670
S/A Emergency Fund of Council	7,000	7,000
S/A NE Workforce Center (PDC)	99,216	99,216
S/A Business Districts (PDC)	0	50,000
S/A Eastbank Land Aquisition (PDC)	0	54,000
S/A Elderhope Loan	1,595,000	0
Total	4,980,810	3,230,408
Metropolitan Arts Commission	1,525,706	1,586,438
Public Art Trust	586,424	494,152
Total	2,112,130	2,080,590
Metro Human Rights Commission	325,449	304,153
Office of Neighborhood Associations	2,428,241	2,634,559
Bureau of Parks and Recreation	28,145,503	32,280,958
Golf	5,317,368	4,529,007
Golf Revenue Debt Service	1,000	1,000
Parks System Improvements	885,086	104,786
Ptld International Raceway (PIR)	539,247	563,093
PIR Bonded Debt Service	8,850	0
Portland Parks Trusts	601,141	945,336
Tennis Facilities Debt Service	0	0
Total	35,498,195	38,424,180
Bureau of Planning	4,298,749	4,690,320
S/A Liveable Citites	0	330,500
Total	4,298,749	5,020,820

SUMMARY OF BUREAU EXPENSES BY MANAGING AGENCY

Table 7

This table summarizes the budget according to which bureau is responsible for managing the various funds or appropriations. The name of the bureau is given first, then any subsidiary funds or special appropriations are listed.

Bureau/Fund	Revised 1993-94	Adopted 1994-95
Bureau of Police	80,856,333	89,727,260
S/A Sheriff Transfer	0	550,000
S/A School Police	0	1,500,000
Total	80,856,333	91,777,260
Bureau of Purchasing	1,058,703	1,105,129
Purchasing Stock Account	60,000	0
Total	1,118,703	1,105,129
Office of Transportation	91,317,441	79,035,776
Transportation Reserve	0	0
Street Lighting	3,517,151	0
S/A Transit Program	0	110,700
Total	94,834,592	79,146,476
Bureau of Water	49,740,647	53,809,994
Washington County Supply Debt Svc	1,045,720	613,219
Water Bond Sinking	4,981,654	3,664,876
Water Construction	0	0
Water Growth Impact Trust	0	0
Hydropower Operating	435,235	452,904
Hydropower Renewal & Replacement	0	0
Hydropower Debt Service	3,171,076	2,638,980
Total	59,374,332	61,179,973
ALL FUNDS - TOTAL BUREAU EXPENSES	769,205,066	736,796,773

Note: "Bureau expenses" include operating and capital expenditures but exclude fund-level requirements such as contingencies, interfund transfers, and principal debt service. Even if a fund has no bureau expenses, for example if all of its appropriation consisted of transfers to another fund, it is still included on the list to show which bureau is responsible for managing it. In FY 1994-95, bonded interest was moved out of operating expenses to fund level requirements. The Revised FY 1993-94 figures on Table 7 have removed bonded debt interest expense for purposes of comparability.

TAX LEVY COMPUTATION

Table 8

This table shows the calculation of the City's property tax levies in a format prescribed by State Law. The table also shows the amount of tax increment collections planned to be certified for the City's urban renewal districts. Last year statewide and local voters chose not to exempt tax increment from the \$10.00 property tax rate limit established by Measure 5. Since tax increment is not exempted from the \$10.00 limit, the tax increment levies have been reduced to zero rather than subject the City's other levies—along with Multnomah County, Port, and Metro levies—to further loss from Measure 5.

<u>Fiscal Year 1994-95</u>				
	<i>Total</i>	<i>General</i>	<i>Bonded Debt</i>	<i>Fire & Police, Disability & Retirement</i>
Total Budget Requirements	\$303,012,784	\$250,475,714	\$4,334,000	\$48,203,070
Less: Budgeted Resources,				
Except Taxes To Be Levied	(\$158,588,150)	(147,342,644)	(1,084,000)	(10,161,506)
Equals: Taxes Needed To Balance	\$144,424,634	\$103,133,070	\$3,250,000	\$38,041,564
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:				
Delinquency & Discount	\$12,418,904	9,022,628	267,316	3,128,960
Equals: Measure 5 receivable	\$156,843,538	112,155,698	3,517,316	41,170,524
Measure 5 Compression	\$9,154,852	6,687,943	0	2,466,909
Total Taxes To Be Levied	\$165,998,390	\$118,843,641	\$3,517,316	\$43,637,433
Legal Basis of Taxes To Be Levied				
Within 6%	\$118,843,641	\$118,843,641	\$0	\$0
Outside 6%	\$43,637,433	0	0	43,637,433
Not Subject to 6% Limitation	\$3,517,316	0	3,517,316	0
Total Taxes To Be Levied	\$165,998,390	\$118,843,641	\$3,517,316	\$43,637,433

<u>Fiscal Year 1993-94</u>				
Total Budget Requirements	\$300,136,097	\$242,696,491	\$4,063,923	\$53,375,683
Less: Budgeted Resources,				
Except Taxes To Be Levied	(\$167,701,953)	(151,140,226)	(801,636)	(15,760,091)
Equals: Taxes Needed To Balance	\$132,434,144	\$91,556,265	\$3,262,287	\$37,615,592
Add: Taxes Estimated Not To Be Received During Ensuing Year Due To:				
Delinquency & Discount	\$11,784,856	8,181,909	287,536	3,315,411
Equals: Est. (Measure 5) Levy Receivable	\$144,219,000	99,738,174	3,549,823	40,931,003
Add: Estimated Measure 5 compression	\$12,750,818	9,037,706	0	3,713,112
Total Taxes To Be Levied	\$156,969,818	\$108,775,880	\$3,549,823	\$44,644,115

URBAN RENEWAL CERTIFICATIONS

Urban Renewal District	<i>Estimated Maximum Tax Increment Available</i>	<i>Amount Certified</i>	<i>Amount Estimated To Be Collected</i>
Airport Way	\$3,952,222	\$0	\$0
Central Eastside	1,464,398	0	0
Convention Center	3,770,715	0	0
St. Johns Riverfront	56,947	0	0
South Park Blocks	6,384,577	0	0
Downtown Waterfront	15,260,092	0	0
	\$30,888,951	\$0	\$0

APPROPRIATION SCHEDULE - 1994-95

Table 9

	Bureau Program Expenses	Fund Requirements				Total Appropriation
		Contingency	Interfund Cash Transfers	Debt Retirement	Inventory Increases	
GENERAL FUND						
Office of the City Attorney	3,351,269	0	0	0	0	3,351,269
Office of the City Auditor	3,958,774	0	0	0	0	3,958,774
Office of Cable & Franchise Mgmt	1,379,570	0	0	0	0	1,379,570
Office of Comm #1 - Public Utilities	584,742	0	0	0	0	584,742
Office of Comm #2 - Public Works	570,802	0	0	0	0	570,802
Office of Comm #3 - Public Affairs	549,827	0	0	0	0	549,827
Office of Comm #4 - Public Safety	570,511	0	0	0	0	570,511
Bureau of Community Development	2,769,988	0	0	0	0	2,769,988
Energy Office	429,830	0	0	0	0	429,830
Office of Finance & Administration	15,049,852	0	0	0	0	15,049,852
Bureau of Fire, Rescue, and Emerg Svcs	57,249,532	0	0	0	0	57,249,532
Bureau of General Services	1,223,917	0	0	0	0	1,223,917
Office of Government Relations	534,590	0	0	0	0	534,590
Bureau of Licenses	2,338,418	0	0	0	0	2,338,418
Office of the Mayor	1,285,256	0	0	0	0	1,285,256
Metropolitan Arts Commission	1,586,438	0	0	0	0	1,586,438
Metropolitan Human Rights Commission	304,153	0	0	0	0	304,153
Office of Neighborhood Associations	2,634,559	0	0	0	0	2,634,559
Bureau of Parks and Recreation	32,280,958	0	0	0	0	32,280,958
Bureau of Planning	4,690,320	0	0	0	0	4,690,320
Bureau of Police	89,727,260	0	0	0	0	89,727,260
Bureau of Purchases and Stores	1,105,129	0	0	0	0	1,105,129
Total General Fund Bureaus	224,175,695	0	0	0	0	224,175,695
Special Appropriations						
Public Safety						
Regional Drug Initiative	30,000	0	0	0	0	30,000
Fire Location Study	100,000					100,000
Sheriff Transfer Cost	550,000					550,000
Civil Rights Ordinance Enforcement	35,000	0	0	0	0	35,000
School Police	1,500,000					1,500,000
Community Development						
Econ Impr District (EID) Assmnts	31,010	0	0	0	0	31,010
Block-by-Block Weatherization	157,008	0	0	0	0	157,008
Business Development (PDC)	434,663	0	0	0	0	434,663
Business Districts(PDC)	50,000					50,000
Eastbank Land Acquisition(PDC)	54,000					54,000
Downtown Services	541,488	0	0	0	0	541,488
Special Opportunity/Workforce	362,851	0	0	0	0	362,851
Northeast Workforce Center	99,216	0	0	0	0	99,216
Livable Cities	330,500	0	0	0	0	330,500
Legislative/Administrative						
Management Council	4,800	0	0	0	0	4,800
Emergency Funds of Council	7,000	0	0	0	0	7,000
Leaders Roundtable	10,000	0	0	0	0	10,000
Utility Consolidation Analysis	65,000	0	0	0	0	65,000
Regulatory Review	75,000	0	0	0	0	75,000
Employee Empowerment Fund	50,000	0	0	0	0	50,000
Quality Customer Service	100,000	0	0	0	0	100,000
Citywide Computer Systems Review	100,000	0	0	0	0	100,000
Unemployment Insurance	200,000	0	0	0	0	200,000
Regional Drug Initiative Federal Grant	225,670	0	0	0	0	225,670
Innovations Loan Program	250,000	0	0	0	0	250,000
City Membership and Dues	371,752	0	0	0	0	371,752
Business License Refunds	2,030,154	0	0	0	0	2,030,154
Compensation Adjustments	5,687,784					5,687,784

APPROPRIATION SCHEDULE - 1994-95

Table 9

	Bureau Program Expenses	Fund Requirements				Total Appropriation
		Contingency	Interfund Cash Transfers	Debt Retirement	Inventory Increases	
GENERAL FUND, continued						
Transportation						
Employee Transit Program	110,700					110,700
Total Special Appropriations	13,563,596	0	0	0	0	13,563,596
Fund Requirements	0	6,066,413	11,829,506	0	0	17,895,919
TOTAL GENERAL FUND	237,739,291	6,066,413	11,829,506	0	0	255,635,210
OTHER FUNDS						
Operating Funds						
Assessment Collection	71,033	299,576	2,071	0	0	372,680
Arena Operating	573,901	0	11,426,099	0	0	12,000,000
Auto Port	727,520	892,597	734,927	0	0	2,355,044
Buildings Operating	12,182,657	1,391,741	529,289	0	0	14,103,687
Cable	4,093,248	1,575	26,367	0	0	4,121,190
Economic Improvement District	2,397,411	0	0	0	0	2,397,411
Emergency Communications	8,920,640	451,336	222,339	0	0	9,594,315
Golf	4,529,007	1,210,027	447,798	0	0	6,186,832
Hydroelectric Power	452,904	188,857	131,894	0	0	773,655
NW I-405 Recreation	900,000	0	0	0	0	900,000
Parking Facilities	3,261,413	2,908,155	2,304,036	0	0	8,473,604
Parks System Improvements	104,786	240,000	21,127	0	0	365,913
Portland International Raceway	563,093	195,184	46,536	0	0	804,813
Public Safety Capital	1,086,083	56,507	42,317	0	0	1,184,907
Refuse Disposal	1,836,700	580,057	327,610	0	0	2,744,367
Sewer Operating	158,085,168	5,603,693	41,360,320	0	0	205,049,181
Transportation	79,035,776	7,832,012	5,930,938	0	100,000	92,898,726
Water	53,809,994	6,747,472	25,396,135	0	40,000	85,993,601
Internal Service Funds						
Communications	8,224,445	322,631	276,251	343,801	0	9,167,128
Computer Services	3,684,952	551,527	74,331	567,313	0	4,878,123
Facilities Services	9,076,499	1,706,882	493,465	4,954,826	0	16,231,672
Fleet Services	15,127,920	4,691,518	626,367	89,260	0	20,535,065
Health Insurance	13,392,733	13,214,296	122,377	0	0	26,729,406
Insurance & Claims	4,022,825	4,202,480	100,856	0	0	8,326,161
Printing & Distribution	5,241,014	934,808	226,006	0	0	6,401,828
Workers' Compensation	4,051,420	10,699,842	114,388	0	0	14,865,650
Agency and Trust Funds						
Environmental Remediation	1,766,544	1,447,100	27,793	597,761	0	3,839,198
Hydro Power Renewal & Replacement	0	6,765,200	50,000	0	0	6,815,200
Model Cities Econ. Development Trust	0	0	0	0	0	0
Portland Parks Trusts	945,336	1,038,412	0	0	0	1,983,748
Public Art Trust	494,152	78,848	0	0	0	573,000
Sewer Rate Stabilization	0	16,750,000	5,000,000	0	0	21,750,000
Sewer Revolving Loan	250,000	1,600,000	0	0	0	1,850,000
Sewer Safety Net	2,125,000	0	0	0	0	2,125,000
Water Growth Impact	0	0	0	0	0	0
Construction Funds						
Arena Construction	11,055,300	21,571	3,043,429	0	0	14,120,300
LID Construction	6,865,739	1,930,776	6,123,087	10,450,000	0	25,369,602
Sewer System Construction	1,655,371	462,379	119,006,967	0	0	121,124,717
Water Construction	0	3,400,395	22,669,303	0	0	26,069,698
Debt Service Funds						
Airport Way Debt Service	0	0	0	1,196,661	0	1,196,661
Arena Debt Service	0	0	0	14,585,776	0	14,585,776
Bancroft Bond Interest & Sinking	0	0	0	15,309,814	0	15,309,814

APPROPRIATION SCHEDULE - 1994-95

Table 9

	Bureau Program Expenses	Fund Requirements				Total Appropriation
		Contingency	Interfund Cash Transfers	Debt Retirement	Inventory Increases	
<i>OTHER FUNDS</i>						
<i>Debt Service Funds, continued</i>						
Bonded Debt Interest & Sinking	0	0	0	3,949,225	0	3,949,225
Central Eastside Debt Service	0	0	0	0	0	0
Convention Center Area Debt Service	0	0	0	0	0	0
Golf Revenue Bond Redemption	1,000	0	0	305,342	0	306,342
Hydropower Bond Redemption	2,638,980	0	0	1,040,000	0	3,678,980
Intermediate Debt Service	0	0	0	2,159,425	0	2,159,425
Morrison Park East Bond Redemption	174,175	0	0	225,000	0	399,175
Morrison Park West Bond Redemption	143,541	0	0	195,000	0	338,541
Old Town Parking Bond Redemption	449,515	0	0	215,000	0	664,515
PIR Bond Redemption	0	0	0	0	0	0
Sewer System Debt Redemption	0	10,000	0	16,045,498	0	16,055,498
St Johns Riverfront Bond Redemption	0	0	0	0	0	0
Short Term Debt Interest & Sinking	0	0	276,384	0	0	276,384
South Park Renewal Debt Service	0	0	0	1,173,908	0	1,173,908
Tennis Facilities Bond Redemption	0	0	0	61,950	0	61,950
Washington County Supply Bond Redemp.	613,219	0	0	650,000	0	1,263,219
Water Bond Sinking	3,664,876	0	0	5,886,188	0	9,551,064
Waterfront Renewal Bond Sinking	0	0	0	5,984,350	0	5,984,350
<i>Federal Funds</i>						
Federal and State Grants	0	0	5,366,693	0	0	5,366,693
HOME Grant	4,102,546	28,454	0	0	0	4,131,000
Housing & Community Development	22,944,008	62,849	376,974	0	0	23,383,831
<i>Retirement Funds</i>						
Fire & Police Disability & Retirement	42,291,126	5,734,737	102,805	74,402	0	48,203,070
Fire & Police Disability & Retire. Reserve	0	0	750,000	0	0	750,000
Supplemental Retirement Program Trust	22,000	0	0	0	0	22,000
<i>Revenue and Reserve Funds</i>						
Convention & Tourism	1,401,912	0	4,915	0	0	1,406,827
General Reserve	0	29,856,040	310,000	0	0	30,166,040
Transportation Reserve	0	5,098,969	237,592	0	0	5,336,561
<i>TOTAL APPROPRIATIONS - ALL FUNDS</i>	736,796,773	145,274,916	266,159,292	86,060,500	140,000	1,234,431,481

HISTORICAL FUNDS AND APPROPRIATIONS

Table 10

	<i>Actual</i> FY 91-92	<i>Actual</i> FY 92-93	<i>Revised</i> FY 93-94	<i>Proposed</i> FY 94-95	<i>Approved</i> FY 94-95
<u>HISTORICAL FUNDS</u>					
DCTU Benefits	\$5,234,089	\$0	\$0	\$0	\$0
Downtown Parking Bond Redempti	105,723	51,125	0	0	0
Improvement Bond Interest and Sin	14,264,458	0	0	0	0
Justice Center Operating	2,910,747	2,561,626	0	0	0
M C Economic Development Trust	231,315	0	173,592	0	0
Northwest Front Avenue Debt Servi	15,470,000	0	0	0	0
PIR Bond Redemption	359,100	128,986	128,850	0	0
Sewer System Debt Proceeds	29,141,457	98,584,264	0	0	0
Street Lighting	16,887,624	5,567,602	3,713,529	0	0
Sundry Trust Fund	66,251	55,714	0	0	0
Transportation Construction	3,668,532	0	0	0	0
Total Historical Funds	\$88,339,296	\$106,949,317	\$4,015,971	\$0	\$0

HISTORICAL SPECIAL APPROPRIATIONS

General Fund

Affirmative Action	\$93,365	\$98,822	\$0	\$0	\$0
Arts 2000/ Arts Challenge	0	0	250,000	0	0
Compensation Study	83,623	0	0	0	0
Customer Survey	0	0	50,000	0	0
Elderhope Loan	0	0	1,595,000	0	0
Fire Study	200,000	165,908	0	0	0
IBIS Implementation	280,749	284,630	273,559	0	0
PSU Institute of Metropolitan Stu	100,000	0	0	0	0
Special Events/Film Coordinatio	0	0	15,000	0	0
Special Studies	0	0	187,500	0	0
Vintage Trolley	5,917	0	0	0	0
Total Historical Special Appropriations	\$763,654	\$549,360	\$2,371,059	\$0	\$0
Total Historical Funds and Appropriations	\$89,102,950	\$107,498,677	\$6,387,030	\$0	\$0

GENERAL FUND (101)

Table 11

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1993-94
RESOURCES					
<i>External Revenue</i>					
<i>Property Taxes</i>					
Current Year Taxes	74,305,680	85,939,492	91,556,265	101,167,088	103,133,062
Prior Years Taxes	4,677,917	4,221,687	4,392,235	4,956,355	4,956,355
Payment in Lieu of Taxes	409,132	329,247	370,372	389,050	386,767
	79,392,729	90,490,426	96,318,872	106,512,493	108,476,184
<i>Other Taxes</i>					
Lodging Tax	6,070,220	6,459,524	6,716,736	7,415,693	7,419,693
<i>Licenses & Permits</i>					
Business Licenses	24,025,848	28,073,768	27,241,577	32,402,548	32,402,548
Public Util License-External	24,077,287	25,064,703	25,338,480	27,115,366	27,115,366
Construction Permits	53,349	105,999	355,769	0	0
Other Permits	1,185,159	1,239,589	1,435,495	1,761,652	1,761,652
	49,341,643	54,484,059	54,371,321	61,279,566	61,279,566
<i>Service Charges & Fees</i>					
Parking Fees	1,593	3,031	0	0	0
Park & Recreation Fees	2,965,375	3,041,709	3,592,371	3,821,640	3,621,640
Concessions	897	2,715	3,200	5,700	5,700
Rents & Reimbursements	479,509	678,536	387,051	648,061	694,061
Miscellaneous	1,403,592	1,814,611	1,896,907	2,008,482	2,571,114
	4,850,966	5,540,602	5,879,529	6,483,883	6,892,515
<i>State Sources</i>					
State Shared Revenue	7,371,893	7,112,488	7,370,565	7,435,377	7,435,377
State Cost Sharing	0	20,816		0	0
	7,371,893	7,133,304	7,370,565	7,435,377	7,435,377
<i>Local Government Sources</i>					
Local Shared Revenue	873,205	957,172	917,034	1,004,881	1,004,881
Locally Admin Fed Funds	39,253	29,275	0	34,000	34,000
Overhead Charge-PDC	477,067	351,446	178,877	150,816	150,816
Multnomah Co Cost Sharing	1,096,113	437,216	1,135,384	1,143,252	1,203,252
Local Cost Sharing	6,024,720	6,764,173	5,307,853	1,546,369	1,546,369
	8,510,358	8,539,282	7,539,148	3,879,318	3,939,318
<i>Miscellaneous Revenues</i>					
Sales of Equipment/Assets	14,077	32,983	21,000	0	0
Sales-Miscellaneous	146,799	210,582	104,341	149,740	201,740
Refunds	77,305	79,072	589,910	248,824	248,824
Interest on Investments	1,453,396	767,220	1,330,052	729,140	729,140
Private Grants & Donations	29,021	51,450	0	0	0
Bond and Note Sales	1,376,322	1,292,516	11,131,907	1,635,398	1,635,398
Other Misc Revenues	1,454,946	1,594,269	1,200,423	2,956,622	2,956,622
	4,551,866	4,028,092	14,377,633	5,719,724	5,771,724
Total External Revenue	160,089,675	176,675,289	192,573,804	198,726,054	201,214,377

City of Portland, Oregon - FY 1994-95 Approved Budget

GENERAL FUND (101)

Table 11

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1993-94</i>
RESOURCES					
<i>Interfund Cash Transfers</i>					
<i>Overhead</i>					
<i>Assessment Collection</i>	8,991	1,327	2,759	2,071	2,071
<i>Buildings</i>	422,582	481,999	462,983	529,289	529,289
<i>Arena Construction</i>	0	0	0	43,429	43,429
<i>Arena Debt Service</i>	0	0	0	23,037	23,037
<i>Arena Operating</i>	0	0	0	3,062	3,062
<i>Auto Port Operating *</i>	14,479	13,650	14,200	21,802	21,802
<i>Cable</i>	0	0	22,018	26,367	26,367
<i>Communications Svcs</i>	165,022	148,921	213,778	276,251	276,251
<i>Computer Services</i>	0	36,110	58,945	69,067	69,067
<i>Convention & Tourism</i>	13,171	2,826	5,400	4,915	4,915
<i>Emergency Communications</i>	200,063	189,265	240,476	222,339	222,339
<i>Environmental Remediation</i>	0	0	0	27,793	27,793
<i>Facilities Services</i>	164,585	257,425	336,154	493,465	493,465
<i>Fire/Police Disab/Retire</i>	92,129	61,597	142,582	102,805	102,805
<i>Fleet Services</i>	413,921	404,251	534,604	626,367	626,367
<i>Golf</i>	164,767	112,194	144,874	149,798	149,798
<i>Health Insurance</i>	112,871	83,975	76,516	122,377	122,377
<i>Hydropower Operating</i>	110,598	40,775	49,338	56,894	56,894
<i>Insurance & Claims</i>	91,642	59,777	91,205	100,856	100,856
<i>Justice Center</i>	27,377	12,470	0	0	0
<i>LID Construction</i>	0	72,482	175,219	123,087	123,087
<i>NW I-405 Recreation</i>	10,985	6,094	4,136	0	0
<i>Parking Facilities</i>	83,533	69,929	73,499	93,982	93,982
<i>Parks System Improvements</i>	33,982	30,103	11,458	21,127	21,127
<i>Portland Intl Raceway</i>	56,954	36,680	49,249	46,536	46,536
<i>Printing/Distribution</i>	180,170	172,273	169,567	226,006	226,006
<i>Public Safety Capital</i>	39,880	35,932	25,910	42,317	42,317
<i>Refuse Disposal</i>	58,118	63,538	84,353	145,010	145,010
<i>Sewer Operating</i>	1,782,841	1,936,883	2,208,016	2,692,061	2,692,061
<i>Street Lighting</i>	122,313	104,670	48,894	0	0
<i>Transportation Operating</i>	2,414,264	2,257,815	2,524,222	2,429,218	2,429,218
<i>Water Operating</i>	1,583,731	1,730,883	1,661,549	1,829,960	1,829,960
<i>Workers' Compensation</i>	100,239	89,448	119,067	114,388	114,388
	8,469,208	8,513,292	9,550,971	10,665,676	10,665,676
<i>Utility License Fees-Internal</i>				0	
<i>Water Operating</i>	2,681,928	2,697,170	3,000,491	2,913,791	2,922,288
<i>Sewer Operating</i>	3,290,209	3,922,029	4,536,539	5,212,279	5,212,279
	5,972,137	6,619,199	7,537,030	8,126,070	8,134,567

GENERAL FUND (101)

Table 11

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1993-94
Miscellaneous Cash Transfers					
Parking Facil-Tax Offset	122,526	119,852	121,440	134,054	134,054
Auto Port-Tax Offset	28,213	33,009	32,674	36,068	36,068
Refuse Disp-Bus Lic Offset	45,260	55,000	37,000	50,000	50,000
HCD-Indirect	203,690	192,374	225,247	247,378	247,378
Federal Grants-Indirect	75,852	120,860	48,436	40,930	40,930
Federal Grants-Direct	1,556,843	2,254,777	2,026,996	1,026,041	1,026,041
General Reserve	1,100,000	1,155,000	0	0	0
Interest - Short Term Debt				276,384	276,384
Computer Services			50,000		
Fleet Operating	3,118	0	0	0	0
Printing & Distribution	1,299		0	0	0
Communications	780		0	0	0
Insurance & Claims	2,079		0	0	0
Workers' Compensation	2,339		0	0	0
Facilities Services	1,559		0	0	0
Sewer Operating	(3)		0	0	
Water Operating	0		0	0	
Hydro Operating				75,000	75,000
Transportation Operating	77,024		0	0	0
Emergency Communications	5,197		0	0	0
Buildings	4,677		0	0	0
Golf	520		0	0	0
PIR	780		0	0	0
	3,231,753	3,930,872	2,541,793	1,885,855	1,885,855
Interfund Service Reimbursements					
Assessment Collection	48,159	52,476	54,087	57,675	57,675
Buildings	126,004	132,508	141,702	174,427	174,427
Auto Port	29,461	29,950	40,446	40,794	40,794
Cable	0	15,451	200,889	213,937	213,937
Emergency Communications	356	4,797	0	400	400
Convention & Tourism	22,991	22,991	23,054	24,139	24,139
Fire Bureau	0	0	0	1,764	1,764
Golf	242,738	451,306	584,512	282,039	282,039
HOME Grant Operating	0	4,130	46,109	99,363	99,363
Housing/Community Develop.	1,120,580	1,199,984	1,489,464	1,462,961	1,462,961
Hydropower Operating	6,233	6,615	23,616	8,694	8,694
NW I-405 Recreation	6,771	6,722	6,000	0	0
Parking Facilities	73,361	76,786	105,520	109,697	109,697
Parks System Improvements	266,015	408,622	182,802	53,827	53,827
Portland Intl Raceway	53,780	21,337	16,639	7,402	7,402
Public Arts Trust	42,112	61,236	86,424	94,152	94,152
Public Safety Capital	0	69,692	0	0	0
Refuse Disposal	30,000	37,588	57,600	58,961	58,961
Sewer Operating	841,157	1,090,790	1,230,911	1,111,366	1,141,295
Transportation Operating	2,889,710	1,752,882	2,029,338	1,381,458	1,381,458
Water Operating	260,911	430,476	431,157	414,878	419,623
LID Construction	639,910	797,197	936,649	1,137,070	1,137,070
Portland Parks Trust	276,723	440,854	401,744	1,134,776	677,584
Fire/Police Disab/Retire	344,777	379,434	390,899	412,906	412,906
Computer Services	3,077,745	3,160,179	3,210,491	3,547,952	3,547,952

City of Portland, Oregon - FY 1994-95 Approved Budget

GENERAL FUND (101)

Table 11

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1993-94</i>
<i>Printing/Distribution</i>	247,767	255,703	185,587	152,586	152,586
<i>Communications Svcs</i>	238,309	305,155	269,020	279,255	279,255
<i>Communications S/A</i>	4,055	107	0	0	0
<i>Facilities Services</i>	347,380	430,289	494,846	512,089	581,968
<i>Fleet Services</i>	221,955	261,782	253,561	240,390	240,390
<i>Health Insurance</i>	318,999	367,091	466,827	516,300	516,300
<i>Insurance & Claims</i>	1,260,058	1,364,736	1,423,846	1,498,730	1,498,730
<i>Justice Center</i>	13,736	12,322	0	0	0
<i>Workers' Compensation</i>	1,019,168	1,208,078	1,306,071	1,433,665	1,433,665
	14,070,921	14,859,266	16,089,811	16,463,653	16,111,014
RESOURCES					
<i>Intrafund Svc Reimbursemts</i>	334,440	469,970	295,733	552,097	552,097
<i>Beginning Fund Balance</i>					
<i>Unencumbered (Discretionary)</i>	13,808,495	9,543,624	9,947,329	8,692,694	14,071,624
<i>Encumbered</i>	1,831,607	2,225,663	2,930,362	3,000,000	3,000,000
	15,640,102	11,769,287	12,877,691	11,692,694	17,071,624
TOTAL RESOURCES	207,808,236	222,837,175	241,466,833	248,112,099	255,635,210

REQUIREMENTS

Bureau Expenses

<i>Personal Services</i>	134,549,165	142,984,002	149,260,217	156,829,213	157,880,130
<i>External Materials & Svcs.</i>	21,528,450	24,145,848	36,293,699	36,443,791	36,389,528
<i>Internal Materials & Svcs.</i>					
<i>Auto Port</i>	234,736	226,361	246,990	262,800	262,800
<i>Buildings</i>	1,000	1,000	1,000	1,000	1,000
<i>Cable</i>	0	0	176,541	322,592	322,592
<i>Emergency Communications</i>	5,108,696	5,285,117	5,893,371	6,268,965	6,268,965
<i>Parks System Improvements</i>	36,827	0	0	0	0
<i>Refuse Disposal</i>	0	0	4,063	0	0
<i>Sewer Operating</i>	2,247	443	0	0	0
<i>Transportation Operating</i>	136,106	72,824	171,215	221,081	221,081
<i>Water Operating</i>	69,614	13,068	48,500	134,150	134,150
<i>Computer Services</i>	2,063,181	2,543,336	2,385,820	2,437,963	2,437,963
<i>Printing/Distribution</i>	1,793,181	1,897,158	1,723,748	1,858,714	1,848,707
<i>Intermediate Debt Fund</i>	1,354,392	916,504	1,422,867	1,493,606	1,493,606
<i>Communications Svcs</i>	2,108,644	2,607,746	2,717,493	3,426,243	3,425,743
<i>Fleet Services</i>	4,324,244	4,844,455	4,902,466	4,966,360	4,963,210
<i>Insurance & Claims</i>	1,694,226	2,162,906	2,120,303	2,345,472	2,345,472
<i>Justice Center</i>	2,718,869	2,389,880	0	0	0
<i>Facilities Services</i>	2,591,970	3,405,813	5,825,188	6,462,103	6,476,860
<i>Workers' Compensation</i>	1,527,117	1,653,531	1,555,958	1,544,526	1,544,526
<i>Same Fund</i>	334,441	469,970	298,600	553,861	553,861
	26,099,491	28,490,112	29,494,123	32,299,436	32,300,536

GENERAL FUND (101)

Table 11

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1993-94</i>
<i>REQUIREMENTS - continued</i>					
<i>Capital Outlay</i>	4,484,871	4,721,895	6,764,010	5,017,696	9,613,606
<i>Equipment Cash Transfers</i>					
<i>Printing/Distribution</i>	13,390	18,640	25,265	5,400	5,400
<i>Communications Services</i>	44,847	88,808	115,670	415,023	415,023
<i>Fleet Services</i>	137,372	406,627	274,000	611,000	611,000
<i>Facilities</i>	467,600	731,554	86,372	524,068	524,068
	663,209	1,245,629	501,307	1,555,491	1,555,491
<i>Total Bureau Expenses</i>	187,325,186	201,587,486	222,313,356	232,145,627	237,739,291
<i>REQUIREMENTS</i>					
<i>Fund-Level Requirements</i>					
<i>Contingency</i>					
<i>Gen. Operating Contingency</i>	0	0	(152,377)	3,122,291	3,066,413
<i>Encumbrance Carryover</i>	0	0	1,346,506	3,000,000	3,000,000
	0	0	1,194,129	6,122,291	6,066,413
<i>Fund-Level Cash Transfers</i>					
<i>Arena Debt Service</i>	0	0	0	185,776	185,776
<i>Arts Trust Fund</i>	0	0	22,306	0	0
<i>NW I-405 Recreation</i>	80,195	0	0	0	0
<i>Tennis Debt Redemption</i>	33,288	19,385	33,684	26,438	26,438
<i>Transportation</i>	1,751,600	2,050,077	3,389,972	4,637,986	4,637,986
<i>Short-term Debt Sinking</i>	0	0	10,000,000	0	0
<i>Bonded Debt Int. & Sinking</i>	1,180	1,180	0	0	0
<i>Intermediate Debt Fund</i>	0	6,402	0	0	425,325
<i>Public Safety Capital</i>	4,988,528	0	0	0	0
<i>Printing/Distribution</i>	10,000	10,000	0	0	0
<i>Public Arts Trust</i>	0	0	0	0	0
<i>Buildings</i>	1,117,002	1,174,461	1,109,032	1,223,889	1,223,889
<i>Facilities Services</i>	675,969	293,034	2,761,645	205,092	205,092
<i>Fleet Services</i>	0	98,208	54,909	0	0
<i>Water Construction</i>	41,000	0	0	0	0
<i>Parking Facilities</i>	15,000	15,000	15,000	15,000	15,000
<i>General Reserve</i>	0	0	500,000	3,550,000	5,110,000
<i>Communications</i>	0	146,000	0	0	0
<i>Computer Services</i>	0	70,000	12,800	0	0
<i>Health Insurance</i>	0	910,217	0	0	0
	8,713,762	4,793,964	17,899,348	9,844,181	11,829,506
<i>Other Requirements</i>					
<i>Increase in Stores Inventory</i>	0	0	60,000	0	0
<i>Ending Fund Balance</i>	11,769,288	16,455,725	0	0	0
<i>Total Fund-Level Reqlremts.</i>	20,483,050	21,249,689	19,153,477	15,966,472	17,895,919
<i>TOTAL REQUIREMENTS</i>	207,808,236	222,837,175	241,466,833	248,112,099	255,635,210

GENERAL RESERVE FUND (202)

Table 12

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
External Revenue					
<i>Miscellaneous Revenue</i>					
<i>Interest on Investment</i>	\$1,293,975	\$931,113	\$817,646	\$834,471	\$834,471
<i>Miscellaneous</i>	\$822,008	\$0	\$0	\$0	\$0
Total External Revenue	\$2,115,983	\$931,113	\$817,646	\$834,471	\$834,471
Cash Transfers from Other Funds					
<i>General Fund</i>	\$0	\$0	\$500,000	\$3,550,000	\$5,110,000
<i>Elderhope Loan Repayment</i>	\$0	\$0	\$0	\$1,595,000	\$1,595,000
Beginning Fund Balance	\$20,716,124	\$21,732,107	\$21,859,561	\$22,626,569	\$22,626,569
TOTAL RESOURCES	\$22,832,107	\$22,663,220	\$23,177,207	\$28,606,040	\$30,166,040
REQUIREMENTS					
<i>General Operating Contingency</i>	\$0	\$0	\$23,177,207	\$28,296,040	\$29,856,040
<i>Interfund Cash Transfers</i>					
<i>General Fund</i>	\$1,100,000	\$1,155,000	\$0	\$0	\$0
<i>Downtown Waterfront</i>	\$0	\$0	\$0	\$310,000	\$310,000
<i>Unappropriated Ending Balance</i>	\$21,732,107	\$21,508,220	\$0	\$0	\$0
TOTAL REQUIREMENTS	\$22,832,107	\$22,663,220	\$23,177,207	\$28,606,040	\$30,166,040

The General Reserve Fund was created in FY 1987-88 for the purpose of building a reserve for the General Fund. It is the established objective and Council adopted policy to maintain a reserve level equivalent to 10% of General Fund revenues net of short-term borrowing. This policy was adopted by City Council in May of 1990. The Policy sets forth the conditions under which reserves may be used.

The policy defines the first five percent reserve as an "emergency reserve" available to fund major one-time, unanticipated expenditure requirements or offset unanticipated revenue fluctuations occurring with a fiscal year. The second five percent reserve is defined as a "countercyclical reserve" available to either maintain General Fund current service level programs or to adjust expenditure growth to match slower revenue growth during the first 18 to 24 months of a recession. The reserve fund is expected to remain at the full 10% level during FY1994-95.

The FY 1994-95 Adopted Budget assumes repayment to the General Reserve Fund of a \$1.595 million interim construction loan to the Elder Hope Housing Project.

SUMMARY OF INDEBTEDNESS

Table 13
DEBT OUTSTANDING

The City of Portland issues a variety of debt in order to raise capital for construction projects and acquisition of equipment and facilities. General obligation debt (backed by the full faith and taxing power of the City) is very low, consisting of voter approved bonds for the Performing Arts Center and remodeling of Civic Stadium, Bancroft Local Improvement District Bonds and Water Facility Bonds (additionally backed by assessments against benefitted properties and water user charges, respectively), and short-term Tax Anticipation Notes.

The City currently enjoys the highest possible rating ("Aaa") on its General Obligation debt from Moody's Investors Service. City Sewer Revenue Bonds are rated "A1" by Moody's, with the equivalent rating of "A+" from Standard & Pools. These ratings have been obtained on the basis of the City's own credit capabilities and without the use of bond insurance.

Moody's recently published a detailed summary of their municipal ratings indicating they have outstanding rating on more than 36,000 separate debt issues. Of those 47% were rated "Aaa" but only 127 issuers, including Portland, had obtained that rating on their own credit and without the use of bond insurance. In the 13 western states (including Alaska and Hawaii) there are only 14 "Aaa" credits obtained on their own merit. In addition, Portland is one of only 60 cities in the United States to hold that rating, and one of only eight cities with a population over 250,000 to do so.

The City does not currently have any voter approved long-term debt that has not been incurred. Estimated outstanding long-term debt as of July 1, 1994, reflects bond sales during the 1993-94 fiscal year, and redemption of principal on issues sold in previous years. Estimated outstanding debt as of July 1, 1995, reflects sales anticipated during the 1994-95 fiscal year, and redemption of principal on issues previously sold.

Debt Outstanding July 1, 1993		\$548,371,474
Sewer Revenue Refunding Bonds	\$55,935,000	
Sewer SRLF Notes	8,123,906	
Sewer Bond Anticipation Notes	40,000,000	
Environmental Remediation Bonds	6,000,000	
GO Water Refunding Bonds	68,720,000	
Water Revenue Bonds	25,000,000	
DEQ Assessment Bonds	19,100,000	
Hydroelectric Refunding Bonds	7,980,000	
Bancroft Refunding Bonds	8,410,000	
Limited Tax Improvement Bonds	6,925,000	
Full Faith and Credit Refunding Obligations	33,455,000	
Full Faith and Credit Obligations	13,075,000	
Arena Project Notes	18,283,134	
South Park Urban Renewal Refunding Bonds	4,625,000	
Airport Way Urban Renewal Refunding Bonds	17,805,000	
Proposed LTGO Notes	2,203,986	
New Debt Issued FY 1993-94		335,641,026
Debt Redeemed during FY 1993-94		(232,640,485)
Estimated Debt Outstanding July 1, 1994		\$651,372,016
Gas Tax Revenue Bonds	\$3,000,000	
Arena Project Revenue Bonds	14,400,000	
Sewer Revenue Bonds	250,000,000	
PDC-Residential Rehab Loans	3,844,452	
LTGO Notes	1,072,255	
New Debt To Be Issued FY 1994-95		272,316,707
Estimated Debt To Be Redeemed during FY 1994-95		61,838,634
Estimated Debt Outstanding July 1, 1995		<u>\$861,850,089</u>

STATEMENT OF INDEBTEDNESS - continued

**Table 13
DEBT OUTSTANDING**

This table summarizes the City's outstanding debt, as required by State law, and discusses the types of debt used by the City and its current bond ratings. More information on this subject is contained in the "Debt Service Funds" section.

<i>Type of Debt</i>	<i>Debt Outstanding</i>		<i>Authorized, Not Incurred</i>	
	<i>July 1, 1993</i>	<i>July 1, 1994</i>	<i>July 1, 1993</i>	<i>July 1, 1994</i>
LONG-TERM DEBT				
General Obligation Bonds	\$108,963,014	\$105,718,771	\$0	\$0
Revenue Bonds	215,160,000	244,625,000	0	0
Special Assessment Bonds	70,545,000	70,805,000	0	0
Tax Increment Bonds	85,018,704	79,063,703	0	0
Certificates of Participation	36,135,150	6,375,000	0	0
Limited Tax General Obligation Notes	5,609,670	4,559,329	0	0
Full Faith and Credit Obligations	0	45,725,000	0	0
Bond Anticipation Credit Facilities	11,300,000	69,583,134	0	0
Other Indebtedness	15,639,936	24,917,078	0	0
TOTAL INDEBTEDNESS	\$548,371,474	\$651,372,016	\$0	\$0

SHORT-TERM BORROWING - FY 1994-95

Short-term borrowing for the General Fund is required to cover cash-flow requirements between the beginning of the fiscal year and property tax receipts which begin arriving in November. Short-term Notes are repaid before the end of the fiscal year. The cash flow deficit the City would otherwise have incurred exceeds 90% of the amount of borrowing.

	<i>Est. Amount to be Borrowed</i>	<i>Estimated Interest Rate</i>	<i>Estimated Interest Cost</i>
General Fund	\$0	\$0	\$0

SUMMARY OF INDEBTEDNESS - continued

**Table 13
DEBT OUTSTANDING**

<i>Type of Debt Purpose</i>	<i>Type of Obligation</i>	<i>Actual 7/1/93</i>	<i>Unaudited 7/1/94</i>	<i>Estimated 7/1/95</i>
GENERAL OBLIGATION BONDS				
Performing Arts-Stadium	Voter Approved Tax Obligation	\$15,675,000	\$12,930,000	\$12,755,000
GENERAL OBLIGATION/REVENUE BONDS				
Bancroft Improvement	Benefitted Property/Tax Obligation	\$12,167,000	\$15,630,000	\$14,895,000
Washington County Supply	User/Tax Obligation	17,600,000	15,560,000	14,910,000
Water Facilities	User/Tax Obligation	63,521,014	61,598,771	55,796,899
TOTAL		\$93,288,014	\$92,788,771	\$85,601,899
TOTAL GENERAL OBLIGATION BONDS		\$108,963,014	\$105,718,771	\$98,356,899
SPECIAL ASSESSMENT BONDS				
Dept of Env. Quality	Benefitted Property/Tax Obligation	\$70,545,000	\$70,805,000	\$61,667,051
REVENUE BONDS				
Parking Facilities				
Morrison Park East	User Obligation	\$3,570,000	\$3,355,000	\$3,130,000
Morrison Park West	User Obligation	2,775,000	2,590,000	2,395,000
Old Town Parking	User Obligation	7,590,000	7,385,000	7,170,000
TOTAL		13,935,000	13,330,000	12,695,000
Parks and Recreation Facilities				
Arena Facilities	User Obligation/Gas Tax	0	0	13,925,000
Golf Facilities	User Obligation	2,115,000	1,925,000	1,730,000
Tennis Facilities	User Obligation	90,000	60,000	0
TOTAL		2,205,000	1,985,000	15,655,000
Public Utilities Facilities				
Hydropower Facilities	User Obligation	43,025,000	40,230,000	39,190,000
Water Facilities	User Obligation	0	25,000,000	25,000,000
Env. Remediation Facilities	User Obligation	0	6,000,000	5,755,000
Sewage Facilities	User Obligation	155,995,000	158,080,000	402,800,000
TOTAL		199,020,000	229,310,000	472,745,000
TOTAL REVENUE BONDS		\$215,160,000	\$244,625,000	\$501,095,000
TAX INCREMENT BONDS				
Airport Way Urban Renewal District	Tax Increment	\$20,710,000	\$17,805,000	\$17,705,000
South Park Urban Renewal District	Tax Increment	9,080,000	9,240,000	8,665,000
Waterfront Urban Renewal District	Tax Increment	55,228,704	52,018,703	48,789,127
TOTAL		\$85,018,704	\$79,063,703	\$75,159,127
TOTAL BONDED INDEBTEDNESS		\$479,686,718	\$500,212,474	\$736,278,077

SUMMARY OF INDEBTEDNESS - continued

**Table 13
DEBT OUTSTANDING**

<i>Type of Debt Purpose</i>	<i>Type of Obligation</i>	<i>Actual 7/1/93</i>	<i>Unaudited 7/1/94</i>	<i>Estimated 7/1/95</i>
NOTES AND MORTGAGES PAYABLE				
General Long-Term Debt Account Group				
Master Lease Fund	Limited Tax Notes	\$3,594,441	\$2,927,910	\$2,442,946
Master Lease Fund	Full Faith & Credit Obligations	450,000	1,685,962	1,156,792
LID Improvement	DEQ State Revolving Loan	5,859,565	13,682,221	13,259,060
Parks Energy Loan	State Energy Loan Program	121,039	117,279	111,972
Parkrose Facility Contract	Interfund Agreement	497,777	497,777	497,777
		<u>10,522,822</u>	<u>18,911,150</u>	<u>17,468,547</u>
Capital Project Fund				
LID Improvements	Bond Anticipation LOC	10,000,000	10,000,000	0
Enterprise Fund				
Portland Autoport Parking Facility	Limited Tax Notes	356,816	0	0
Oregon Arena Project	Bond Anticipation LOC	1,300,000	19,583,134	6,378,134
Water Bureau	Limited Tax Notes	0	337,265	269,812
Sewer Notes	Bond Anticipation Notes	0	40,000,000	39,317,187
		<u>1,656,816</u>	<u>59,920,399</u>	<u>45,965,133</u>
Internal Services Fund				
Justice Center Facility	Certificates of Participation	10,430,000	0	0
Facilities Services	Certificates of Participation	345,000	265,000	180,000
Facilities Services	Full Faith & Credit Obligations	0	33,040,000	31,870,000
Facilities Services Fund	Full Faith & Credit Obligations	0	6,879,038	6,513,208
Portland Buildings Corporation	Certificates of Participation	24,660,150	6,110,000	5,045,000
Communications Services Fund	Full Faith & Credit Obligations	250,000	4,120,000	4,120,000
Computer Services Fund	Limited Tax Notes	412,576	1,217,666	848,236
Communications Services Fund	Limited Tax Notes	\$489,441	\$159,441	\$0
Facilities Services Fund	Limited Tax Notes	393,386	254,312	140,630
Fleet Services Fund	Limited Tax Notes	363,010	0	0
		<u>37,343,563</u>	<u>52,045,457</u>	<u>48,717,074</u>
Portland Development Commission				
OMSI	Tax Increment	699,001	688,309	676,923
Economic Development	Bank Financing	5,804,597	7,762,345	11,065,997
		<u>6,503,598</u>	<u>8,450,654</u>	<u>11,742,920</u>
TOTAL NOTES AND MORTGAGES PAYABLE		<u>\$66,026,799</u>	<u>\$149,327,660</u>	<u>\$123,893,674</u>
CAPITAL LEASE OBLIGATIONS				
Enterprise Fund				
Water Bureau IBM	Vendor Financing	\$255,160	\$73,242	\$0
Water Bureau Building	City Financing	1,832,798	1,758,640	1,678,338
PIR Improvements	Certificates of Participation	120,000	0	0
		<u>2,207,958</u>	<u>1,831,882</u>	<u>1,678,338</u>
General Long-Term Debt Account Group				
Master Lease Fund	Limited Tax Notes	450,000	0	0
TOTAL CAPITAL LEASE OBLIGATIONS		<u>\$2,657,958</u>	<u>\$1,831,882</u>	<u>\$1,678,338</u>
TOTAL INDEBTEDNESS		<u>\$548,371,474</u>	<u>\$651,372,016</u>	<u>\$861,850,089</u>

SUMMARY OF INDEBTEDNESS

Table 14
FY 1994-95 DEBT SERVICE

Type of Debt Purpose	Type of Obligation	Principal	Interest	Total
General Obligation Bonds				
Performing Arts-Stadium	Voter Approved Tax Obligation	\$3,175,000	\$774,225	\$3,949,225
General Obligation Bonds/Revenue Bonds				
Bancroft Improvement	Benefitted Property/Tax Obligation	735,000	1,609,853	2,344,853
Washington County	User Tax/Benefit	650,000	752,740	1,402,740
Water Facilities	User Tax/Benefit	5,801,872	2,583,363	8,385,235
Special Assessment Bonds				
DEQ Bonds	Benefitted Property/Tax Obligation	9,137,949	3,827,013	12,964,962
Revenue Bonds				
Arena Project	User Obligation	475,000	156,042	631,042
Golf Facilities	User Obligation	195,000	112,163	307,163
Tennis Facilities	User Obligation	60,000	1,950	61,950
Morrison Park East	User Obligation	225,000	178,225	403,225
Morrison Park West	User Obligation	195,000	144,468	339,468
Old Town Parking	User Obligation	215,000	453,004	668,004
Hydropower	User Obligation	1,040,000	2,653,248	3,693,248
Water Facilities	User Obligation	0	1,193,358	1,193,358
Sewage Facilities	User Obligation	5,280,000	8,569,396	13,849,396
Env. Remediation	User Obligation	245,000	355,150	600,150
Tax Increment Bonds				
Airport Way District	Tax Increment	100,000	1,096,661	1,196,661
South Park District	Tax Increment	575,000	598,908	1,173,908
Waterfront District	Tax Increment	3,229,576	2,754,774	5,984,350
Notes and Mortgages Payable				
Master Lease Fund	Limited Tax Notes	1,420,219	139,538	1,559,757
LID Improvement	DEQ State Revolving Loan	423,161	0	423,161
Parks Energy Loan	State Energy Loan Program	5,308	8,677	13,984
Parkrose Facility Contract	Interfund Agreement	0	46,415	46,415
LID Improvement	Bond Anticipation LOC	10,000,000	450,000	10,450,000
Oregon Arena Project	Bond Anticipation LOC	13,205,000	749,734	13,954,734
Sewer Notes	Bond Anticipation Notes	682,813	1,090,128	1,772,941
Water Bureau	Limited Tax Notes	67,453	16,863	84,316
Facilities Services	Certificates of Participation	1,150,000	433,225	1,583,225
Facilities Services	Full Faith & Credit Obligations	1,535,830	1,731,408	3,267,238
Computer Services Fund	Limited Tax Notes	506,430	60,883	567,313
Communications Services Fund	Limited Tax Notes	159,441	7,972	167,413
Facilities Services Fund	Limited Tax Notes	113,682	20,038	133,720
OMSI	Tax Increment	11,387	21,829	33,216
Economic Development	Bank Financing	540,800	397,600	938,400
Communications Services	Full Faith & Credit Obligations	0	176,388	176,388
Master Lease	Full Faith & Credit Obligations	529,170	56,516	585,686
Capital Lease Obligations				
Water Bureau IBM	Vendor Financing	73,242	1,378	74,620
Water Bureau Building	City Financing	80,302	145,707	226,009
TOTAL DEBT SERVICE		\$61,838,635	\$33,368,835	\$95,207,470

SUMMARY OF INDEBTEDNESS - continued

Table 14

PRINCIPAL REQUIREMENTS OVER LIFE OF DEBT

Fiscal Year	Water Bonds (incl. Wash. Co. Bonds)	Expo-Rec enovation and Facilities Bonds	Improvement Bonds	Urban Renewal & Rdvlpmnt Bonds	Parks and Recreation Bonds	Sewage Disposal Bonds	Environ-mental Remediation Bonds	Parking Facilities Bonds	Hydropower Bonds	Notes and Mortgages Payable	Capital Lease Obligations	Total
94/95	\$6,451,872	\$3,175,000	\$9,872,949	\$3,904,576	\$730,000	\$5,280,000	\$245,000	\$635,000	\$1,040,000	\$30,350,694	\$153,544	\$61,838,635
95/96	7,046,682	2,990,000	6,800,000	4,544,598	205,000	5,595,000	255,000	680,000	1,145,000	11,065,916	86,955	40,414,151
96/97	7,506,725	3,130,000	6,830,000	4,680,484	220,000	5,895,000	270,000	720,000	1,220,000	56,692,277	94,160	87,258,646
97/98	6,846,787	725,000	5,525,000	4,887,240	230,000	6,210,000	285,000	765,000	1,295,000	11,248,200	101,961	38,119,188
98/99	6,041,853	755,000	1,380,000	4,743,428	245,000	6,065,000	300,000	810,000	1,370,000	4,475,290	110,409	26,295,980
99/00	6,321,983	790,000		4,907,259	260,000	6,360,000	320,000	860,000	1,475,000	3,543,322	119,556	24,957,120
00/01	6,647,001	825,000	5,040,000	5,084,588	275,000	6,675,000		910,000	1,560,000	3,689,937	129,462	30,835,988
01/02	6,962,087	855,000	2,870,000	5,286,386	295,000	7,015,000		955,000	1,635,000	3,836,665	140,188	29,850,326
02/03	7,222,174			5,522,513		7,380,000		1,020,000	1,750,000	4,043,558	151,803	27,090,048
03/04	7,507,208		4,610,000	5,774,564		7,770,000		1,070,000	1,855,000	4,172,488	164,380	32,923,640
04/05	7,257,244			6,056,729		8,185,000		785,000	1,970,000	4,371,684	177,999	28,803,656
05/06	5,487,155			6,876,664		8,605,000	4,325,000	410,000	790,000	3,071,162	192,747	29,757,728
06/07	2,740,000			6,026,203		9,065,000		435,000	825,000	3,204,764	208,716	22,504,683
07/08	2,885,000			6,354,160		9,555,000		465,000		3,357,949		22,617,109
08/09	3,030,000			2,349,311		10,075,000		495,000		876,337		16,825,648
09/10	3,190,000			2,065,000		10,635,000				470,974		16,360,974
10/11	9,015,000		4,985,000							495,912		14,495,912
11/12			980,000							440,000		1,420,000
12/13			26,885,000			37,715,000		2,315,000		460,000		67,375,000
13/14			10,657,051									10,657,051
14/15												
15/16												
16/17		(315,000)			(475,000)				22,300,000	(539,467)		20,970,533
Total	\$102,158,771	\$12,930,000	\$86,435,000	\$79,063,703	\$1,985,000	\$158,080,000	\$6,000,000	\$13,330,000	\$40,230,000	\$149,327,662	\$1,831,880	\$651,372,016

Note: Negative payments offset equal positive payments on proposed bonds.

SUMMARY OF INDEBTEDNESS - continued

TABLE 14
INTEREST REQUIREMENTS OVER LIFE OF DEBT

Fiscal Year	Water Bonds (incl. Wash. Co. Bonds)	Expo-Rec enovation and Facilities Improvement Bonds	Urban Renewal & Rdvlpmnt Bonds	Parks and Recreation Bonds	Sewage Disposal Bonds	Environ-mental Remediation Bonds	Parking Facilities Bonds	Hydropower Bonds	Notes and Mortgage ^s Payable	Capital Lease Obligations	Total	
94/95	\$4,529,460	\$774,225	\$5,436,865	\$4,450,343	\$114,113	\$8,569,396	\$355,150	\$775,697	\$2,653,248	\$5,563,253	\$147,085	\$33,368,835
95/96	4,099,773	466,275	4,236,069	3,842,965	101,732	8,253,253	343,966	736,681	2,592,670	2,417,815	139,054	27,230,253
96/97	3,821,676	301,035	3,882,471	3,676,639	88,267	7,956,490	331,809	694,345	2,525,185	2,201,518	131,849	25,611,284
97/98	3,525,300	196,950	3,603,229	3,500,315	74,765	7,641,125	317,780	648,943	2,451,295	2,027,678	124,048	24,111,428
98/99	3,269,005	156,612	3,359,499	3,304,620	60,274	7,315,390	302,049	603,041	2,371,320	1,848,335	115,600	22,705,745
99/00	3,020,896	114,125	3,292,839	3,085,938	44,615	7,020,080	284,759	556,635	2,283,705	1,618,779	106,453	21,428,824
00/01	2,753,256	69,712	3,190,070	2,849,780	27,758	6,702,570	275,719	507,063	2,188,273	1,471,109	96,547	20,131,857
01/02	2,464,320	23,512	3,006,224	2,591,203	9,514	6,363,143	275,719	454,351	2,086,060	1,320,123	85,821	18,679,990
02/03	2,158,426		2,925,146	2,311,880		5,998,910	275,719	398,018	1,975,986	1,168,974	74,206	17,287,265
03/04	1,832,101		2,925,146	2,010,178		5,609,453	275,719	337,962	1,857,473	986,406	61,629	15,896,067
04/05	1,487,422		2,683,906	1,687,840		5,194,948	275,719	284,371	1,730,675	793,675	48,010	14,186,566
05/06	1,193,904		2,683,906	1,332,783		4,769,894	137,859	248,904	1,639,905	587,409	33,262	12,627,826
06/07	998,718		2,683,906	966,093		4,314,250		222,491	1,587,813	442,243	17,293	11,232,807
07/08	859,440		2,683,906	617,153		3,824,055		194,024	1,561,000	290,441		10,030,019
08/09	710,596		2,683,906	245,613		3,302,158		163,422	1,561,000	131,153		8,797,848
09/10	552,344		2,683,906	126,481		2,747,888		147,582	1,561,000	89,285		7,908,486
10/11	235,399		2,551,473			2,262,900		147,582	1,561,000	66,078		6,824,432
11/12			2,387,434			2,262,900		147,582	1,561,000	41,625		6,400,541
12/13			2,355,829			1,131,450		73,790	1,561,000	21,275		5,143,344
13/14			816663						1,561,000			2,377,663
14/15									1,561,000			1,561,000
15/16									1,561,000			1,561,000
16/17									780,500			780,500
Total	\$37,512,036	\$2,102,446	\$60,072,393	\$36,599,824	\$521,038	\$101,240,253	\$3,451,967	\$7,342,484	\$42,773,108	\$23,087,174	\$1,180,857	\$314,702,723

SUMMARY OF DEFEASED INDEBTEDNESS

**Table 15
DEFEASED BONDS PAYABLE**

The City will also have \$175,814,700 of defeased bonds outstanding as of July 1, 1994. Defeased bonds are payable from fully funded irrevocable escrow accounts established with the proceeds from the sale of additional refunding bonds. Defeased bonds are thereby removed as actual liabilities of the City, and the refunding bond liability is assumed in their place. Defeased bonds are then paid by the escrow account until their first available call date, at which time they are paid in their entirety. Bonds are defeased in this manner in order to convert older higher rate debt into debt with lower interest rates, or terms that are more convenient for the City.

<i>Type of Debt Purpose</i>	<i>Type of Obligation</i>	<i>Principal Outstanding 7/1/94</i>	<i>Maturity FY 94-95</i>	<i>Principal Outstanding 7/1/95</i>
GENERAL OBLIGATION/REVENUE BONDS				
Bancroft Improvement				
Series 1984	Benefitted Property/Tax Obligation	\$1,555,000	\$1,555,000	\$0
Series 1984B	Benefitted Property/Tax Obligation	1,650,000	1,650,000	0
Series 1988	Benefitted Property/Tax Obligation	735,000	735,000	0
Water Facilities				
Series 1986A	User/Tax Obligation	26,845,000	26,845,000	0
Series 1986B	User/Tax Obligation	16,990,000	16,990,000	0
Series 1990	User/Tax Obligation	16,980,000	555,000	16,425,000
TOTAL GENERAL OBLIGATION/REVENUE BONDS		\$64,755,000	\$48,330,000	\$16,425,000
REVENUE BONDS				
Parking				
Autoport	User Obligation	\$1,200,000	\$170,000	\$1,030,000
Old Town	User Obligation	5,765,000	0	5,765,000
Sewage Facilities				
Series 1985	User Obligation	4,269,700	220,000	4,049,700
Series 1987	User Obligation	19,175,000	0	19,175,000
Series 1990	User Obligation	49,325,000	0	49,325,000
		72,769,700	220,000	72,549,700
TOTAL REVENUE BONDS		\$152,504,400	\$610,000	\$151,894,400
TAX INCREMENT BONDS				
Airport Way				
Series A	Tax Increment	\$9,410,000	\$335,000	\$9,075,000
Series B	Tax Increment	10,825,000	380,000	10,445,000
South Park Block Renewal				
Series A	Tax Increment	3,890,000	3,890,000	0
Waterfront Renewal				
Series G	Tax Increment	6,675,000	600,000	6,075,000
Series H	Tax Increment	11,015,000	440,000	10,575,000
Series I	Tax Increment	2,225,000	90,000	2,135,000
TOTAL TAX INCREMENT BONDS		\$44,040,000	\$5,735,000	\$38,305,000

SUMMARY OF DEFEASED INDEBTEDNESS - continued

**Table 15
DEFEASED BONDS PAYABLE**

<i>Type of Debt Purpose</i>	<i>Type of Obligation</i>	<i>Principal Outstanding 7/1/94</i>	<i>Maturity FY 94-95</i>	<i>Principal Outstanding 7/1/95</i>
CERTIFICATES OF PARTICIPATION				
Justice Center				
Series 1984	Limited Tax Obligation	\$11,410,000	\$11,410,000	\$0
Series 1988	Limited Tax Obligation	12,513,926	3,965,000	8,548,926
Portland Building				
Series 1989A	Limited Tax Obligation	17,875,000	0	17,875,000
		<u>\$41,798,926</u>	<u>\$15,375,000</u>	<u>\$26,423,926</u>
TOTAL DEFEASED BONDS OUTSTANDING		<u>\$272,709,400</u>	<u>\$66,085,000</u>	<u>\$206,624,400</u>

Defeased bonds are payable from fully funded irrevocable escrow accounts established with the proceeds from the sale of additional refunding bonds. Defeased bonds are thereby removed as actual liabilities of the City and the refunding bond liability is assumed in their place. Defeased bonds are then paid by the escrow account until their first available call date, at which time they are paid in their entirety. Bonds are defeased in this manner in order to convert older higher rate debt into debt with lower interest rates, or terms that are more convenient



CITY-WIDE

Geographic Information Systems (GIS): New appropriation requests are included within the budget. Bureaus will not expend these appropriations until after completion of a comprehensive cost benefit analysis by a inter-bureau task force appointed by the Mayor. The task force report will be reviewed by the Council.

Computer System Review: Conduct a city-wide review of computer assets and systems in order to recommend the most cost-effective and efficient means of providing computing services. Continue analyses of various mainframe consolidation options.

Additional Year End Balance: Any additional year-end balance will be dedicated to the following purposes:

- ◆ Neighborhood Initiatives outside block grant eligible activities
- ◆ Remodelling or replacement of East Precinct
- ◆ Implementation of East Portland Facilities Study Recommendations
- ◆ Long-term capital requirements
- ◆ Preservation of future year capital set-asides.

Public Outreach Coordination: The Office of Neighborhood Associations (ONA) in collaboration with all bureaus, shall develop for Council review a policy to improve the coordination of City outreach efforts. In developing the policy, consideration shall be given to expanding ONA's role coordinating and centrally supervising all outreach efforts, including those for contracts. Consideration shall also be given to expanding the use of City Neighborhood Associations in outreach efforts, including contracting for such services.

Benchmarks: Complete the development and integration of benchmarks into the City organization.

BUREAU OF BUILDINGS

Satellite Office(s): Prior to FY 1995-96, the Bureau of Buildings will report to Council regarding the siting of a satellite office or offices. Items to be addressed include the assessment of need, rationale for siting residential versus other programs in these offices, the impact on the permitting function and its impact on other bureaus, and assurance that any proposed siting is made in conjunction with the Bureau of General Services, in order to maximize the efficient use of space by city bureaus in an east side location.

Development Review Process: The Bureau of Buildings shall take the lead in an overhaul of the Development Review Process. Items to be addressed shall include: (1) Authority and organization; (2) Reduction/simplification of regulations or delegation of some functions; (3) The use of long term agreements to moderate the financial impact of some regulations; (4) The setting and monitoring of performance measures; and (5) Proactive actions to insure "informed customers".

BUREAU OF ENVIRONMENTAL SERVICES

CORE: In coordination with the Bureau of Financial Planning the Bureau of Environmental Services will complete a Comprehensive Organizational Review and Evaluation for consideration by the City Council in February of 1995.

Illegal Dumping: In collaboration with the Bureaus of Buildings and Financial Planning, a policy will be developed to offset costs associated with illegal dumping. Such costs shall be recovered from City garbage franchise fee revenues.

Public Information: Refer to Bureau of Water Works section below.

Capital Improvement Plan (CIP) Process: BES will institute several improvements to the CIP selection process, project tracking and reporting in the following manner:

- ◆ New projects will undergo cost/benefit or least cost analyses before the projects are included in the CIP budget;
- ◆ The Bureau's Technical Review Committee will evaluate projects before they are included in the CIP budget;
- ◆ All projects will have explicit milestones and schedules associated with the project; a system should be adopted which will regularly report and track changes to these milestones and schedules;
- ◆ Completed projects will be closed out so that expenditures cannot be inadvertently charged against to them.

BUREAU OF FIRE

Community Emergency Services (CES): The Fire Bureau will continue to implement the CES program using existing staff and resources. Emphasis should be placed on the Neighborhood Emergency Teams (NET) and other disaster preparedness activities. Pending the new Fire Chief's review of the bureau's operations and management structure, the bureau may propose to shift current funds to the CES program.

Battalion Chief and Deputy Fire Chief positions: The four positions highlighted for elimination in FY 1993-94 Budget Notes will receive one-time funding in FY 1994-95. Elimination of three Battalion Chief and one Deputy Fire Chief (Information and Communications Services) positions has been postponed, pending the new Fire Chief's review of the bureau's current management structure.

New Fee Resources and Disaster Preparedness Funding: The Fire Bureau will continue to pursue the implementation of new cost recovery presented in their 1994 Cost of Service Study. Revenues from any new types of fees approved by the City Council should be initially targeted for funding Emergency Preparedness programs, including Neighborhood Emergency Teams and disaster preparedness activities.

Trauma Intervention Program (TIP): The Fire Bureau will pursue options for running the TIP internally rather than contracting out. The Fire and Police Bureaus will look at options for combining or coordinating the TIP program with the Police Chaplain program.

Dispatch Transitional Staffing: Support for sworn personnel at the new Emergency Communications Center is not included within the Budget. The Fire Bureau may bring a proposal to the Council demonstrating the need to continue these positions beyond July 1, 1994. The General Fund contingency will be available to cover increases authorized by the Council.

CORE: In coordination with the Bureau of Financial Planning the Bureau will complete a Comprehensive Organizational Review and Evaluation for presentation to the Council in February of 1995.

BUREAU OF GENERAL SERVICES

Major Maintenance Reserves: BGS, after consultation with its customers, will propose a plan to incorporate a "Major Maintenance" component into the rental rate structure for space rental. The proposal will identify existing and anticipated needs for the next 5 years. BGS will present a detailed proposal which addresses financing options such as CIP, Master Lease, bonds, short term borrowing, etc. The detailed proposal will finalize the expected rate increase to the affected bureaus. The proposal will consider phasing-in the rate increase over a 3 to 5 year period. This anticipated approach will allow the affected bureaus sufficient lead time in dealing with the financial impact of a proposal.

Parking Facility Funds. In coordination with the Bureau of Financial Planning and the Office of Transportation, a policy shall be developed on the future use of Parking Facilities and Auto Port Funds. The Policy shall address such issues as:

- ◆ Appropriate expenditures for the funds;
- ◆ Identification of expenses to be spread across all parking funds;
- ◆ Use of Auto Port funds not necessary for operations and maintenance;
- ◆ Long-range operational and financial planning.

BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT

STOP Program. This is the last year of a three year grant for STOP, a drug diversion program operated by Multnomah County. The City has provided one-time funds of \$104,000 to support the program in FY 1994-95. This is the last year of City support for this program; no funds have been allocated in FY 1995-96.

Open, Competitive Allocation Process: The budget for FY 1994-95 continues funding for all current programs. For FY 1995-96, funding will be reallocated through an open competitive "Request for Proposal" (RFP) process which will allow current and new service providers to compete for block grant and General Fund support. All current providers have been notified that FY 1994-95 is the last year of dedicated funding and they will need to participate in the new funding process FY 1995-96. The bureau plans to establish three-year funding agreements with the service providers selected through the

new process. However, continued funding each year will be based on outcome-based performance evaluations. The bureau will provide the City Council a detailed schedule and work plan for the RFP process and the process for establishing performance targets and outcomes.

Community Development Plan: In FY 1995-96, the allocation of funds to specific program and target areas will be based on the priorities and policies established by the City Council-approved Community Development (CD) Plan. The bureau will provide the City Council a detailed work plan and schedule for the review and approval of the CD Plan.

CORE: In coordination with the Bureau of Financial Planning the Bureau will complete a Comprehensive Organizational Review and Evaluation for presentation to the Council in February of 1995.

OFFICE OF GOVERNMENTAL RELATIONS

Centralized Resource for Grant Activities: OGR, in coordination with the Mayor's office and other City bureaus, will investigate and recommend an approach to grant writing, tracking and control. This effort will identify the best methods for grant writing capability, such as internal versus outside contractors and centralized versus de-centralized services. The effort will also recommend the most effective management and control structure for information tracking and control.

METRO ARTS COMMISSION

Transition to Non-Profit Status: The Metropolitan Arts Commission began the transition to non-profit status in FY 1993-94. Approximately \$88,400 is appropriated in FY 1993-94 and if necessary, unspent funds will be carried over into FY 1994-95 to complete the transition.

A full year's operating costs for the Metropolitan Arts Commission will be included in the City's FY 1994-95 budget. When transition to nonprofit status is complete, the remaining operating budget will be changed to a funding transfer to the nonprofit organization.

Multi-Year Funding Commitment: It is proposed to establish a three year funding agreement with the Metropolitan Arts Commission once it has become a nonprofit agency. Under the agreement:

- ◆ The Commission's first year of funding will be the equivalent of its current service level request plus an additional \$37,000 for a total of \$1,049,400.
- ◆ Each following year, the funding level will be the prior year's base budget amount multiplied by the forecast growth rate for Transient Lodging tax revenues or the projected inflationary adjustment for other City bureaus, whichever is greater.

- ◆ "Extraordinary financial circumstances" will enable the City Council to reconsider the level of support for these programs in a manner consistent with the treatment of city General Fund bureaus.

NEIGHBORHOOD ASSOCIATIONS

Citizen Outreach: ONA will oversee a collaborative effort involving all bureaus to identify existing personnel and resources, including contracts for citizen outreach. The review will recommend the most effective management and control structure for outreach efforts within the City. The study will examine such areas as outside contracting and centralization versus de-centralization of public outreach efforts.

Performance Standards for Neighborhood Coalitions: ONA will develop minimum performance standards to be included in the coalition contracts. The performance standards will be enhanced and customized on an individual coalition basis to assure the highest level of performance appropriate for each coalition.

BUREAU OF PLANNING

Community Plans: The Bureau will implement a plan for transitioning staff from plans nearing completion to new community plan efforts as presented to the Council during budget hearings. The timing of Community Plans will allow the bureau to shift staff from one plan to the next sequentially.

Cost of Service Study: Future fee structures shall be designed to offset costs associated with automation as well as to build reserve for annual and future requirements. Discretionary revenues freed as a result of plan implementation shall be first dedicated to continuation of work on the historical inventory and the River District Planning project.

Livable Cities: Appropriation for this project has been placed in a Special Appropriation pending creation of the private-public organization and further Council consideration and direction on the approach and staffing of the project.

OFFICE OF TRANSPORTATION

Southbound Access Funding: A grant is being sought to fund planning costs associated with creating southbound access to the I-5 freeway on the Willamette River Eastbank in the Central Eastside business district. In the absence of such a grant, the project should be supported by general Transportation resources.

CORE: In coordination with the Bureau of Financial Planning, the Office of Transportation will complete a Comprehensive Organizational Review and Evaluation for presentation to the Council in February of 1995.

BUREAU OF WATER WORKS

Public Involvement Functional Analysis: The Bureaus of Water and Environmental Services are directed to assess and analyze, from both an organizational and a customer perspective, their public information and involvement functions and programs. The review will encompass both in-house and contractual activities, and will focus on identification of opportunities for more efficient operation and coordination between programs and between Bureaus. The review will determine the appropriate areas in which ONA (Office of Neighborhood Associations) should be part of the bureaus' public information processes.

Questions the analysis should address include:

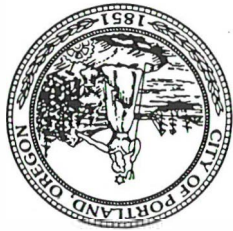
- ◆ Can the public information and involvement functions be organized differently in order to be more efficient and effective?
- ◆ Are there redundancies in public information messages?
- ◆ Are cost savings achievable through joint purchasing arrangements? (e.g., on graphics, brochures, and other educational media)
- ◆ Are customers needs for information and involvement being met? Is the performance of public information involvement programs measurable?

The analysis and report must be complete by January 1, 1995.

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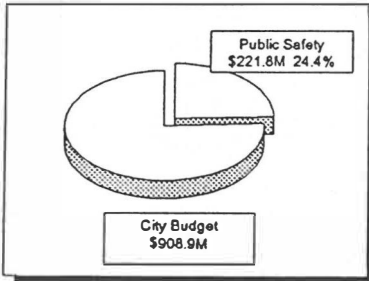
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Public Safety

PROGRAM AREA OVERVIEW

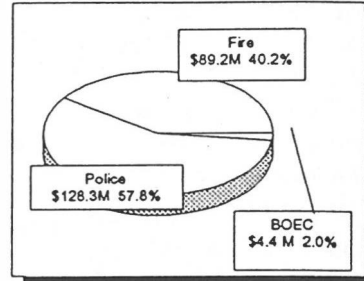
PERCENT OF BUDGET



BUDGET DATA

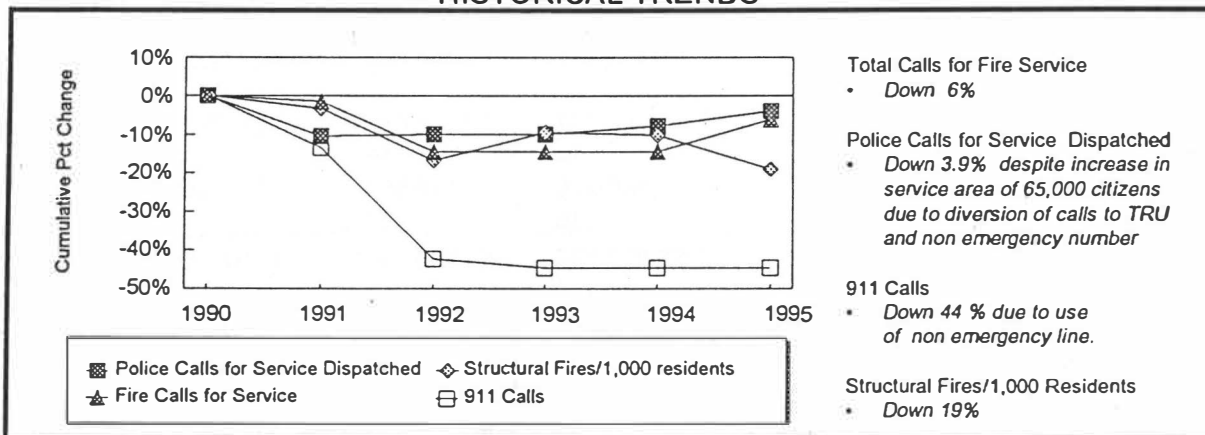
1994-95 Budget: \$221.8M
 Change from 93-94: Up \$14.8M
 Change per Capita: Up 2.3%
 1994-95 Positions: 2,119
 Change from 93-94: Up 27 FTEs
 Change per Thousand: Down 3.3%

EXPENDITURES



Note: Figures on this page include fund contingencies and reflect the full allocation of costs to direct service areas.

HISTORICAL TRENDS



SIGNIFICANT BUDGET ISSUES

- Police adds 45 sworn and 10 non sworn positions to serve 22,500 citizens in newly annexed areas. This staffing level maintains a ratio of 2 officers per thousand population. Fire service currently provided via contract with District #10 will now be covered by General Fund discretionary funding.
- The St. John's Precinct will continue as an operating precinct, allowing for enhanced community policing efforts, and a more efficient deployment of police personnel.
- Fire will conduct an outside study of stations locations to determine the most efficient configuration for delivery of services.
- Radio Net 8/ Service Desk continues at BOEC for nine months to allow transition to direct inquiry via mobile digital terminal units which will be installed in all police vehicles by December 1994.

EMERGENCY COMMUNICATIONS (620)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
Personal Services	\$5,965,404	\$6,251,282	\$6,526,117	\$7,151,020	\$7,151,020
External Materials & Svcs.	298,824	253,727	221,103	231,175	231,175
Internal Materials & Svcs.	1,866,674	1,054,911	1,343,763	1,116,045	1,116,045
Minor Capital Outlay	44,244	26,978	350,000	364,400	364,400
Cash Transfers-Equipment	58,911	346,694	56,000	58,000	58,000
Total Operating Budget	\$8,234,057	\$7,933,592	\$8,496,983	\$8,920,640	\$8,920,640
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$8,234,057	\$7,933,592	\$8,496,983	\$8,920,640	\$8,920,640
Allocated Overhead Costs			240,476	222,339	222,339
Total Cost with Allocated Overhead			\$8,737,459	\$9,142,979	\$9,142,979
Authorized Full-Time Positions					
Total	129	129	126	126	126
SOURCE OF FUNDING					
Emergency Communications Fund (115)		\$7,933,592	\$8,496,983	\$8,920,640	\$8,920,640
PROGRAMS					
Administration		\$793,367	\$1,306,433	\$1,040,987	\$1,040,987
Positions		14	15	15	15
Operations		7,140,225	7,190,550	7,879,653	7,879,653
Positions		115	111	111	111
TOTAL PROGRAMS		\$7,933,592	\$8,496,983	\$8,920,640	\$8,920,640
Positions		129	126	126	126

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Emergency Communications (BOEC) functions as the primary public safety answering point for Multnomah County. All calls utilizing the E-911 telephone system and the non-emergency police number are processed by BOEC personnel. Through contractual and interagency agreements, BOEC personnel dispatch police, emergency medical services and fire to incidents. With the cutover to the new Computer Assisted Dispatch (CAD) system, BOEC personnel expanded its contractual users to include several fire districts within Multnomah County.

In FY 1994-95, BOEC expects to respond to 530,000 emergency E-911 calls and 260,000 non-emergency calls. The installation of the call attendant switch has dramatically reduced the number of non-emergency calls handled by BOEC call-takers. The equipment allows a person to self direct their call to a telephone report unit, a mail report desk or an informational and referral unit of the Portland Police Bureau.

BOEC operators are now working out of a new dispatch facility, taking calls on a new phone system, dispatching calls with the aid of a new CAD system, as well as handling dispatching for a new service area - fire. FY 1994-95 will be a year of continued transition as bureau personnel gain increased experience with all the new system components.

The total BOEC budget is \$8.9 million. Netting out one time expenditures in both fiscal years, the budget increased by \$115,000 or less than 2%. The FY 1994-95 budget contains full personal services appropriation for all budgeted positions. In prior years, BOEC budgeted a "labor savings" reduction in anticipation of vacancies and attrition. However, the bureau now has only one vacancy and is staffed with 79 fully trained operators, and 20 operators in training.

EMERGENCY COMMUNICATIONS (620)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

The BOEC budget includes funding for the first full year of fire dispatch, and a new distribution method for allocating costs to the user agencies. The current service level reflects the planned reallocation of resources to provide fire dispatch services.

The number of total positions at BOEC is increased by nine limited term Emergency Communications Operators due to the continuation of Net/8 Service Desk for a nine month period. Net 8/Service Desk is used by Police officers for vehicle checks, warrant checks, etc. The plan was to discontinue this function July 1, 1994 when the installation of mobile digital terminals (MDTs) in Police vehicles would allow officers to directly access this information. Due to the late arrival of the MDTs, and the need to ensure an adequate testing period, Net 8 will be continued for nine months.

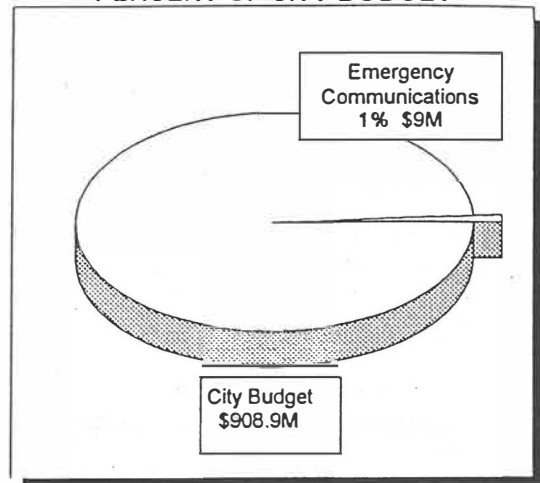
Administration:

This program includes management and staff, as well as the research and training functions. Personnel costs of trainees while they are in the classroom/academy portion of their training are included in the Administration program. Also included is the overtime (\$100,000) for all ECOs to receive State mandated EMS and law enforcement training.

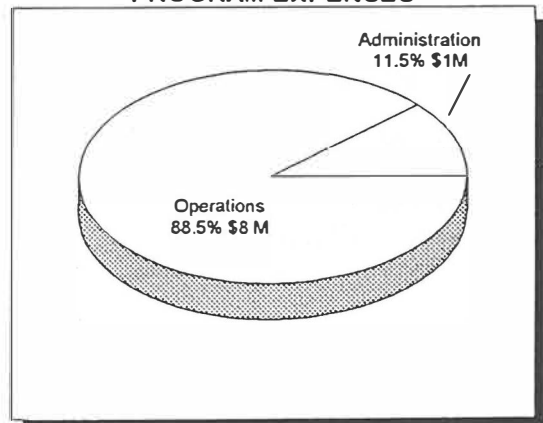
Operations:

This program provides E-911 call answering and dispatch services for police, fire and emergency services. The FY 94-95 budget includes an add package to staff Net 8 for nine months at a cost of \$313,000.

PERCENT OF CITY BUDGET



PROGRAM EXPENSES



EMERGENCY COMMUNICATIONS (620)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Recruit and hire personnel at a rate that meets or exceeds its Affirmative Action Goals.
2. Call-Taking Objectives:
 - The average speed of answer for E-911 calls will be five (5) seconds or less.
 - 95% of all E-911 calls will be answered in less than twenty (20) seconds.
 - 98% of all E-911 calls will be answered in less than sixty (60) seconds.
 - The average speed of answer for non-emergency calls will be forty (40) seconds.
3. Police Dispatch Objectives:
 - For 90% of all Priority 1 calls, create-to-dispatch times to be within sixty (60) seconds.
 - For 90% of all Priority 2 calls, create-to-dispatch times to be within ninety (90) seconds.
4. Fire Dispatch Objectives:
 - For 90% of all Priority 1 calls (Code 3 or Immediate response), create-to-dispatch/tone-out times to be within forty-five (45) seconds.
 - For 90% of all Priority 2 calls (Code 1 or non-emergency response), create-to-dispatch/tone-out times to be within ninety (90) seconds.
5. Emergency Medical Services (EMS) Dispatch Objectives:
 - For 90% of all Priority 1 calls (Code 3 or Immediate response), create-to-dispatch/tone-out times to be within sixty (60) seconds.
 - For 90% of all Priority 2 calls (Code 1 or non-emergency response), create-to-dispatch/tone-out times to be within one one hundred eight (108) seconds.

	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
<u>EFFECTIVENESS MEASURES</u>				
Billable cost per call received	\$5.38	\$5.77	\$6.13	\$6.13
Billable cost per call dispatched	\$13.17	\$14.11	\$15.00	\$15.00
Total admin cost as a % of total bureau costs	10.10%	15.38%	11.53%	11.53%
<u>EFFICIENCY MEASURES</u>				
% of complaints per 10,000 calls dispatched	3.18%	3.09%	3.09%	3.09%
% of sustained complaints compared to the total number of complaints	31.71%	17.79%	20.00%	20.00%
<u>WORKLOAD MEASURES</u>				
911 calls	534,115	530,000	530,000	530,000
Non-Emergency calls	256,401	260,000	260,000	260,000
% calls answered within 20 seconds	90.70%	94.50%	94.50%	94.50%

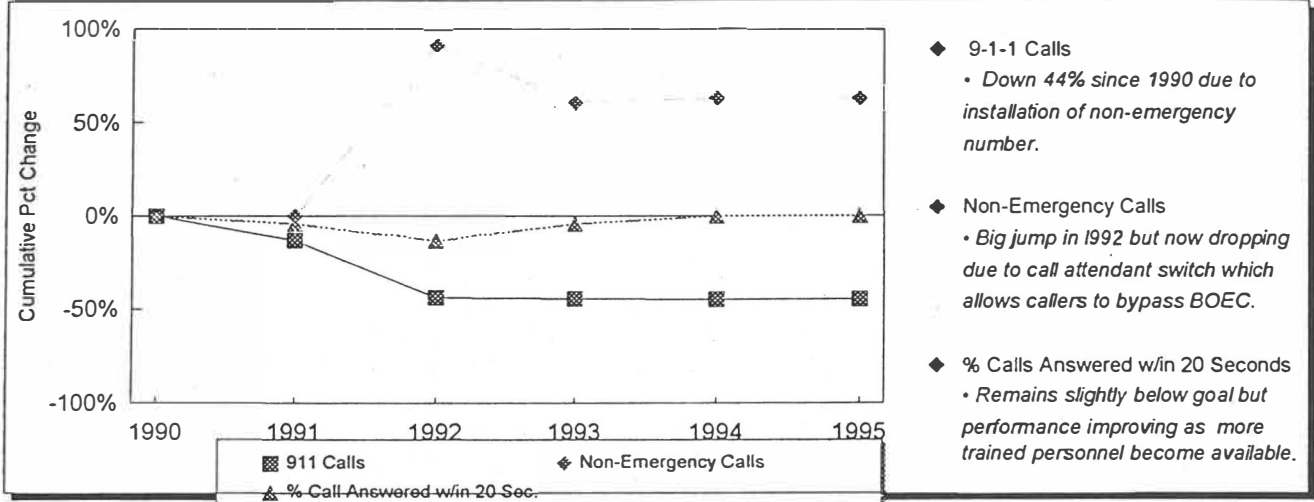
EMERGENCY COMMUNICATIONS (620)

Service Area: PUBLIC SAFETY

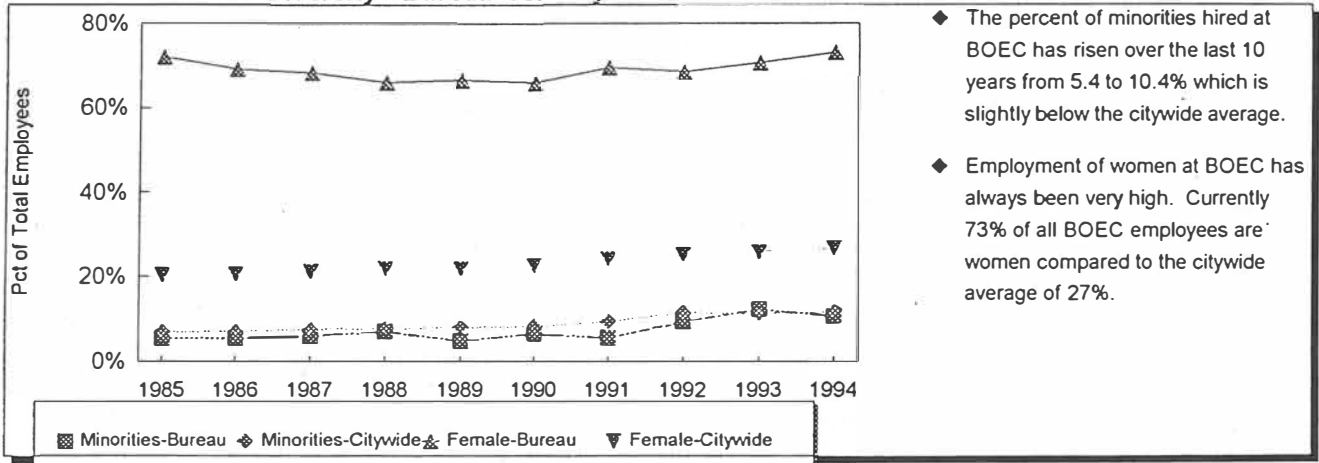
Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

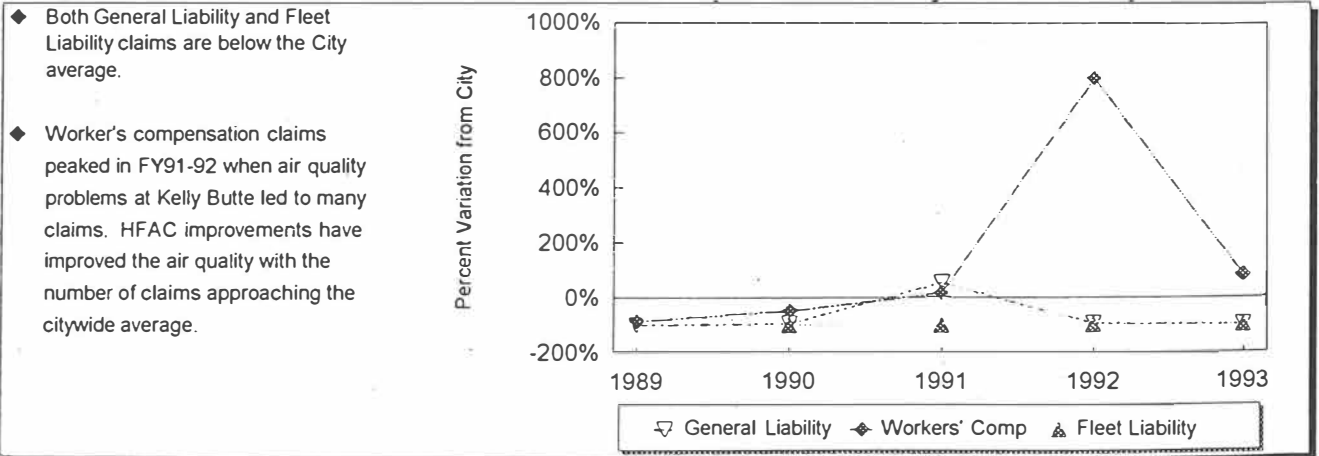
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



EMERGENCY COMMUNICATIONS (620)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: Earl Blumenauer

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$3,572,861	\$3,834,147	\$3,642,925	\$4,514,494	\$4,514,494
512000 Part-Time/Limited-Term	1,261	5,004	0	0	0
514000 Overtime	632,843	670,201	960,204	824,009	824,009
515000 Premium Pay	237,112	159,439	175,091	2,000	2,000
517000 Benefits	1,521,327	1,582,491	1,747,897	1,810,517	1,810,517
Total Personal Services	\$5,965,404	\$6,251,282	\$6,526,117	\$7,151,020	\$7,151,020
521000 Professional Services	\$15,865	\$3,911	\$5,000	\$5,000	\$5,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	668	761	1,800	2,000	2,000
524000 Repair & Maintenance	144,406	126,464	95,653	94,350	94,350
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	22,901	27,246	10,900	21,325	21,325
531000 Office Supplies	10,098	5,410	8,500	8,500	8,500
532000 Operating Supplies	40,655	25,357	33,350	29,450	29,450
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	16,214	7,227	16,250	12,500	12,500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	10,182	17,328	8,950	8,950	8,950
542000 Local Travel	1,329	1,433	1,000	1,000	1,000
543000 Out-of-Town Travel	8,779	14,779	16,500	16,500	16,500
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	27,727	23,811	23,200	31,600	31,600
Subtotal External Materials & Services	\$298,824	\$253,727	\$221,103	\$231,175	\$231,175
551000 Fleet Services	\$8,438	\$6,574	\$11,172	\$11,059	\$11,059
552000 Printing/Distribution	26,403	25,252	24,900	33,306	33,306
553000 Facilities Services	224,497	266,725	235,537	174,828	174,828
554000 Communications	1,400,330	460,140	443,481	310,579	310,579
555000 Data Processing	17,656	22,437	278,752	317,167	317,167
556000 Insurance	188,981	268,987	349,921	268,706	268,706
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	369	4,796	0	400	400
Subtotal Internal Materials & Services	\$1,866,674	\$1,054,911	\$1,343,763	\$1,116,045	\$1,116,045
Total Materials & Services	\$2,165,498	\$1,308,638	\$1,564,866	\$1,347,220	\$1,347,220
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	44,244	26,978	350,000	364,400	364,400
Total Capital Outlay	\$44,244	\$26,978	\$350,000	\$364,400	\$364,400
573000 Cash Transfers-Equipment	\$58,911	\$346,694	\$56,000	\$58,000	\$58,000
Total Bureau Expenses	\$8,234,057	\$7,933,592	\$8,496,983	\$8,920,640	\$8,920,640

EMERGENCY COMMUNICATIONS (620)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: Earl Blumenauer

FULL-TIME POSITIONS

Class	Title	Actual		Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0917	Emergency Comm. Director	1	1	1	\$70,084	1	\$75,606	1	\$75,606
0916	Asst. Emerg. Communications Director	1	1	1	60,496	1	62,870	1	62,870
0819	Administrative Assistant	1	0	0	0	0	0	0	0
0827	Financial Analyst	0	1	1	37,897	1	40,904	1	40,904
0544	Administrative Services Officer I	1	0	0	0	0	0	0	0
0612	Senior Human Resources Analyst	0	1	0	0	0	0	0	0
0380	MIS Analyst	1	0	0	0	0	0	0	0
2548	Information Systems Supervisor	0	1	0	0	0	0	0	0
'0379	Assistant MIS Analyst	3	0	0	0	0	0	0	0
2544	Senior MIS Support Analyst	0	1	0	0	0	0	0	0
2542	MIS Support Analyst	0	2	0	0	0	0	0	0
0322	Emerg. Communications Coordinator	4	4	0	0	0	0	0	0
0322	Emerg. Communications Manager	0	0	4	182,023	4	196,329	4	196,329
0319	Emerg. Communications Supervisor	13	13	13	538,730	13	583,633	13	583,633
0318	Emerg. Communications Operator II	94	94	95	2,479,601	95	3,138,588	95	3,138,588
0317	Emerg. Communications Operator I	7	7	7	187,087	7	212,657	7	212,657
0221	Secretarial Clerk II	2	2	3	69,363	3	74,966	3	74,966
0222	Secretarial Clerk I	0	0	1	17,644	1	20,593	1	20,593
0151	Police Clerical Assistant	1	1	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		129	129	126	3,642,925	126	4,406,146	126	4,406,146
	Emergency Operator Trainee	0	0	0	0	9	108,348	9	108,348
TOTAL LIMITED TERM		0	0	0	0	9	108,348	9	108,348
TOTAL INCLUDING LIMITED TERM		129	129	126	3,642,925	135	4,514,494	135	4,514,494

EMERGENCY COMMUNICATIONS FUND (115)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Service Charges & Fees					
<i>Misc. Service Charges</i>	\$6,359	\$498,322	\$15,000	\$10,000	\$10,000
<i>Revenue Description</i>	0	0	0	0	0
	6,359	498,322	15,000	10,000	10,000
Local Sources					
<i>State Cost Sharing</i>	1,354,870	1,222,994	1,195,696	1,221,930	1,221,930
<i>Multnomah Co Cost Sh.</i>	763,616	653,613	798,640	380,462	380,462
<i>Local Cost Sharing</i>	1,048,525	982,692	1,161,771	1,512,410	1,512,410
	3,167,011	2,859,299	3,156,107	3,114,802	3,114,802
Miscellaneous Revenues					
<i>Interest on Investments</i>	48,849	28,377	60,000	60,000	60,000
	48,849	28,377	60,000	60,000	60,000
Total External Revenue	3,222,219	3,385,998	3,231,107	3,184,802	3,184,802
Interfund Service Reimbursements					
<i>General</i>	5,108,696	5,285,117	5,893,371	6,268,965	6,268,965
	5,108,696	5,285,117	5,893,371	6,268,965	6,268,965
Beginning Fund Balance	1,325,856	296,454	844,712	840,548	840,548
TOTAL RESOURCES	\$9,656,771	\$8,967,569	\$9,969,190	\$10,294,315	\$10,294,315
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$5,965,404	\$6,251,282	\$6,526,117	\$7,151,020	\$7,151,020
<i>External Materials & Svcs</i>	298,824	253,727	221,103	231,175	231,175
Internal Materials & Svcs					
<i>General</i>	369	4,796	0	400	400
<i>Communications Services</i>	1,400,330	460,140	443,481	310,579	310,579
<i>Computer Services</i>	17,656	22,437	278,752	317,167	317,167
<i>Facilities Services</i>	224,497	266,725	235,537	174,828	174,828
<i>Fleet Services</i>	8,438	6,574	11,172	11,059	11,059
<i>Insurance & Claims</i>	54,294	88,629	83,430	70,479	70,479
<i>Worker's Compensation</i>	134,687	180,358	266,491	198,227	198,227
<i>Printing/Distribution Svcs</i>	26,403	25,252	24,900	33,306	33,306
	1,866,674	1,054,911	1,343,763	1,116,045	1,116,045
Capital Outlay	44,244	26,978	350,000	364,400	364,400
Equipment Cash Transfers					
<i>Communications Services</i>	58,911	3,100	56,000	58,000	58,000
<i>Facilities Services</i>	0	310,500	0	0	0
<i>Printing/Distribution Svcs.</i>	0	2,500	0	0	0
<i>Health Insurance Operatin</i>	0	30,465	0	0	0
<i>Fleet Services - Fuel Mgt</i>	0	129	0	0	0
	58,911	346,694	56,000	58,000	58,000
Total Bureau Expenses	8,234,057	7,933,592	8,496,983	8,920,640	8,920,640

EMERGENCY COMMUNICATIONS FUND (115)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Fund Requirements					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	0	0	841,575	133,644	133,644
<i>Compensation Adjust.</i>	0	0	390,156	317,692	317,692
	0	0	1,231,731	451,336	451,336
<i>Interfund Cash Transfers</i>					
<i>General - Overhead</i>	200,063	189,265	240,476	222,339	222,339
<i>General - Other</i>	5,197	0	0	0	0
<i>Public Safety Capital</i>	921,000	0	0	0	0
	1,126,260	189,265	240,476	222,339	222,339
<i>Inventory Account Increases</i>	0	0	0	0	0
<i>Ending Balance/CAD Reserv</i>	296,454	844,712	0	700,000	700,000
Total Fund Requirements	1,422,714	1,033,977	1,472,207	1,373,675	1,373,675
TOTAL REQUIREMENTS	\$9,656,771	\$8,967,569	\$9,969,190	\$10,294,315	\$10,294,315

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Emergency Communications Fund includes the resources and requirements associated with the operation of the Bureau of Emergency Communications. Resources for FY 1994-95 include \$6,268,965 in service reimbursements from the Portland Police and Fire Bureaus for call-taking and dispatch of police, emergency medical and fire. Local cost share revenues of \$1,892,872 will be received from Multnomah County, Gresham, Troutdale, Fairview, Maywood Park, Woodvillage, and Fire Districts 10, 14 and 30. In addition, State 911 revenue in the amount of \$1,221,930 is budgeted, which serves as an offset to Portland Police and Fire Bureau billings.

E-911 telephone access line charges continue to be paid by the State, and are not reflected in the FY 94-95 BOEC budget either on the resource or expenditure side.

The FY 1994-95 Requested Budget assumed Net 8 was shared by only Portland Police and MCSO after January 1, 1995 and would be in use for the entire fiscal year. In the Adopted Budget, Net 8 is funded for only nine months.

The Adopted FY 1994-95 Budget includes adjustments for the planned July 1, 1995 annexation of 22,000 people, \$580 million in assessed value and the transfer of associated calls for service.

FIRE AND POLICE DISABILITY AND RETIREMENT (337)

Service Area: NON-DEPARTMENTAL

Commissioner-in-Charge: Barbara Clark

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$0	\$0	\$0	\$0	\$0
External Materials & Svcs.	35,911,843	36,649,494	40,058,503	41,808,832	41,808,832
Internal Materials & Svcs.	398,046	437,358	449,725	471,994	471,994
Minor Capital Outlay	4,702	3,447	4,707	6,800	6,800
Cash Transfers-Equipment	0	0	0	3,500	3,500
Total Operating Budget	\$36,314,591	\$37,090,299	\$40,512,935	\$42,291,126	\$42,291,126
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$36,314,591	\$37,090,299	\$40,512,935	\$42,291,126	\$42,291,126
Allocated Overhead Costs			142,582	102,805	102,805
Total Cost with Allocated Overhead			\$40,655,517	\$42,393,931	\$42,393,931
Authorized Full-Time Positions					
Total	0	0	0	0	0
SOURCE OF FUNDING					
Fire and Police Disability and Retirement Fund	\$37,090,299	\$40,512,935	\$42,291,126	\$42,291,126	\$42,291,126
PROGRAMS					
RETIREMENT SYSTEMS	\$28,834,557	\$31,354,125	\$33,512,273	\$33,512,273	\$33,512,273
Positions	0	0	0	0	0
DISABILITY AND DEATH BENEFITS	7,641,573	8,564,665	8,160,292	8,160,292	8,160,292
Positions	0	0	0	0	0
ADMINISTRATION AND STAFFING	614,169	594,145	618,561	618,561	618,561
Positions	0	0	0	0	0
TOTAL PROGRAMS	\$37,090,299	\$40,512,935	\$42,291,126	\$42,291,126	\$42,291,126
Positions	0	0	0	0	0

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Fire and Police Disability and Retirement Fund (FPDR) was created to provide disability and retirement benefits to the sworn employees of the Fire and Police Bureaus. Chapter 5 of the City Charter establishes the level of benefits, and the method of administering benefits, as well as providing for separate property tax levy authority of up to \$2.80 per \$1,000 on taxable assessed value within the City of Portland. Originally authorized in 1948, Chapter 5 has been amended five times, most recently in 1989.

The bureau is divided into three programs: Retirement Systems, which includes the direct costs of pensions to members and beneficiaries; Disability and Death Benefits, which includes all direct benefit costs for time lost due to disability, medical claims, and death benefits; Administration and Staffing includes all non-direct costs of providing benefits, including staffing costs, actuarial expenses, legal fees and other office expenses.

Overall expenditures for FY 1994-95 total \$42,291,126, an increase of 4.4% over the FY 1993-94 revised budget. The increase is primarily within the Retirement Systems Program, which increases by \$2.2 million or 6.9% over prior year. This increase is the result of new retirements, as well as cost-of-living increases on existing pensions. It is projected that there will be a net increase of 37 new pensions during the year, bringing the total up to 1,290 members and beneficiaries at June 30, 1995.

FIRE AND POLICE DISABILITY AND RETIREMENT (337)

Service Area: NON-DEPARTMENTAL

Commissioner-in-Charge: Barbara Clark

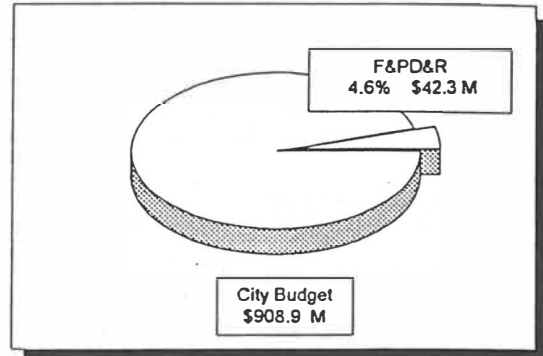
SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

Expenditures are decreasing in the Disability Program by 4.7% or about \$404,000. The Fund has experienced a decline in disability costs since 1990 as a result of Plan changes implemented.

The Administration Program expenditures increase by 4.1% over the FY 1993-94 revised budget, due to cost of living increases.

PERCENT OF CITY BUDGET



BUDGET DECISIONS FOR 1995-96

Decision Packages for 1995-96 (in constant 1994-95 dollars):

- ◆ Actuarial Adjustment to Target
 - Increased Number of Pensions

Total 1995-96 Decision Packages (in constant 1994-95 dollars):

Total 1994-95 Budget

Total 1995-96 Budget (in constant 1994-95 dollars):

Full-Time Positions	Estimated Cost		Total Cost
	General Fund Discretionary		
0	0		\$1,195,147
0	\$0		\$1,195,147
0	\$0		\$42,291,126
0	\$0		\$43,486,273

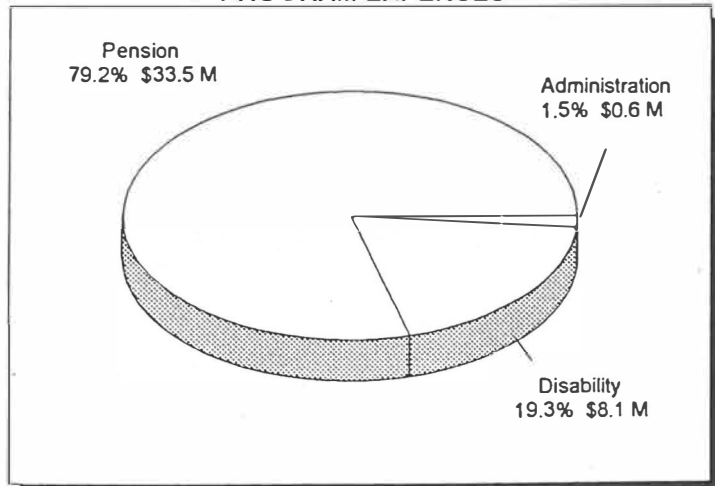
Note: During 1995-96 a net increase of 45 pensions is projected.

DESCRIPTION OF PROGRAMS

Retirement Systems

This program provides pension benefits to retired uniform members of the Police or Fire bureau or their surviving spouse. By fiscal year end 1994-95, it is projected that there will be 1,290 retired members and beneficiaries, an increase of 37 from the projected year end total for 1993-94 of 1,253. The expenses for this program are based on current year costs plus expected new retirements plus an inflation factor.

PROGRAM EXPENSES



FIRE AND POLICE DISABILITY AND RETIREMENT (337)

Service Area: NON-DEPARTMENTAL

Commissioner-in-Charge: Barbara Clark

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (Continued)

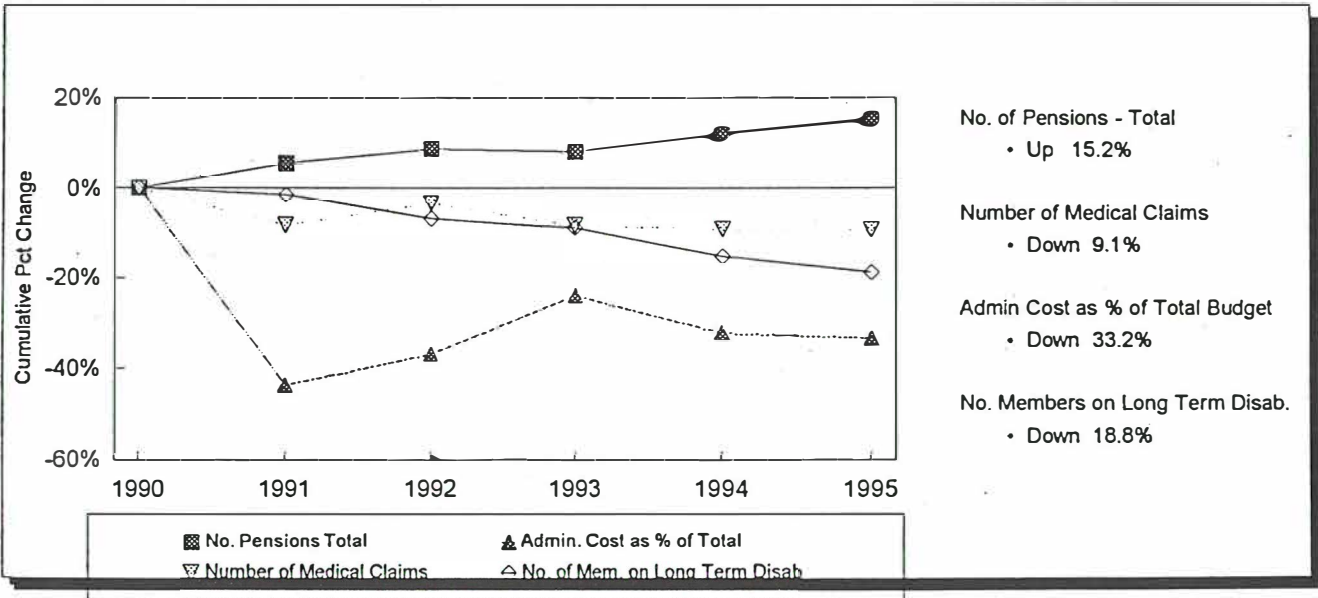
Disability and Death Benefits

This program provides for compensation to uniformed members of the Fire and Police Bureau for injury or illness incurred in the performance of duty as well as benefits paid on death. Funding is included for no-time-loss medical claims, short-term loss, as well as long-term service, non-service and occupational benefits. Members receive a percentage of their pay for time lost through illness or injury. Vocational rehabilitation costs are also included.

Administration and Staffing

This program provides funding for all activities and staffing in support of the provision of pension, disability, and death benefits for members of the Fire and Police Bureaus and their survivors. Staffing is provided through an interagency agreement with the City Auditor's Office. Administrative functions include processing the applications, issuing payments for approved claims, tracking payments, monitoring and forecasting the financial status of the Fund. Staff also provides assistance, and answers inquiries from members, attorneys, medical providers and the public.

PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide

Bureau Loss Experience vs. Citywide Loss Experience

Included in Auditor's Office

FIRE AND POLICE DISABILITY AND RETIREMENT (337)

Service Area: NON-DEPARTMENTAL

Commissioner-in-Charge: Barbara Clark

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

The Fire and Police Disability and Retirement Fund plans to accomplish the following top priority projects during FY 1994-95.

1. Cost Containment: With the concurrence of the Board of Trustees, encourage the membership of the Fund, through an information campaign, to limit their required medical services to particular medical and hospital service providers with whom we will have made fee arrangements. As part of this cost containment plan, explore joining in the purchase of services and administration of claims that are in place for other employees of the City. Goal: Reduce medical costs by 15% showing a savings of \$247,186 below requested budget.
2. Conduct a survey and study of comparator cities' pension and disability costs. Purpose of the study is to determine if Portland's Fire and Police system is cost effective and provides comparable services and benefits in comparison to these other jurisdictions.
3. Early return to duty activities: Implement early return of injured workers to limited duty assignments in each of the two bureaus. Fund a position in each bureau (limited duty firefighter and police officer) whose primary function will be to identify jobs or tasks that can be performed by injured members who are still in rehabilitation or work hardening levels of their recovery. These employees would be jointly supervised by their bureaus and the Fund Administrator of the Pension and Disability system. The goal is to fill these positions from the pool of presently disabled employees who are currently receiving benefits.
4. Continue accurate, timely processing of FPD&R Board actions, retirements and disability claims.
5. Hold administrative costs below 1.7% of adopted budget.

MAJOR BUDGET NOTES

None

	<u>Actual</u> <u>FY 1992-93</u>	<u>Revised Budget</u> <u>FY 1993-94</u>	<u>Proposed</u> <u>FY 1994-95</u>	<u>Adopted</u> <u>FY 1994-95</u>
<u>EFFICIENCY MEASURES</u>				
Cost per Medical Claim	\$403	\$423	\$549	\$549
Admin. Cost as % of Total	1.65%	1.47%	1.45%	1.45%
<u>WORKLOAD MEASURES</u>				
Number of Pensions Administered	1,209	1,253	1,290	1,290
Number of New Member Pensions	50	60	51	51
Number of New Survivor Pensions	17	34	40	40
Number of New Time Loss Claims - Fire	100	100	100	100
Number of New Time Loss Claims - Police	105	125	125	125
Number of Long Term Disabilities - Fire	72	67	66	66
Number of Long Term Disabilities - Police	103	96	90	90
Number of Medical Claims	3,025	3,000	3,000	3,000

FIRE AND POLICE DISABILITY AND RETIREMENT (337)

Service Area: NON-DEPARTMENTAL

Commissioner-in-Charge: Barbara Clark

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time/Limited-Term	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
Total Personal Services	\$0	\$0	\$0	\$0	\$0
521000 Professional Services	\$24,151	\$92,911	\$61,175	\$62,100	\$62,100
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	8,480	8,241	8,700	9,085	9,085
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	4,730	20,486	15,288	8,350	8,350
531000 Office Supplies	2,612	1,961	3,050	3,172	3,172
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	1,475	60	1,000	1,040	1,040
542000 Local Travel	198	168	500	520	520
543000 Out-of-Town Travel	15,328	22,790	25,000	26,000	26,000
544000 External Rent	0	0	0	0	0
546000 Refunds	34,708	26,747	25,000	26,000	26,000
547000 Retirement	35,820,161	36,476,130	39,918,790	41,672,565	41,672,565
549000 Miscellaneous	0	0	0	0	0
Subtotal External Materials & Services	\$35,911,843	\$36,649,494	\$40,058,503	\$41,808,832	\$41,808,832
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	12,090	11,531	12,707	13,021	13,021
553000 Facilities Services	32,397	33,986	34,151	35,503	35,503
554000 Communications	3,787	4,072	5,594	3,760	3,760
555000 Data Processing	4,988	8,335	6,374	6,804	6,804
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	344,784	379,434	390,899	412,906	412,906
Subtotal Internal Materials & Services	\$398,046	\$437,358	\$449,725	\$471,994	\$471,994
Total Materials & Services	\$36,309,889	\$37,086,852	\$40,508,228	\$42,280,826	\$42,280,826
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,702	3,447	4,707	6,800	6,800
Total Capital Outlay	\$4,702	\$3,447	\$4,707	\$6,800	\$6,800
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$3,500	\$3,500
Total Bureau Expenses	\$36,314,591	\$37,090,299	\$40,512,935	\$42,291,126	\$42,291,126

FIRE AND POLICE DISABILITY AND RETIREMENT FUND (651)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Property Taxes					
Current Year's Taxes	\$30,834,766	\$36,502,541	\$37,615,592	\$38,041,564	\$38,041,564
Prior Year's Taxes	1,646,164	1,610,580	2,173,295	2,387,000	2,387,000
	<u>32,480,930</u>	<u>38,113,121</u>	<u>39,788,887</u>	<u>40,428,564</u>	<u>40,428,564</u>
Miscellaneous Revenues					
Refunds	0	1,402	10,000	5,000	5,000
Interest on Investments	627,279	504,979	400,000	400,000	400,000
Note Sales	0	8,000,000	8,000,000	0	0
Other Miscellaneous	173,035	161,496	40,000	50,000	50,000
	<u>800,314</u>	<u>8,667,877</u>	<u>8,450,000</u>	<u>455,000</u>	<u>455,000</u>
Total External Revenue	<u>33,281,244</u>	<u>46,780,998</u>	<u>48,238,887</u>	<u>40,883,564</u>	<u>40,883,564</u>
Interfund Cash Transfers					
FPD&R Reserve Fund	0	0	750,000	750,000	750,000
	<u>0</u>	<u>0</u>	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
Beginning Fund Balance	7,036,614	3,874,143	4,386,796	6,569,506	6,569,506
TOTAL RESOURCES	<u>\$40,317,858</u>	<u>\$50,655,141</u>	<u>\$53,375,683</u>	<u>\$48,203,070</u>	<u>\$48,203,070</u>
REQUIREMENTS					
Bureau Expenses					
Personal Services	\$0	\$0	\$0	\$0	\$0
External Materials & Svcs	35,911,843	36,649,494	40,058,503	41,808,832	41,808,832
Internal Materials & Svcs					
Printing & Distribution	12,090	11,531	12,707	13,021	13,021
Facilities Services	32,397	33,986	34,151	35,503	35,503
Communications	3,787	4,072	5,594	3,760	3,760
Data Processing	4,988	8,335	6,374	6,804	6,804
Other Fund Services	344,784	379,434	390,899	412,906	412,906
	<u>398,046</u>	<u>437,358</u>	<u>449,725</u>	<u>471,994</u>	<u>471,994</u>
Capital Outlay	4,702	3,447	4,707	6,800	6,800
Equipment Cash Transfers					
Printing & Distribution	0	0	0	3,500	3,500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,500</u>	<u>3,500</u>
Total Bureau Expenses	<u>36,314,591</u>	<u>37,090,299</u>	<u>40,512,935</u>	<u>42,291,126</u>	<u>42,291,126</u>
Fund Requirements					
Contingency					
Gen Oper Contingency	0	0	4,635,991	5,724,335	5,724,335
Compensation Adjust.	0	0	12,635	10,402	10,402
	<u>0</u>	<u>0</u>	<u>4,648,626</u>	<u>5,734,737</u>	<u>5,734,737</u>

FIRE AND POLICE DISABILITY AND RETIREMENT FUND (651)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Debt Service</i>					
<i>Principal</i>	0	8,000,000	8,000,000	0	0
<i>Interest</i>	36,996	67,511	71,540	74,402	74,402
	36,996	8,067,511	8,071,540	74,402	74,402
<i>Interfund Cash Transfers</i>					
<i>General Fund Overhead</i>	92,129	61,597	142,582	102,805	102,805
	92,129	61,597	142,582	102,805	102,805
<i>Ending Balance/Reserves</i>	3,874,142	5,435,734	0	0	0
Total Fund Requirements	4,003,267	13,564,842	12,862,748	5,911,944	5,911,944
TOTAL REQUIREMENTS	\$40,317,858	\$50,655,141	\$53,375,683	\$48,203,070	\$48,203,070

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Portland City Charter, Chapter 5, establishes the Fire and Police Disability and Retirement (FPDR) Fund for the sworn employees of the Fire and Police bureaus, their surviving spouses, and dependent minor children. The Fund is supported primarily through a separate property tax levy authorized by the voters in 1948. The levy is a rate based levy, providing a maximum rate of \$2.80 per \$1,000 assessed valuation. For FY 1994-95, the rate is projected to be \$1.73 per \$1,000. The rate was set at a high enough level so that when compressed due to Measure 5, it would still produce a property tax levy of \$41.3 million, which is \$1.64 per \$1,000, the amount that the Fund will need to collect in current year property tax revenue to meet its obligations.

Prior Year property tax revenue of \$2.4 million, a beginning fund balance of \$6.6 million, interest income of \$400,000, and other miscellaneous revenue of \$55,000 provide the remaining funds for FY 1994-95 operations. Other budgeted resources include a cash transfer of \$750,000 from the Reserve Fund. This transfer is budgeted for use only in the event the FPDR Fund becomes depleted and cannot meet its current obligations. The reserve fund was established by City Charter and is to be maintained in the amount of \$750,000.

The \$8 million budgeted previously as Note Sales is not being requested in 1994-95, as short term cash flow needs are expected to be covered through internal borrowing from other city Funds, as was done in 1993-94. Short-term borrowing is generally required from September through December when the majority of revenue is received from property taxes. Tax Anticipation Notes (TANs) is one method of financing open to the Fund, but it can be more expensive depending on interest rates.

The General Operating Contingency consists of the following: General Contingency of \$1.3 million, set at 3% of operating expenses; Reserve Contingency of \$750,000, which is budgeted as a cash transfer from the FPDR Reserve Fund; State Tax Set-Aside of \$3.6 million, to pay for possible increases in pension due to Legislative or Court mandated changes that may occur. An Oregon Supreme Court ruling required the Legislature to remedy the breach in contract that occurred when pensions changed from tax free to taxable. The 1993-94 budget included \$2.7 million set-aside for this purpose, but the Legislature failed to make a decision regarding the remedy. Thus, the \$2.7 million is being carried over in the beginning fund balance, and the \$3.6 million set-aside for 1994-95 includes \$902,000 in "new set-aside" for 94-95 increases. The remaining \$117,000 in contingency is being budgeted to pay for two new positions, which will work as liaisons between the Fund and the Bureau's of Fire and Police. The primary function of these limited duty officers is to identify positions that can be filled by injured firefighters or police officers and expedite their return to duty in their respective Bureaus.

FIRE AND POLICE DIS. AND RET. RESERVE FUND (652)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>RESOURCES</u>					
<i>Beginning Fund Balance</i>	750,000	750,000	750,000	750,000	750,000
<u>TOTAL RESOURCES</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>
<u>REQUIREMENTS - AU 233</u>					
<u>Cash Transfers to Other Funds</u>					
<i>Fire and Police Dis & Ret Fund</i>	0	0	750,000	750,000	750,000
	0	0	750,000	750,000	750,000
<i>Ending Balance/Reserves</i>	750,000	750,000	0	0	0
<u>TOTAL REQUIREMENTS</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>

This reserve fund was established by City Charter and is to be maintained in the amount of \$750,000 for use only in the event the Fire and Police Disability and Retirement Fund becomes depleted to the extent that current obligations cannot be met.

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$44,119,880	\$45,273,604	\$45,253,738	\$44,731,314	\$44,940,363
External Materials & Svcs.	2,832,414	3,335,602	3,733,644	3,874,005	3,874,005
Internal Materials & Svcs.	3,732,256	3,672,407	3,203,769	3,743,962	3,672,220
Minor Capital Outlay	1,443,131	387,258	797,761	416,006	416,006
Cash Transfers-Equipment	19,504	3,049	57,500	15,523	15,523
Total Operating Budget	\$52,147,185	\$52,671,920	\$53,046,412	\$52,780,810	\$52,918,117
Capital Improvements	0	0	3,874,070	3,258,353	4,331,415
TOTAL BUREAU EXPENSES	\$52,147,185	\$52,671,920	\$56,920,482	\$56,039,163	\$57,249,532
Allocated Overhead Costs			1,469,462	1,533,610	1,533,610
Total Cost with Allocated Overhead			\$58,389,944	\$57,572,773	\$58,783,142
Authorized Full-Time Positions					
Total	757.0	770.0	770.0	741	741
Gen. Fund Discretionary	676.9	710.7	739.7	741	741
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		47,192,536	51,522,867	54,591,443	55,664,505
Non-Discretionary Revenues					
Grants & Donations		305,963	0	0	0
Contract Revenue		4,288,976	3,579,227	49,129	186,436
Interagency Services		3,439	0	0	0
Bureau Program Revenue		881,006	1,818,388	1,398,591	1,398,591
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		5,479,384	5,397,615	1,447,720	1,585,027
Total General Fund Resources		\$52,671,920	\$56,920,482	\$56,039,163	\$57,249,532
Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.					
Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.					
PROGRAMS					
Emergency Operations	\$37,766,693	\$39,773,805	\$39,934,199	\$40,071,506	
Positions	609.0	608.0	599.0	599.0	
Logistics	5,641,753	7,874,047	7,659,464	8,732,526	
Positions	25.0	25.0	25.0	25.0	
Management Services	3,288,574	2,391,315	1,881,038	1,881,038	
Positions	39.0	40.0	21.0	21.0	
Prevention	4,236,962	4,432,487	4,502,860	4,502,860	
Positions	64.0	63.0	62.0	62.0	
Training and Emerg. Mgmt.	1,737,938	2,448,828	2,061,602	2,061,602	
Positions	33.0	34.0	34.0	34.0	
TOTAL PROGRAMS	\$52,671,920	\$56,920,482	\$56,039,163	\$57,249,532	
Positions		770	770	741	741

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau enters the upcoming two year budget period with a renewed strategic planning process, revised mission and goal statements and the commitment to keep the process alive through the development of specific action plans and ongoing accountability.

The Bureau's new mission and goal statements are as follows:

"To promote a safe environment for all areas protected by the Portland Bureau of Fire, Rescue and Emergency Services, to respond to fire and other emergencies, and to provide related services to benefit the public."

With this mission, the Bureau has five goals:

Goal 1 - To reduce the frequency and severity of fire, medical and hazardous materials emergencies through prevention, education and enforcement programs.

Goal 2 - To minimize suffering, loss of life and property from fires, hazardous materials, medical and other emergencies through response programs.

Goal 3 - To ensure preparedness through training, disaster planning and emergency management programs.

Goal 4 - To provide the resources and support necessary for the Bureau to accomplish its mission.

Goal 5 - To coordinate and involve the community in a partnership with the Bureau to accomplish its mission and goals.

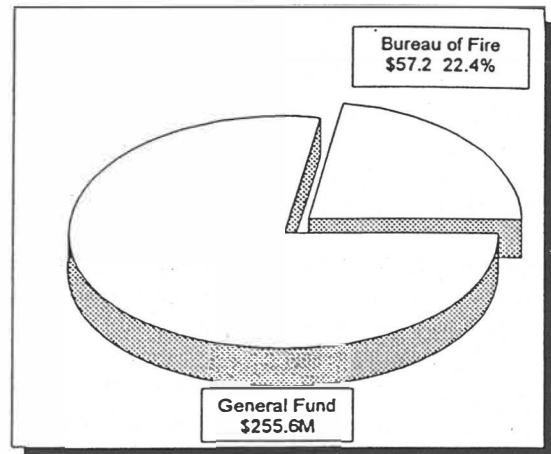
There are a number of critical issues facing the Bureau which are addressed in this budget and which will play out over the upcoming two fiscal year budget period.

Patient Transport

One of the most significant issues in this budget relates to the patient transport proposal. Council's approval and commitment allowed the Bureau to aggressively pursue involvement in the patient transport issue as a potential provider of service. The adopted Multnomah County Ambulance Service Area Plan calls for the Bureau to transport all life threatening cases beginning in July of 1994. In FY1993-94, the Bureau participated in the planning process with Multnomah County in developing an Ambulance Service Area Plan (ASA) for the County. Since that time, the ASA plan has been turned down by the voters and has since been rewritten. The new plan calls for a single provider for all Emergency transports. The County is in the process of developing an RFP for transport capable providers to bid on the provision of services for the entire County area. The Bureau of Fire, Rescue and Emergency Services plans on participating in this bid process.

If successful, the Bureau anticipates the transport program to begin in July of 1995.

PERCENT OF GENERAL FUND



BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

Apparatus Staffing\Station Location Study

A major TriData recommendation called for standard staffing of four firefighters per engine company. There are currently five stations in the system that operate with three person engines when the rescue unit is on another call. Rather than request funding for five positions per shift, fifteen total, the Bureau will await the results of the station location study which has been included in a Special Appropriation. The results of that study are expected to impact deployment of personnel throughout the service delivery system.

Whether or not the redeployment will address the TriData recommendation is unknown at this time.

Multnomah County Fire District 10 Intergovernmental Agreement

The Bureau began an intergovernmental agreement for the provision of fire services to the unincorporated East Multnomah County Fire District 10 in July, 1984. The contract was a result of the City's adopted Urban Services Policy which called for the annexation of the unincorporated areas within the City of Portland's Urban Growth Boundary. The agreement is scheduled to end on June 30, 1994 with the completion of the City's east side annexation program. In 1984 the City took in, as City employees, 222 employees of District 10. Since that time, the Bureau has absorbed all but 28.5 of these positions through the Urban Service adjustments to the Bureau's budget which corresponded to annexations during each fiscal year.

The City plans on completing all east side annexations by the close of FY1993-94. This leaves the District 10 area with one fire station in the Orient area which is outside the urban growth boundary of both Portland and Gresham. This area is separated from Portland city limits by the City of Gresham. Due to the location, the Bureau has declined the opportunity to provide fire suppression services to the remaining area. The Bureau is currently negotiating a division of assets with the District 10 Board of Directors. When finalized, the City of Portland will be given the title including six fire stations, five pieces of apparatus and all station equipment and furnishings within the annexed areas of Portland.

Urban Services

The Bureau requested roughly \$2.7 million dollars in urban service funding for FY1994-95 based on the annexations that were anticipated to be completed by March 31, 1994. The Bureau is currently providing service to these areas with City employees via a District 10 contract for service. The urban services request is a transfer of funding sources from contract revenues to Discretionary funding. During the budget process, the Bureau identified \$500,000 in reductions which reduced its urban service request to \$2.2 million. \$2.2 million reflects the Bureau of Financial Planning's estimated revenues from the newly annexed areas. These reductions are shown in the Adopted Budget as budgeted salary savings.

The Bureau has absorbed many costs related to service provision in the newly annexed areas over the last ten years. This final year annexations completes the City's plans for urban growth in the East Multnomah County area.

Community Emergency Services (CES)

A new program which is still in the pilot stage is the Bureau's Community Emergency Services program. CES is modelled after the Community Policing model, integrating fire and emergency rescue services at the station level with the specific needs of the neighborhood residents. Community and Council reaction has been very favorable. The pilot test of Community Emergency Services began in

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: **PUBLIC SAFETY**

Commissioner-in-Charge: **CHARLIE HALES**

SUMMARY OF BUREAU EXPENSES

Community Emergency Services, continued

FY 1993-94 with the selection of three fire stations. Stations 2, 14, and 41 have established citizen advisory boards and have started the initial planning process steps. They have identified community outreach projects, and have started to implement their plans with various groups in the community to improve safety in their respective emergency management zones.

A full report presented to City Council in March 1994 on CES detailed some dramatic increases in community contacts. More importantly, the outreach projects begun in each emergency management zone have been directed at specific safety needs. For example, Station 14 has developed a coalition with local social organizations to "piggy back" fire prevention issues into their home visitations. Station 41 worked with local Cub Scouts to effectively quadruple their contacts for the "Change Your Clock - Change your Battery" smoke detector campaign. Station 2 worked with local a buisness district to address some emergency medical issues related to their specific problems for light industrial activity.

In support of the CES program, District stations will participate in community activities such as smoke detector programs, and neighborhood emergency teams. This will promote an informed community that will be capable of assisting in emergency preparedness. The Bureau will coordinate neighborhood disaster preparedness teams, who will train and coordinate from local fire stations during a major disaster such as an earthquake.

A request for increased CES funding implemented the program and Neighborhood Emergency Teams (NET) bureauwide was not approved in the FY1994-95 Budget. The Council's direction was to continue to implement the program in phases utilizing existing resources. The pilot test has pointed out the problem areas the Bureau will need to address before full implementation of CES will be possible. For example, the change in management philosophy inherent in CES will require additional training

Hiring

The Bureau is exploring different methods for increasing the diversity of the Bureau's workforce. The Bureau recently hired the first recruit class in four years. Out of the nine hires, four were either female or minorities. One of the primary options the Bureau is exploring is the development of an apprenticeship program where individuals would enter the program and then be trained as firefighters. At the end of the training cycle, the apprentices would be certified as firefighters and would be given permanent status.

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

EMERGENCY OPERATIONS

The Emergency Operations program makes up 71.5% of the Fire Bureau's total budget. The primary goal and function of this program is to provide fire suppression, first responder and advanced life support emergency medical services, pre-fire inspections and hazardous materials response, in order to minimize economic, physical and social losses from fires, accidents and natural disasters.

LOGISTICS

The Logistics program totals 15.3% of the Bureau's budget. This program is comprised of Logistics Administration, Building Maintenance, Apparatus Maintenance, and support for Emergency Operations and Station Operations. The Logistics program is responsible for the maintenance of bureau buildings and apparatus equipment for continuous and reliable operations 24 hours a day, year round.

MANAGEMENT SERVICES

The Management Services program is 3.3% of the Bureau's total budget. This program consists of four functional areas: The Office of the Fire Chief; General Administration; Information Services; and Fire Alarm Dispatch. This division is responsible for the overall managerial and fiscal direction of the Bureau; staff assistance in the area of policy making and long range planning and the dispatch of emergency personnel and equipment.

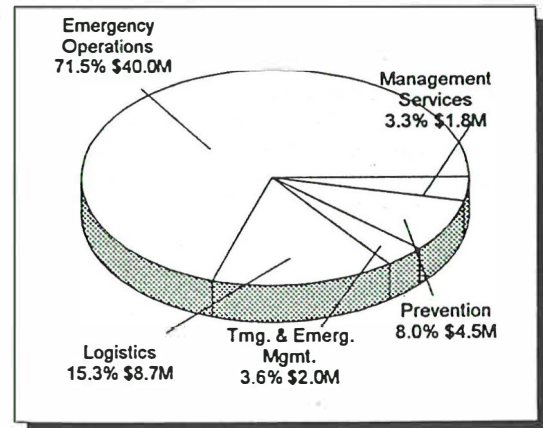
PREVENTION

The Fire Prevention program makes up 8.0% of the total Bureau's budget. This program consists of seven functional areas: Public Education, Plans Review, Code Enforcement, Investigations, Harbor Master, Special Hazards and Administration. These sections are responsible for informing and educating the public, conducting plan reviews, performing Fire Code inspections, investigating fires, enforcing the Harbor Code, and regulating special hazards in the City. Particular emphasis is directed towards those populations that face a disproportionately high risk of death due to fire. These groups include the very young, the elderly, minorities, and handicapped persons.

TRAINING & EMERGENCY MANAGEMENT

The Training and Emergency Management program is 3.6% of the Bureau's total budget. This program consists of three functional areas: Emergency Management, Training and Planning. These areas are responsible for training and maintaining a skilled fire and emergency response force; preparing and maintaining an emergency preparedness plan for the City in the event of a disaster; and, providing planning data and statistical support for the Bureau programs.

PROGRAM EXPENSES



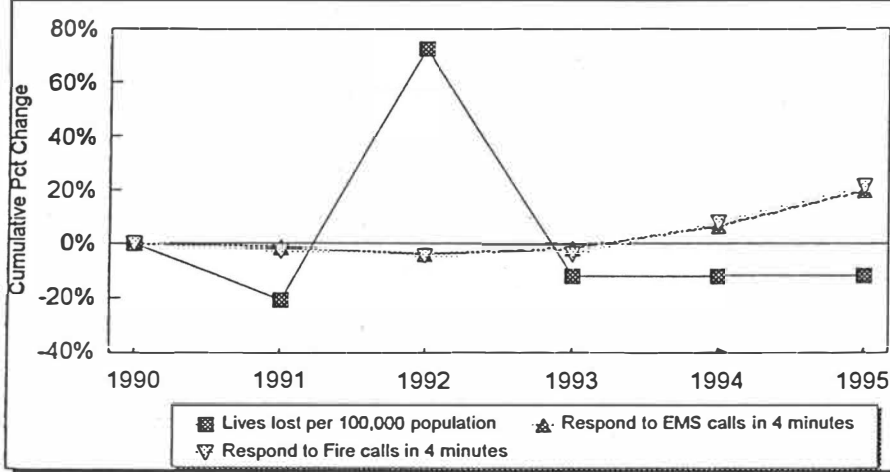
BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

PERFORMANCE TRENDS



Number of lives lost per 100,000 population.

- remained constant over last three years.

EMS Call Response

- Up 5%

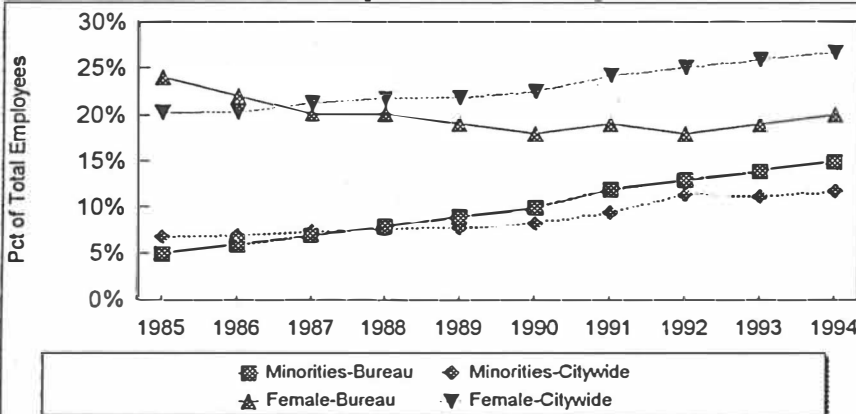
Fires Per Capita

- remained constant over last three years.

Fire Call Response

- Up 5%

Workforce Diversity - Bureau vs. Citywide

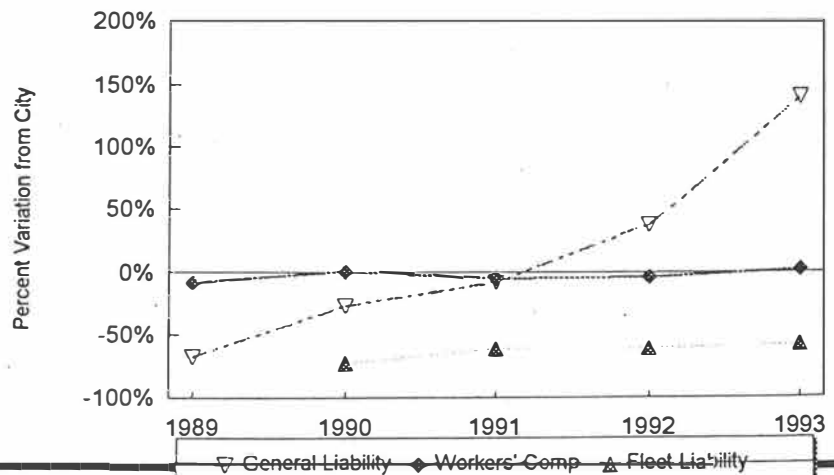


◆ Overall minority count for Bureau is up from 5% in '85 to almost 15% in '94.

◆ Female count is below City Wide average by approx. 8%.

Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ General Liability: Higher than City average due to high risk of exposures.
- ◆ Worker's Compensation: Relatively even with the City Wide average.
- ◆ Fleet Liability: Below City average.



BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Fire station location study- A City wide evaluation of the Bureau's fire station locations and response times.
2. Management training for chief officers - There is a recognized need to increase the training for chief officers in the areas of workforce diversity, interpersonal relationships, Incident Command System and Management Information Systems. This will be in addition to the ongoing training that has been offered.
3. Review staffing levels - The Bureau will evaluate staffing needs for Engine and Truck companies. In addition to individual company staffing requirements, this project will analyze emergency scene requirements. The primary emphasis will be on Fire Fighter safety and compliance with national standards.
4. Provide more pre-fire plans to First Responders - The individual Fire Company pre-fire plans will be computerized and available to all First Responders using the newly purchased Mobil Data Terminal (MDT) system.
5. Develop a plan for regionalization of services - The Emergency Operations Division has a regional response plan for First Response, including Mutual Aid and Mutual Response. In addition, planning for West side Light Rail Project, the Marine Fire Safety Association, Ambulance Transport and the State Hazardous Materials Response Plan continues to be examples of on-going, regional programs. The Bureau's Prevention Division is also working on a regionalization study.
6. Develop a specific set of performance expectations and objectives regarding Emergency Medical Services (EMS)- These objectives will include Basic Life Support First Response; Advanced Life Support First Response; Hazardous Materials incidents; Specialized Rescue incidents; and Patient Transport.
7. Determine a policy for sending Emergency Medical Services (EMS) units to low-income citizens who use EMS in lieu of a doctor. Communicate EMS policy to all EMS staff, Dispatch and Multnomah County. This program and policy will be developed in conjunction with the Multnomah County EMS Director.
8. Complete the Prevention Division strategic action planning process associated with experiment in "Quality Management". The desired outcome being an increased productivity.

MAJOR BUDGET NOTES

1. None

EFFECTIVENESS MEASURES

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
Fires per 100 residents	6.12	6.59	6.59	6.59
Number of lives lost per 100,000 population. Goal: No more than 97% of last three years average of 1.717/100,000 population. (92-93 actual = 1.973/100,000 pop.)	1.15	0.97	0.95	0.97
Total fire loss per capita. Goal: No more than 97% of last three years average of 30.42/capita. (92-93 actual = 29.52/capita)	0.97	0.97	0.95	0.97

City of Portland, Oregon - FY 1994-95 Adopted Budget

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES (con't)</u>				
Dollar value of fire loss as a percentage of total value of structure exposed to fire Goal: No more than 97% of .4876%. (92-93 actual = .259%)	0.53	0.97	0.97	0.97
Number of time-loss injuries for 100 firefighters Goal: No more than 97% of last three years average of 13.17/100 firefighters. (92-93 actual = .341100 F.F.)	0.03	0.97	1.00	1.00
Percent of recruits successfully trained in comparison to total number of recruits.	N/A	N/A	100%	100%
Respond to 90% of all EMS Incidents w/in 4 min.	N/A	N/A	80.00%	80.00%
Respond to 90% of all Fire incidents w/in 4 min.	N/A	N/A	80.00%	80.00%
<u>EFFICIENCY MEASURES</u>				
Average number of inspections per Inspector completed each day.	3.46	4.30	4.30	4.30
Average per capita cost of Fire/EMS protection	72.26	79.06	76.08	76.08
Management Support cost as a percentage of total budget (Dispatch excluded).	0.02%	0.02%	0.05%	0.05%
Number of emergency preparedness and/or neighborhood life safety programs	N/A	N/A	3	21
<u>WORKLOAD MEASURES</u>				
Number of participants in Public Education Programs.	47,182	26,200	25,000	25,000
Number of regular code inspections per year.	5,613	5,750	6,000	6,000
Number of Arrests and Exceptional Clearances.	N/A	112	110	110
Number of Personnel Examinations held.	N/A	N/A	3	3
Recruitment and outreach efforts accomplished.	N/A	N/A	25	25
Total number of Fire, EMS and other calls responded to.	47,063	46,700	47,650	47,650
Number of work orders completed for Apparatus Maintenance.	4,048	4,200	4,200	4,200
Pieces of buildings and equipment receiving preventive maintenance & repair.	407	400	400	400
Volunteer on-call hours contributed to TIP Program	N/A	24,672	24,672	24,672
Training and information programs presented via cable broadcasting.	N/A	43,960	43,960	43,960

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$33,025,571	\$33,171,812	\$33,792,449	\$32,809,474	\$33,018,523
512000 Part-Time/Limited-Term	35,102	45,130	62,117	38,344	38,344
514000 Overtime	800,336	973,787	688,739	716,726	716,726
515000 Premium Pay	3,759,384	4,807,237	4,322,412	4,316,479	4,316,479
517000 Benefits	6,499,487	6,275,638	6,388,021	6,850,291	6,850,291
Total Personal Services	\$44,119,880	\$45,273,604	\$45,253,738	\$44,731,314	\$44,940,363
521000 Professional Services	\$362,699	\$538,138	\$295,336	\$366,549	\$366,549
522000 Utilities	272,579	298,497	444,258	395,869	395,869
523000 Equipment Rental	2,253	2,112	16,643	29,723	29,723
524000 Repair & Maintenance	445,007	670,633	958,602	687,377	687,377
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	71,711	77,875	92,951	119,173	119,173
531000 Office Supplies	99,294	84,869	85,098	94,308	94,308
532000 Operating Supplies	667,504	669,292	801,139	929,319	955,422
533000 Repair & Maint. Supplies	304,824	304,806	422,019	419,101	417,532
534000 Minor Equipment	126,074	139,320	90,098	161,876	161,876
535000 Clothing	177,363	215,014	228,355	263,706	239,172
539000 Other Commodities	1,877	5,105	1,487	4,463	4,463
541000 Education	175,779	183,380	225,010	296,623	296,623
542000 Local Travel	3,569	6,322	11,690	12,501	12,501
543000 Out-of-Town Travel	71,693	92,788	81,248	105,881	105,881
544000 External Rent	32,500	30,200	30,594	35,838	35,838
546000 Refunds	0	0	0	20,000	20,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	17,688	17,251	24,116	24,698	24,698
Subtotal External Materials & Services	\$2,832,414	\$3,335,602	\$3,808,644	\$3,967,005	\$3,967,005
551000 Fleet Services	\$306,572	\$362,335	\$341,348	\$323,317	\$323,317
552000 Printing/Distribution	141,480	118,841	98,265	114,279	114,279
553000 Facilities Services	2,324	64,840	15,946	38,535	38,535
554000 Communications	510,437	524,661	489,993	684,728	684,728
555000 Data Processing	34,150	78,236	92,451	86,908	86,908
556000 Insurance	571,855	758,276	744,649	648,633	648,633
557000 Equipment Lease	1,223,111	775,280	1,104,096	1,134,001	1,062,259
558000 Same Fund Services	19,798	17,134	25,617	21,546	21,546
559000 Other Fund Services	922,529	972,804	1,399,563	1,754,274	1,754,274
Subtotal Internal Materials & Services	\$3,732,256	\$3,672,407	\$4,311,928	\$4,806,221	\$4,734,479
Total Materials & Services	\$6,564,670	\$7,008,009	\$8,120,572	\$8,773,226	\$8,701,484
561000 Land	\$0	\$27,500	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	345,222	0	1,955,972	977,903	977,903
564000 Equipment	1,097,909	359,758	1,532,700	1,541,197	2,614,259
Total Capital Outlay	\$1,443,131	\$387,258	\$3,488,672	\$2,519,100	\$3,592,162
573000 Cash Transfers-Equipment	\$19,504	\$3,049	\$57,500	\$15,523	\$15,523
Total Bureau Expenses	\$52,147,185	\$52,671,920	\$56,920,482	\$56,039,163	\$57,249,532

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

FULL-TIME POSITIONS

Class	Title	Actual		Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
5219	City Fire Chief	1.0	1.0	1.0	86,694	1.0	89,784	1	89,784
5388	Fire Information Systems Manager	1.0	0.0	0.0	0	0.0	0	0	0
2550	Information Systems Manager	0.0	1.0	1.0	55,353	1.0	57,336	1	57,336
5352	Hazardous Materials Coordinator	1.0	1.0	1.0	60,698	1.0	62,870	1	62,870
5350	Emerg. Medical Services Coord.	1.0	1.0	1.0	58,339	1.0	59,800	1	59,800
5347	Asst. Public Education Officer	1.0	1.0	1.0	50,718	1.0	51,991	1	51,991
5324	Assistant Fire Marshal	2.0	2.0	2.0	130,166	2.0	133,423	2	133,423
5260	Harbor Pilot	6.0	6.0	6.0	316,759	6.0	297,390	6	297,390
5257	Mgmt. Support Services Officer	1.0	0.0	0.0	0	0.0	0	0	0
972	Program Manager III	0.0	1.0	1.0	63,252	1.0	66,169	1	66,169
5240	Fire Apparatus Superintendent	1.0	0.0	0.0	0	0.0	0	0	0
1134	Sr. Facilities & Maint. Supervisor	0.0	2.0	2.0	98,888	2.0	102,438	2	102,438
5232	Fire Lt. Specialist (Communications)	4.0	4.0	4.0	202,872	0.0	0	0	0
5230	Staff Fire Captain	8.0	7.0	7.0	408,079	6.0	358,554	6	358,554
5222	Fire Inspector I Spec.	1.0	1.0	1.0	50,718	1.0	51,991	1	51,991
5221	Fire Inspector II	4.0	4.0	4.0	224,636	4.0	232,104	4	232,104
5220	Fire Inspector I	38.0	38.0	38.0	1,876,591	38.0	1,869,472	38	1,869,472
5218	Division Fire Chief	3.0	3.0	3.0	232,388	3.0	237,300	3	237,300
5217	Deputy Fire Chief	6.0	7.0	6.0	418,116	6.0	435,170	6	435,170
5216	Fire Battalion Chief	15.0	14.0	14.0	902,114	14.0	930,131	14	930,131
5215	Fire Training Captain	0.0	0.0	0.0	0	0.0	0	0	0
5214	Fire Captain	29.0	29.0	29.0	1,636,146	28.0	1,615,995	28	1,615,995
5213	Staff Fire Lieutenant	3.0	3.0	3.0	152,154	3.0	154,449	3	154,449
5212	Fire Training Officer	6.0	8.0	8.0	301,649	8.0	304,300	8	304,300
5211	Fire Lieutenant	103.0	103.0	103.0	5,048,851	101.0	5,070,396	101	5,070,396
5210	Firefighter Specialist (Communication)	16.0	16.0	16.0	239,786	0.0	0	0	0
5209	Firefighter Specialist	11.0	12.0	12.0	487,468	12.0	430,426	12	430,426
5208	Fire Fighter	445.0	451.0	451.0	18,799,743	445.0	18,547,141	445	18,955,828
3166	Senior Engineer	1.0	1.0	1.0	57,671	1.0	57,336	1	57,336
1536	Auto Mechanic Foreman II	1.0	0.0	0.0	0	0.0	0	0	0
1054	Trades SUpervisor	0.0	1.0	1.0	41,551	1.0	44,829	1	44,829
1532	Automotive Mechanic	6.0	6.0	6.0	207,462	6.0	213,600	6	213,600
1450	Maintenance Machinist	1.0	1.0	1.0	34,577	1.0	35,600	1	35,600
1453	Electrician	1.0	1.0	1.0	39,421	1.0	40,570	1	40,570
1450	Alarm Line Electrician I	0.0	0.0	0.0	0	0.0	0	0	0
1443	Painter	3.0	3.0	2.0	69,154	2.0	71,200	2	71,200
1420	Carpenter	2.0	2.0	3.0	103,731	3.0	106,800	3	106,800
1218	Utility Worker	0.0	0.0	0.0	0	0.0	0	0	0
1117	Building Maintenance Supervisor	1.0	0.0	0.0	0	0.0	0	0	0
1115	Building Maintenance Mechanic	2.0	2.0	2.0	69,154	2.0	71,200	2	71,200
966	Program Coordinator	0.0	0.0	0.0	0	0.0	0	0	0
964	Program Specialist	0.0	1.0	1.0	39,217	1.0	42,032	1	42,032
920	Research Technician	1.0	0.0	0.0	0	0.0	0	0	0
815	Administrative Specialist	0.0	2.0	2.0	50,233	2.0	54,209	2	54,209
828	Senior Managment Analyst	2.0	0.0	0.0	0	0.0	0	0	0
828	Senior Financial Analyst	0.0	1.0	1.0	49,444	1.0	51,219	1	51,219
531	Accounting Supervisor II	0.0	1.0	1.0	49,945	1.0	51,720	1	51,720
826	Assistant Management Analyst	1.0	0.0	0.0	0	0.0	0	0	0
826	Assistant Financial Analyst	0.0	1.0	2.0	36,873	2.0	75,600	2	75,600
819	Administrative Assistant	2.0	3.0	3.0	109,935	2.0	74,016	2	74,016
614	Human Resources Coordinator	0.0	0.0	1.0	52,624	1.0	51,720	1	51,720
609	Human Resources Technician	0.0	0.0	1.0	27,666	1.0	27,666	1	27,666
7490	Community Relations Assistant	0.0	0.0	0.0	0	1.0	42,303	1	42,303
606	Video Production Manager	1.0	1.0	1.0	44,203	1.0	43,952	1	43,952
TOTAL FULL-TIME POSITIONS		732.0	743.0	745.0	32,985,039	715.0	32,314,202	715	32,722,889

BUREAU OF FIRE, RESCUE & EMERGENCY SERVICES (124)

Service Area: PUBLIC SAFETY

Commissioner-in-Charge: CHARLIE HALES

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		732.0	743.0	745.0	32,985,039	715.0	32,314,202	715	32,722,889
604	Video Production Assistant	2.0	2.0	2.0	75,878	2.0	79,894	2	79,894
514	Associate Accountant	2.0	2.0	2.0	63,182	2.0	65,020	2	65,020
379	Asst. Managment Info. Systems Anl	3.0	0.0	0.0	0	0.0	0	0	0
2542	MIS Support Analyst	0.0	2.0	1.0	73,622	1.0	42,157	1	42,157
2540	MIS Support Technician	0.0	1.0	1.0	36,977	1.0	38,419	1	38,419
370	Computer Programmer II	0.0	0.0	0.0	0	0.0	0	0	0
366	Computer Programmer/Operator	1.0	0.0	0.0	0	0.0	0	0	0
2530	Programmer	0.0	1.0	1.0	36,803	1.0	38,419	1	38,419
2520	Systems Programmer	0.0	0.0	1.0	38,609	1.0	40,069	1	40,069
346	Word Processing Operator II	2.0	1.0	1.0	27,666	1.0	28,480	1	28,480
345	Word Processing Operator I	1.0	0.0	0.0	0	0.0	0	0	0
222	Secretarial Assistant	1.0	1.0	0.0	0	0.0	0	0	0
221	Secretarial Clerk II	4.0	4.0	3.0	83,847	4.0	103,817	4	103,817
220	Secretarial Clerk I	5.0	4.0	4.0	90,933	4.0	95,465	4	95,465
140	Data Entry Clerk	0.0	1.0	1.0	19,705	1.0	21,632	1	21,632
127	Delivery Driver	0.0	1.0	1.0	29,128	1.0	29,984	1	29,984
117	Office Manager II	1.0	0.0	0.0	0	0.0	0	0	0
922	Administrative Supervisor II	0.0	1.0	1.0	36,647	1.0	39,532	1	39,532
116	Office Manager I	1.0	2.0	3.0	94,836	2.0	65,062	2	65,062
114	Clerical Specialist	2.0	4.0	3.0	99,577	3.0	78,460	3	78,460
0	Emerg. Medical Serv. Nurse	0.0	0.0	0.0	0	1.0	48,003	1	48,003
0	Asst. Emerg. Mgmt. Manager	0.0	0.0	0.0	0	0.0	0	0	0
0	Paramedic	0.0	0.0	0.0	0	0.0	0	0	0
	Budgeted Salary Savings						(319,141)		(518,779)
TOTAL FULL-TIME POSITIONS		757.0	770.0	770.0	33,792,449	741.0	32,809,474	741	33,018,523

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$51,909,476	\$56,672,166	\$59,896,155	\$65,363,961	\$65,363,961
External Materials & Svcs.	3,080,433	3,477,364	4,164,829	4,228,902	4,228,902
Internal Materials & Svcs.	13,508,934	15,298,573	15,949,253	17,757,347	17,738,814
Minor Capital Outlay	315,873	716,298	558,889	643,615	763,615
Cash Transfers-Equipment	571,525	583,502	357,435	416,900	416,900
Total Operating Budget	\$69,386,241	\$76,747,902	\$80,926,561	\$88,410,725	\$88,512,192
Capital Improvements	475,251	492,409	373,579	1,215,068	1,215,068
TOTAL BUREAU EXPENSES	\$69,861,492	\$77,240,311	\$81,300,140	\$89,625,793	\$89,727,260
Allocated Overhead Costs			2,639,106	2,818,074	2,818,074
Total Cost with Allocated Overhead			\$83,939,246	\$92,443,867	\$92,545,334
Authorized Full-Time Positions					
Total	1,039	1,126	1,195	1,252	1,252
Gen. Fund Discretionary	1,009	1,092	1,162	1,218	1,218
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		73,020,149	77,683,801	85,548,584	85,650,051
Non-Discretionary Revenues					
Grants & Donations		339,799	478,954	44,606	44,606
Contract Revenue		1,666,000	1,279,706	1,598,994	1,598,994
Interagency Services		293,675	121,734	121,761	121,761
Bureau Program Revenue		1,920,688	1,735,945	2,311,848	2,311,848
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		4,220,162	3,616,339	4,077,209	4,077,209
Total General Fund Resources		\$77,240,311	\$81,300,140	\$89,625,793	\$89,727,260
PROGRAMS					
Neighborhood Policing Services	\$47,064,474	\$50,613,447	\$57,846,963	\$57,828,430	\$57,828,430
Positions	706	747	803	803	803
Investigative Services	10,342,067	11,954,933	12,235,082	12,235,082	12,235,082
Positions	164	174	174	174	174
Crime Interdiction Services	6,057,227	7,529,957	7,849,681	7,849,681	7,849,681
Positions	94	103	103	103	103
Support Services	13,776,543	11,201,803	11,694,067	11,814,067	11,814,067
Positions	162	171	172	172	172
TOTAL PROGRAMS	\$77,240,311	\$81,300,140	\$89,625,793	\$89,727,260	\$89,727,260
Positions	1,126	1,195	1,252	1,252	1,252

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Bureau of Police provides law enforcement, criminal investigation, crime prevention and community education services to the City of Portland. The budget continues the existing service priority and deployment practices which concentrate Police resources in basic neighborhood patrol and emergency calls for service response. Additionally, the budget implements year one of the revised strategic plan which updates bureau goals and identifies strategies to achieve these goals. This plan, developed in partnership with the community, strengthens commitment to and institutionalization of community policing within the bureau and throughout the community.

The bureau's revised mission statement clarifies its core purpose of maintaining and improving community livability:

The mission of the Portland Police Bureau is to maintain and improve community livability by working with all citizens to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment.

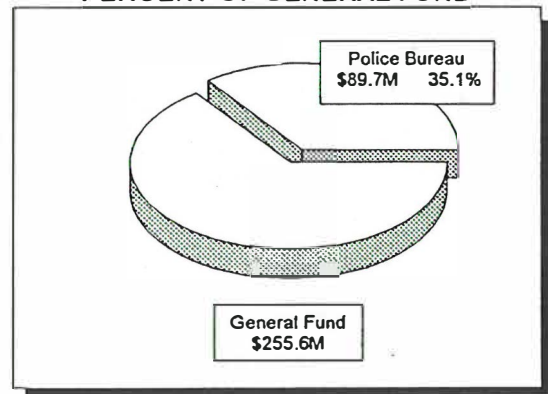
Significant additions to the FY 1994-95 budget include funding for 45 sworn and 10 non sworn positions to provide full Police service to 22,500 recently annexed citizens in East and SE Portland. Costs of the annexation program totals \$3.1 million, of which \$2.6 million is recurring and \$.5 million covers one time costs such as radios, vehicles, and coaches pay.

Other noteworthy additions include \$267,000 for costs associated with the operation of the City's new 800 MHz radio system, \$190,000 for continuation of the Portland Police Data System pending a system consolidation, and \$433,000 for temporary rental of the national Guard Armory which is being used to house East and SE Precincts while permanent locations are sited.

The FY 1994-95 Operating Budget of \$88.5 million is 9% higher than previous budget year, a \$ 7.4 million increase. The largest component of this increase is \$3.2 million for costs associated with annexation. Another \$1 million has been allocated to one time programs or projects such as the temporary precinct rental, continuation of the Portland Police Data System, and continuation of Service Desk/Net 8 at BOEC for a nine month period. The Police Bureau budget also include about \$.5 million in new, recurring add packages including costs associated with operation of the 800 Mhz radio system, and continued operation of the St. John's facility as a Police precinct. The remaining \$2.7 million operating increase covers cost of living adjustments in personnel , as well as inflationary adjustments in materials and service expenses.

The total staffing level for the Police Bureau in FY 1994-95 is 1,252 an increase of 57 positions. As noted above, 45 sworn and 10 non sworn positions were added due to annexation. This staffing level maintains a staffing ratio of of 2 officers per thousand population. A public safety assistant position for Iris Court, formerly grant funded, is now being supported 50% by the General Fund and 50% by the Housing Authority of Portland. A part time personnel specialist is also being converted to full time to focus on hiring and personnel issues.

PERCENT OF GENERAL FUND



BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

SUMMARY OF BUREAU EXPENSES

Staffing of patrol operations expansion from three to five precincts is accomplished with these additional positions and reallocation of officers assigned to precinct operation. The new Northeast Precinct located on Martin Luther King Blvd. will be fully operational by the first of the fiscal year. The precinct in the St. Johns (North) precinct will be renovated and retained in response to community needs.

The Capital Improvement Budget of \$ 1.2 million funds the purchase of portable radios to support officer safety, specialized vehicles to enhance enforcement, investigative and community service activities, and computer hardware and software to promote and automate information sharing. Dollars are also provided to complete site selection for the East and SE precincts. The current SE Precinct is in need of seismic and other improvements, while the East facility is needed to support services in recently annexed areas.

BUDGET DECISIONS FOR 1995-96

<u>Decision Packages for 1995-96 (in constant 1994-95 dollars)</u>	<u>Full Time Positions</u>	<u>Estimated Cost</u>	
		<u>General Fund Discretionary</u>	<u>Total Cost</u>
OSHA Radios (CIP)	0	260,000	260,000
OSHA Radios - Operating Cost	0	56,000	56,000
Minority Recruitment	0	34,606	34,606
Bureau Wide Computer Network (CIP)	0	79,000	79,000
Specialized Fleet Requirements (CIP)	0	34,000	34,000
<i>Total 1995-96 Decision Packages (in constant 1994-95 dollars)</i>	0	463,606	463,606
<i>Total 1994-95 Budget</i>	1,252	85,650,051	89,727,260
<i>Total 1995-96 Budget (in constant 1994-95 dollars)</i>	1,252	86,113,657	90,190,866

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

Neighborhood Policing Services:

Provides a uniformed police response to emergency and other calls for Police service, as well as patrols in Portland neighborhoods and assistance to citizens neighborhood associations, and business and civic groups. Includes all of the Precincts, the Traffic Division, the Alarm Information Office, the Asset Forfeiture Division, the SERT Team, the Telephone Report and Information & Referral Units, the Neighborhood Response Teams, and the Crime Prevention Unit.

Neighborhood Policing Services has a total staffing level of 803 positions, an increase of 56 over the FY 1993-94 budget. The new positions will provide a full range of police services to 22,500 citizens recently annexed to the City of Portland. In light of the decreasing patrol requirements of Multnomah County due to the annexation, a transfer agreement was negotiated between the City and the County which provided for the transfer of 23 Sheriff's Deputies to the Portland Police Bureau effective July 1, 1994.

Investigative Services:

Provides follow-up investigation of serious crimes and complaints of improper conduct lodged against the Police Bureau. Includes the Domestic Violence Reduction Division, the Bias Crime Unit and the Detective Division.

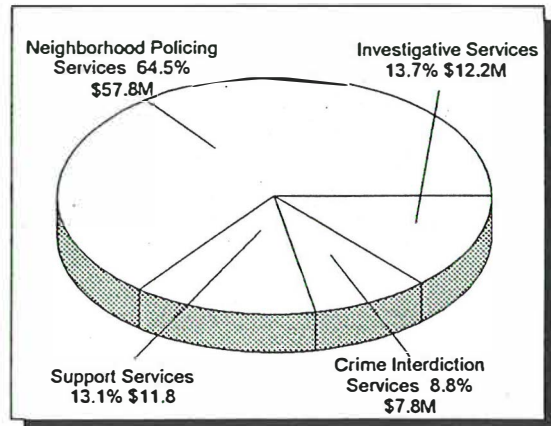
Crime Interdictions Services:

Supports the ongoing activities of the Narcotics and Vice Units, and the Criminal Intelligence Division. Drug house investigations continue to be a focus of activity as well as drug enforcement efforts which concentrate on mid to high level distribution and manufacturing. Includes the Gang Enforcement Team (GET) and participation on the Regional Organized Crime/Narcotics Task Force (ROCN).

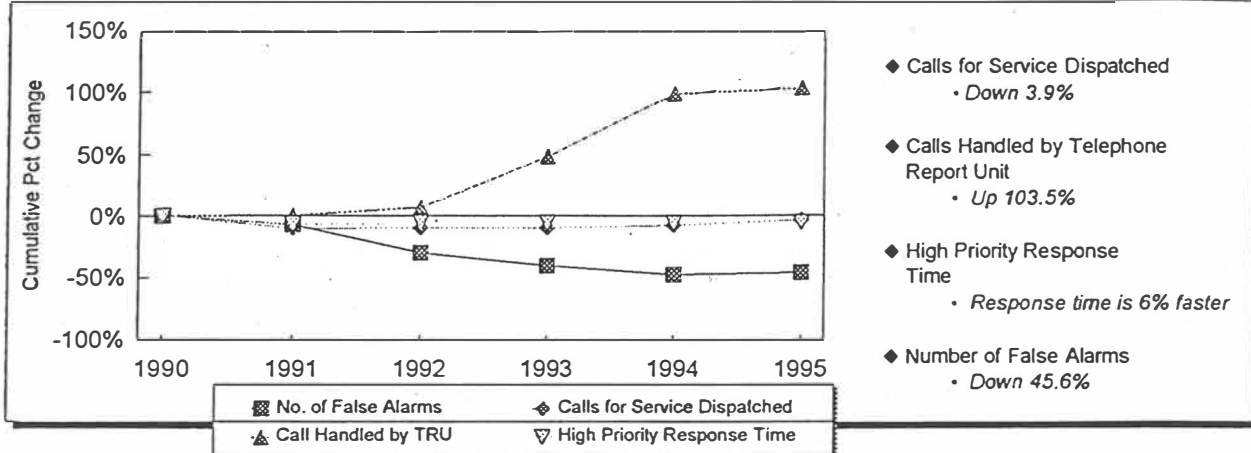
Support Services:

Provides support services which sustain the Bureau's operational mission. Includes Data Processing, Fiscal, Loss Control, Personnel, Training, Records, the Chief of Police and his immediate staff.

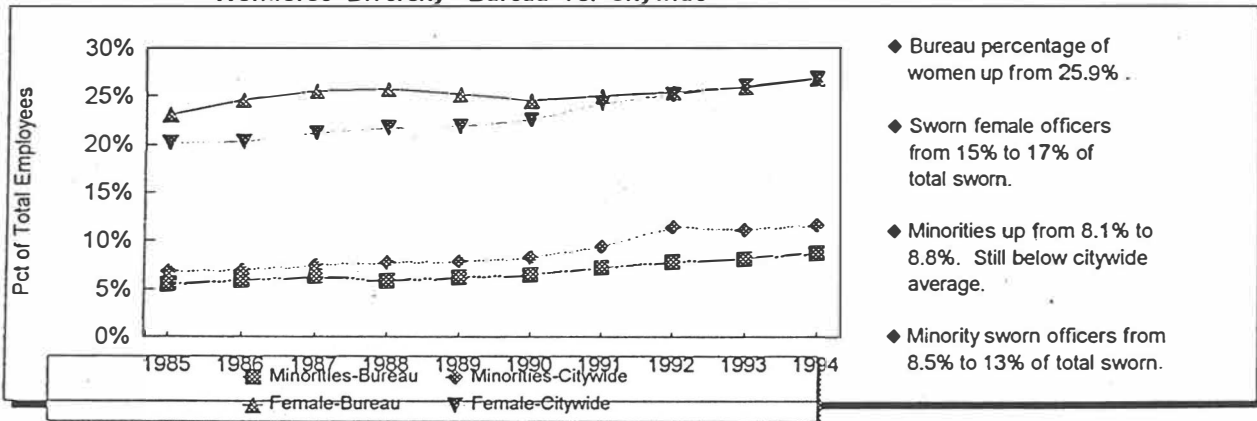
PROGRAM EXPENSES



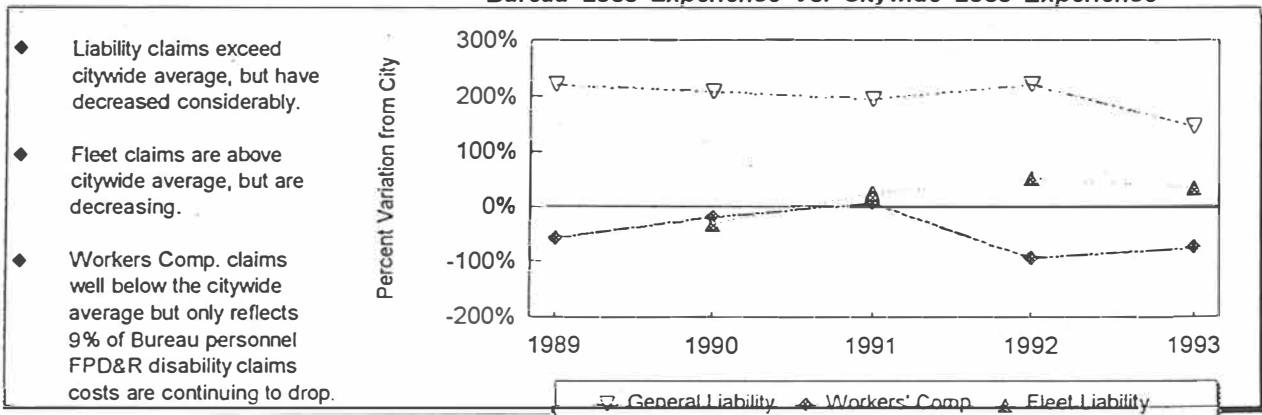
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. **IMPROVE CRIME RESPONSE:** Crime response approaches shall give increased priority to those crimes that most directly impact community livability and the fear of crime.
2. **INCREASE PROBLEM SOLVING:** Problems that are not effectively resolved through emergency response and criminal investigation shall be addressed through other approaches including proactive patrol, investigative support, gaining assistance from other agencies, working with citizen groups, pursuing civil action, and other appropriate steps.
3. **EXPAND CRIME PREVENTION:** Encourage the creation of a more crime-resistant community by expanding community crime prevention efforts.
4. **INCREASE EARLY INTERVENTION:** Develop and implement programs that reduce the likelihood of criminal behavior by at-risk youth and violence in at-risk families.
5. **STRENGTHEN CRIMINAL JUSTICE SYSTEM RESPONSE:** Work with other agencies in the criminal justice system to strengthen enforcement effectiveness and improve joint problem solving ability.
6. **IMPROVE CUSTOMER SERVICE ORIENTATION:** Reinforce and encourage citizen participation by providing more responsive significantly improved levels of customer service to all citizens.
7. **STRENGTHEN COMMUNITY PARTNERSHIPS:** Strengthen communication and coordination with neighborhood and community organizations.
8. **IMPROVE PUBLIC COMMUNICATION EFFORTS:** Enhance community understanding and confidence in the Police Bureau by strengthening information exchange and awareness of community policing.
9. **REINFORCE COMMITMENT TO EMPLOYEE NEEDS & SATISFACTION:** Improve Bureau responsiveness to employees needs, performance, and participation.
- 10 **STRENGTHEN DISTRICT OFFICER SUPPORT:** Adopt management guidelines that strengthen the implementation of community policing by district officers.
- 11 **IMPROVE MANAGEMENT PRACTICES:** Strengthen the development of management practices and policies that are consistent with the mission of community policing.
- 12 **DEVELOP BETTER INTERNAL COMMUNICATION:** Improve internal communication of community policing update, activities, and accomplishments.
- 13 **CONTINUE DECENTRALIZATION:** Further decentralize the Portland Police Bureau organization and decision-making structure as appropriate.
- 14 **IMPROVE EMPLOYEE COMMUNITY POLICING TRAINING:** Provide improved training for all Bureau personnel in community policing strategies and techniques.

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

SUMMARY OF BUREAU EXPENSES**BUREAU MANAGEMENT OBJECTIVES (continued)**

- 15 IMPROVE WORKLOAD EFFICIENCY: Enhance individual and unit effectiveness by identifying opportunities to improve efficiency and incorporating technology that saves time.
- 16 CONTINUE IMPROVING RECRUITING & HIRING PRACTICES: Continue implementation of recruiting and hiring practices that are consistent with community characteristics and needs.
- 17 DEVELOP MORE EFFECTIVE PERFORMANCE EVALUATION & REPORTING: Develop a comprehensive evaluation system that will include the use of community-based performance measures.
- 18 IMPROVE FISCAL PRACTICES & POLICIES: Ensure that budgeting and other fiscal practices and policies are aligned with Bureau values, goals, and objectives and accurately reflect community needs.
- 19 PROVIDE BETTER PLANNING: Improve integration of planning efforts with community needs, unit workplans, budget development and performance evaluation.

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Part I Crimes/1,000 Residents				
Person	18	18	18	18
Property	96	95	95	95
Citizens Who Feel Safe				
Days	80%	80%	80%	80%
Nights	35%	38%	38%	38%
Average High Priority Travel Time	4.89	4.90	4.90	4.90
Burglary Victimization Rate	7%	7%	7%	7%
Citizens Rating Police Service as Good or Better				
	68%	68%	68%	68%
Number of Partnership Agreements	16	18	20	20
Number of False Alarms	17,416	15,268	15,719	15,719
<u>EFFICIENCY MEASURES</u>				
Dispatched Calls/Precinct Officer	440	427	430	430
Percent of Time Spent On Proactive Community Policing	TO BE ESTABLISHED UPON ACTIVATION OF NEW CAD SYSTEM			
<u>WORKLOAD MEASURES</u>				
Part I Crimes Reported	52,152	53,600	55,000	55,000
Part II Crimes Reported	40,415	39,000	40,000	40,000
Incidents Dispatched	234,491	240,000	250,000	250,000
Calls-for-Service by Phone	87,063	89,000	91,000	91,000
Major Cases Assigned for Investigation	4,877	4,900	4,950	4,950
Average No. Officers on Patrol				
Days/Afternoons/Nights	TO BE ESTABLISHED UPON ACTIVATION OF NEW CAD SYSTEM			
Average Time Available for Community Policing				
	TO BE ESTABLISHED UPON ACTIVATION OF NEW CAD SYSTEM			

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$40,501,980	\$44,117,748	\$46,599,322	\$50,454,222	\$50,454,222
512000 Part-Time/Limited-Term	272,872	322,112	545,175	482,775	482,775
514000 Overtime	3,535,109	4,248,578	3,515,013	3,687,926	3,687,926
515000 Premium Pay	427,373	497,911	960,953	1,120,466	1,120,466
517000 Benefits	7,172,142	7,485,817	8,290,692	9,618,572	9,618,572
Total Personal Services	\$51,909,476	\$56,672,166	\$59,911,155	\$65,363,961	\$65,363,961
521000 Professional Services	\$446,619	\$617,903	\$697,936	\$504,952	\$504,952
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	14,696	7,868	16,500	23,568	23,568
524000 Repair & Maintenance	161,111	168,693	287,087	339,013	339,013
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	526,433	606,236	574,609	557,048	557,048
531000 Office Supplies	159,419	165,098	176,587	194,135	194,135
532000 Operating Supplies	591,443	637,494	744,909	735,200	735,200
533000 Repair & Maint. Supplies	5,216	8,316	17,740	18,130	18,130
534000 Minor Equipment	126,938	149,185	152,571	233,947	233,947
535000 Clothing	293,068	334,918	670,753	673,503	673,503
539000 Other Commodities	294,504	260,734	286,405	328,494	328,494
541000 Education	79,022	123,786	152,126	167,387	167,387
542000 Local Travel	540	880	6,252	6,101	6,101
543000 Out-of-Town Travel	106,237	117,763	117,162	144,004	144,004
544000 External Rent	9,942	12,971	38,683	47,857	47,857
546000 Refunds	3,549	1,879	200	200	200
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	261,695	263,640	294,713	305,363	305,363
Subtotal External Materials & Services	\$3,080,433	\$3,477,364	\$4,234,233	\$4,278,902	\$4,278,902
551000 Fleet Services	\$3,030,409	\$3,418,862	\$3,546,896	\$3,638,294	\$3,638,294
552000 Printing/Distribution	286,827	364,821	331,276	369,215	369,215
553000 Facilities Services	3,533,046	3,720,528	3,675,540	4,509,757	4,491,224
554000 Communications	970,655	1,322,367	1,435,336	1,956,725	1,956,725
555000 Data Processing	358,405	414,213	474,575	447,960	447,960
556000 Insurance	1,383,969	1,674,063	1,615,352	1,802,368	1,802,368
557000 Equipment Lease	0	13,389	101,114	114,245	114,245
558000 Same Fund Services	1,142	220	75,000	159,992	159,992
559000 Other Fund Services	4,419,732	4,468,664	4,785,171	4,758,791	4,758,791
Subtotal Internal Materials & Services	\$13,984,185	\$15,397,128	\$16,040,260	\$17,757,347	\$17,738,814
Total Materials & Services	\$17,064,618	\$18,874,492	\$20,274,493	\$22,036,249	\$22,017,716
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	315,873	716,298	670,685	713,615	833,615
Total Capital Outlay	\$315,873	\$716,298	\$670,685	\$713,615	\$833,615
573000 Cash Transfers-Equipment	\$571,525	\$977,356	\$443,807	\$1,511,968	\$1,511,968
Total Bureau Expenses	\$69,861,492	\$77,240,311	\$81,300,140	\$89,625,793	\$89,727,260

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

FULL-TIME POSITIONS

Class	Title	Actual		Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
5146	Police Chief	1	1	1	\$86,694	1	\$89,784	1	\$89,784
7492	Community Relations Specialist	0	0	0	\$0	1	\$38,064	1	\$38,064
7490	Community Relations Assistant	0	1	1	35,360	1	37,041	1	37,041
7460	Human Resource Coordinator I	1	0	0	0	0	0	0	0
7457	Human Resource Spec III	1	1	1	34,744	1	35,997	1	35,997
7456	Human Resource Spec II	0	1	0	0	0	0	0	0
5190	Asset Forfeiture Specialist	1	0	0	0	0	0	0	0
0816	Senior Admin. Specialist	0	3	2	52,300	2	54,288	2	54,288
5189	Investigative Accountant	1	1	1	52,743	1	54,288	1	54,288
5188	Police Info System Manager	1	0	0	0	0	0	0	0
2552	Sr. Info Systems Manager	0	1	1	60,698	1	62,870	1	62,870
5187	Director of Fiscal Services	1	0	0	0	0	0	0	0
0973	Program Manager IV	0	1	1	62,840	1	67,801	1	67,801
5184	Sr. Public Safety Specialists	0	0	0	0	0	0	0	0
5183	Crime Prevention Rep	3	3	3	97,281	3	100,161	3	100,161
5182	Public Safety Specialist	2	2	2	70,721	3	77,150	3	77,150
5180	Police Chaplain	1	1	1	46,199	1	49,825	1	49,825
5175	Criminalist	13	13	14	683,694	16	784,161	16	784,161
5174	Police Photo Reproduction Spec.	2	2	2	89,576	2	86,213	2	86,213
5173	Police Ident Tech II	3	3	3	134,364	3	138,309	3	138,309
5172	Police Ident. Tech I	10	10	11	436,375	12	490,943	12	490,943
5170	ID Tech Supervisor	1	1	1	49,444	1	51,219	1	51,219
5150	Police Detective	86	111	116	5,512,783	120	5,844,635	120	5,844,635
5144	Assistant Chief	1	1	1	78,425	1	81,223	1	81,223
5142	Deputy Police Chief	3	3	3	224,502	3	231,456	3	231,456
5140	Police Commander	3	3	3	209,969	4	286,701	4	286,701
5138	Police Captain	7	8	8	520,831	8	533,856	8	533,856
5137	Police Lieutenant	28	28	33	1,691,405	34	1,963,880	34	1,963,880
5134	Police Sergeant	87	98	106	5,152,893	111	5,495,532	111	5,495,532
5128	Police Officer	601	631	670	25,742,009	701	27,982,008	701	27,982,008
3271	Graphics Illustrator II	1	1	1	39,756	1	41,175	1	41,175
3231	Senior Planner	0	0	0	0	0	0	0	0
1256	Senior Home Security Specialist	1	1	1	32,364	1	33,972	1	33,972
1255	Home Security Specialist	1	1	1	29,295	1	30,025	1	30,025
1232	Automotive Servicer	3	3	3	87,384	3	89,952	3	89,952
1217	Stable Attendant	1	1	1	29,128	1	29,984	1	29,984
0905	Public Safety Analyst II	3	0	0	0	0	0	0	0
0966	Program Coordinator	0	1	2	71,627	2	86,694	2	86,694
0964	Program Specialist	0	2	3	102,192	3	127,793	3	127,793
0962	Assistant Program Specialist	0	0	1	33,051	1	34,368	1	34,368
0970	Program Manager II	0	0	1	45,643	1	45,948	1	45,948
0852	Loss Control Officer	1	0	0	0	0	0	0	0
0968	Program Manager I	0	4	4	136,927	4	194,592	4	194,592
0827	Management Analyst	1	0	0	0	0	0	0	0
0924	Admin. Supervisor III	0	1	1	45,560	1	49,152	1	49,152
0844	Assistant Risk Specialist	0	0	1	26,547	1	34,368	1	34,368
0819	Admin. Assistant I	1	0	2	55,186	2	68,552	2	68,552
0920	Admin. Supervisor I	0	2	2	70,678	2	74,751	2	74,751
0813	City/Community Liaison	1	0	0	0	0	0	0	0
0610	Human Resource Analyst	0	0	1	27,452	2	78,603	2	78,603
0605	Audio Visual Specialist	1	1	1	42,825	1	46,187	1	46,187
0514	Associate Accountant	0	0	1	32,386	1	32,510	1	32,510
0510	Accounting Assistant	0	0	2	45,302	2	46,813	2	46,813
0415	Property/Evidence Control Manager	1	0	0	0	0	0	0	0
TOTAL THIS PAGE		874	946	1,014	42,079,152	1,062	45,782,844	1,062	45,782,844

BUREAU OF POLICE (100)

Service Area: Public Safety

Commissioner-in-Charge: MAYOR VERA KATZ

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		874	946	1,014	42,079,152	1,062	45,782,844	1,062	45,782,844
0411	Stores Supervisor I	1	1	1	34,995	1	36,018	1	36,018
0410	Storekeeper	7	7	7	213,542	8	247,138	8	247,138
0409	Senior Storekeeper	1	1	1	32,761	1	33,721	1	33,721
0381	Systems Programmer	2	0	0	0	0	0	0	0
0380	MIS Analyst	1	0	0	0	0	0	0	0
2546	Info Systems Supervisor	0	2	2	90,160	2	84,802	2	84,802
2544	Sr. MIS Support Analyst	0	1	1	37,513	1	38,064	1	38,064
2540	MIS Support Technician	0	1	0	0	1	32,510	1	32,510
2534	Senior Programmer Analyst	0	1	1	36,308	1	38,780	1	38,780
2532	Programmer Analyst	4	4	4	150,085	4	161,966	4	161,966
0346	Word Processing Operator II	1	1	1	27,666	1	28,480	1	28,480
0222	Secretarial Assistant	1	0	0	0	0	0	0	0
0153	Police Clerical Supervisor	1	0	0	0	0	0	0	0
0922	Admin. Supervisor II	0	6	6	218,329	6	237,403	6	237,403
0210	Office Clerk	0	1	1	18,395	1	16,714	1	16,714
0152	Police Clerical Specialist	9	18	16	441,484	16	457,380	16	457,380
0151	Police Clerical Assistant	61	66	68	1,580,151	71	1,670,667	71	1,670,667
0148	Police Data Supervisor	4	0	0	0	0	0	0	0
0149	Police Data Manager	1	0	0	0	0	0	0	0
0147	Police Data Technician II	8	8	8	220,906	9	256,016	9	256,016
0146	Police Data Technician I	63	62	64	1,417,875	67	1,331,719	67	1,331,719
0140	Data Entry Clerk	0	0	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		1,039	1,126	1,195	46,599,322	1,252	50,454,222	1,252	50,454,222

PUBLIC SAFETY CAPITAL FUND (118)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
External Revenue					
Property Taxes					
Current Year	1,949,259	0	0	0	0
Prior Year	\$82,789	\$114,924	\$32,690	\$40,000	\$40,000
Total Property Taxes	2,032,048				
		\$114,924	\$32,690	\$40,000	\$40,000
Miscellaneous Revenue					
Interest on Investment	381,470	483,601	150,000	50,000	50,000
Total External Revenue	\$2,413,518	\$598,525	\$182,690	\$90,000	\$90,000
Interfund Cash Transfers					
Emergency Communications	921,000	0	0	0	0
General Fund	4,988,528	0	0	0	0
Communications	0	0	809,356	0	0
Beginning Balance					
Encumbered	\$0	\$0	\$0	\$0	\$0
Unencumbered	3,157,174	11,241,968	2,897,442	1,094,907	1,094,907
	\$3,157,174	\$11,241,968	\$2,897,442	\$1,094,907	\$1,094,907
TOTAL RESOURCES	\$11,480,220	\$11,840,493	\$3,889,488	\$1,184,907	\$1,184,907
<u>REQUIREMENTS</u>					
Bureau Expenses					
Personal Services	\$74,798	\$5,872	\$0	\$0	\$0
External Materials & Services	48,054	1,271	5,000	40,000	40,000
Internal Materials & Services					
General Fund	0	69,692	0	0	0
Communications	0	1,240	0	0	0
Computer Services	0	137	51,805	0	0
Printing/Distribution	0	657	0	0	0
	\$0	\$71,726	\$51,805	\$0	\$0
Capital Outlay	\$75,520	\$2,186,877	\$2,993,883	\$1,046,083	\$1,046,083
Equipment Cash Transfers					
Communications	0	0	0	0	0
Printing	0	0	0	0	0
Total Bureau Expenses	\$198,372	\$2,265,746	\$3,050,688	\$1,086,083	\$1,086,083
Interfund Cash Transfers					
General Fund - Overhead	\$39,880	\$35,932	\$25,910	\$42,317	\$42,317
Communications	0	2,889,663	0	0	0
Facilities Services	0	3,124,965	153,295	0	0
	\$39,880	\$6,050,560	\$179,205	\$42,317	\$42,317
General Operating Contingency	\$0	\$0	\$659,595	\$56,507	\$56,507
Unappropriated Ending Balance	\$11,241,968	\$3,524,187	\$0	\$0	\$0
TOTAL REQUIREMENTS	\$11,480,220	\$11,840,493	\$3,889,488	\$1,184,907	\$1,184,907

PUBLIC SAFETY CAPITAL FUND (118)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>EXPENDITURES - AU 260</u>					
<i>Personal Services</i>					
511000 - Full Time	68,398	5,355	0	0	0
517000 - Benefits	6,400	517	0	0	0
	<u>74,798</u>	<u>5,872</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>External Materials and Services</i>					
512000 - Professional Services	4,301	4	0	40,000	40,000
524000 - Repair & Maintenance	0	9	0	0	0
529000 - Misc Services	206	0	0	0	0
531000 - Office Supplies	2,784	0	5,000	0	0
534000 - Minor Equipment	26,472	0	0	0	0
543000 - Out of Town Travel	13,244	1,258	0	0	0
549000 - Miscellaneous	21	0	0	0	0
<i>Internal Materials and Services</i>					
552000 - Printing	134	657	0	0	0
554000 - Communications	892	1,240	0	0	0
555000 - Data Processing	0	137	51,805	0	0
559000 - Other Fund Services	0	69,692	0	0	0
	<u>48,054</u>	<u>72,997</u>	<u>56,805</u>	<u>40,000</u>	<u>40,000</u>
<i>Capital Outlay</i>					
564000 - Equipment	<u>75,520</u>	<u>2,186,877</u>	<u>2,993,883</u>	<u>1,046,083</u>	<u>1,046,083</u>
<u>TOTAL APPROPRIATION</u>	<u>198,372</u>	<u>2,265,746</u>	<u>3,050,688</u>	<u>1,086,083</u>	<u>1,086,083</u>

This fund accounts for the revenues and expenses associated with capital improvements to the City's emergency communications systems. Funding for these improvements was provided through voter approval of a three year series levy.

The FY 1994-95 budget contains the remaining appropriation for the final payments on the major capital component the system approved by the voters, including a new computer aided emergency dispatch system, mobile digital terminals for Police and Fire vehicles, an automatic locator system, and management information systems for the public safety bureaus.

SUPL. RETIREMENT PROGRAM TRUST FUND (654)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
<i>External Revenue</i>					
<i>Interest on Investments</i>	25,813	18,143	19,800	15,200	15,200
<i>Beginning Fund Balance</i>	377,047	391,630	379,555	379,281	\$379,281
TOTAL RESOURCES	\$402,860	\$409,773	\$399,355	\$394,481	\$394,481
REQUIREMENTS					
<i>Bureau Expenses</i>					
<i>External Materials & Svcs</i>					
<i>Retirement System Pay</i>	11,230	10,492	22,000	22,000	22,000
<i>Ending Balance/Reserves</i>	391,630	399,281	377,355	372,481	372,481
TOTAL REQUIREMENTS	\$402,860	\$409,773	\$399,355	\$394,481	\$394,481

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

This fund was established by City Ordinance No. 138016 in 1974 for the purpose of providing certain disability, service requirement and death benefits for Bruce Baker, then Chief of Police for the City. This supplemental trust was established in accordance with ORS 236.620 because Mr. Baker was not eligible for membership in, or benefits from either the Fire and Police Disability and Retirement System with the supplemental program, or from the Public Employees Retirement System.



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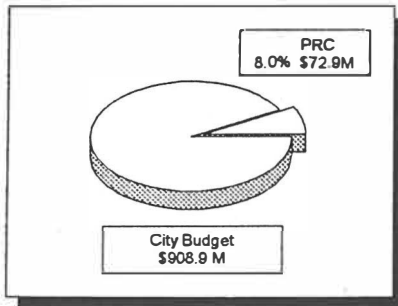
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Parks, Recreation and Culture

PROGRAM AREA OVERVIEW

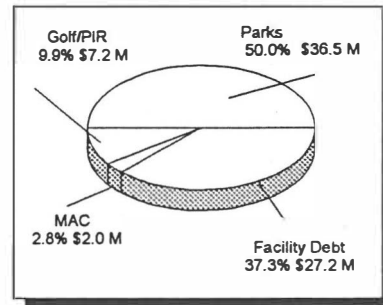
PERCENT OF BUDGET



BUDGET DATA

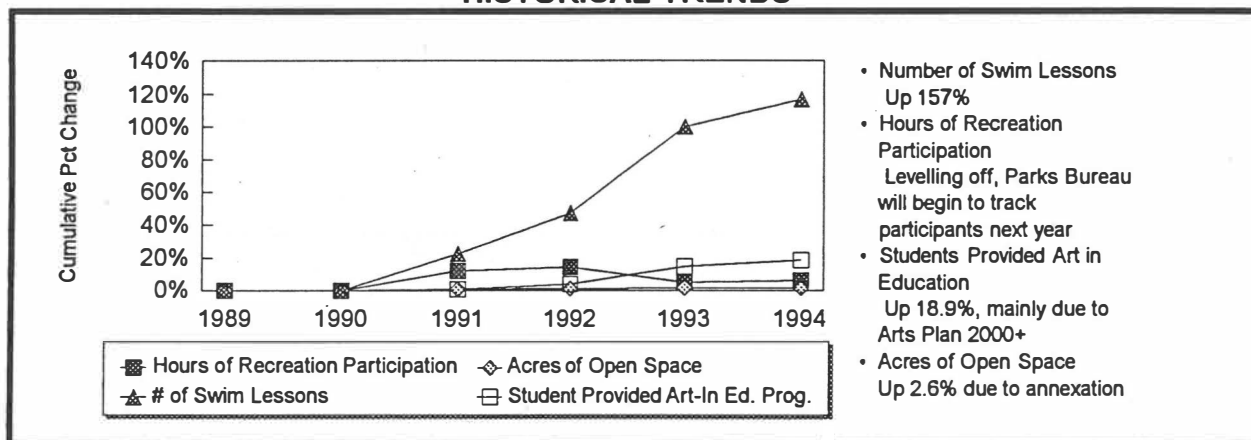
1994-95 Budget	\$72.9M
Change from 93-94:	Up \$1.2M
Change per Capita:	Down 3.0%
1994-95 Positions:	330.00
Change from 93-94:	Up 8 FTE
Change per Thousand:	Down 2.2%

EXPENDITURES



Note: Figures on this page include fund contingencies and reflect the full allocation of costs to direct service areas.

HISTORICAL TRENDS



SIGNIFICANT BUDGET ISSUES

- The Parks Bureau will provide a \$1 million City investment in youth activities and recreation programs offset cuts by the school districts in the Portland area. Of this City contribution, \$617,000 will be funded by discretionary General Fund resources and \$383,000 will be funded by an additional \$.50-per-nine-hole surcharge at the City's four golf courses, plus converting \$.25 of a recent greens fee increase for this program.
- The Metropolitan Arts Commission is prepared to implement the Arts Plan recommendation of restructuring the agency into non-profit organization that can enable it to operate more efficiently, effectively and flexibly within a regional network that is developing. The Commission's essential mission will remain stewardship of public investment in the arts, and the City's contribution is critical. MAC must have long term commitments of stable funding in order to effect this transition to the new structure and to assure still fragile arts groups and programs of stable funding.
- The (MAC)1995 budget includes \$176,068 in NEA Challenge grant funds for the second year of a three year, \$470,000 grant award.

ARENA OPERATING FUND (160)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
Revenue					
<i>Miscellaneous Revenues</i>					
<i>Rents and Reimbursements</i>	\$0	\$0	\$150,000	\$0	\$0
<i>Bond Sales</i>	0	0	0	12,000,000	12,000,000
	0	0	150,000	12,000,000	12,000,000
Transfers from Other Funds-Cash					
<i>Transportation Operating Fund</i>					
	0	0	500,000	0	0
Beginning Fund Balance					
	0	0	0	0	0
TOTAL RESOURCES	\$0	\$0	\$650,000	\$12,000,000	\$12,000,000
REQUIREMENTS					
Bureau Expenses					
External Materials and Services					
<i>Professional Services</i>					
	\$0	\$0	\$0	\$373,901	\$373,901
<i>Miscellaneous Services</i>					
	0	0	500,000	200,000	200,000
Internal Materials and Services					
<i>Other Fund Services</i>					
	0	0	0	0	0
Total Bureau Expenses	0	0	500,000	573,901	573,901
Fund Requirements					
Contingency					
<i>General Contingency</i>					
	0	0	50,000	0	0
Interfund Cash Tranfers					
<i>Arena Debt Service</i>					
	0	0	0	11,400,000	11,400,000
<i>General Fund Overhead</i>					
	0	0	0	26,099	26,099
Ending Fund Balance					
<i>Unappropriated Ending Balance</i>					
	0	0	100,000	0	0
TOTAL REQUIREMENTS	\$0	\$0	\$650,000	\$12,000,000	\$12,000,000
EXPENDITURES - AU 203					
External Materials and Services					
<i>Professional Services</i>					
	\$0	\$0	\$500,000	\$573,901	\$573,901
Internal Materials and Services					
<i>Other Fund Services</i>					
	0	0	0	0	0
Fund Requirements					
Interfund Cash Tranfers					
<i>Arena Debt Service</i>					
	0	0	0	11,426,099	11,426,099
TOTAL APPROPRIATION	\$0	\$0	\$500,000	\$12,000,000	\$12,000,000

The purpose of the Arena Operating Fund is to account for revenues and expenses associated with the development, maintenance, and operation of the City's interest in the Oregon Arena Complex. The City entered into agreements for the planned Oregon Arena Project that contemplate completion of the \$180 million sports and entertainment complex in time for the Portland Trail Blazers 1995-96 season. Over 80% of the total cost of the entire complex will be paid for by OAC. The \$34.5 million in capital costs for public improvements will be paid from revenues from the project.

The primary source of revenue for operations and debt service is a user fee, which is a 6% fee on tickets sold in the new Arena and the Coliseum. In addition, net revenues from the Coliseum will be divided 40% each to OAC and the City and 20% to a capital reserve for future Coliseum improvements, OAC will pay the City 4.9% of gross rental income on the Entertainment Complex site, and the City will own and receive net revenues from City-owned parking facilities on the site.

There are no revenues from or expenses for the project programmed in FY 94-95 since the anticipated completion of the project is in FY 95-96. In FY 94-95, the City intends to issue long-term debt to take out a portion of the project's interim financing.

ARENA CONSTRUCTION FUND (556)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
Revenue					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$0	(\$10,294)	\$0	\$0	\$0
<i>Bond Sales</i>		\$0	\$7,000,000	\$0	
<i>Note Sales</i>	0	1,300,000	18,500,000	11,120,300	11,120,300
	0	1,289,706	25,500,000	11,120,300	11,120,300
Transfers from Other Funds-Cash					
<i>Transportation Operating Fund</i>	0	0	3,000,000	3,000,000	3,000,000
Beginning Fund Balance					
	0	0	0	0	0
TOTAL RESOURCES	\$0	\$1,289,706	\$28,500,000	\$14,120,300	\$14,120,300
<u>REQUIREMENTS</u>					
Bureau Expenses					
External Materials and Services					
<i>Professional Services</i>	\$0	\$943,470	\$1,400,000	\$583,300	\$583,300
Internal Materials and Services					
<i>Other Fund Services</i>	0	0	100,000	0	0
Capital Outlay					
<i>Improvements</i>	0	0	15,700,000	10,472,000	10,472,000
Total Bureau Expenses	0	943,470	17,200,000	11,055,300	11,055,300
Fund Requirements					
Contingency					
<i>General Contingency</i>	0	0	900,000	21,571	21,571
Interfund Cash Transfers					
<i>Arena Debt Service</i>	0	0	10,400,000	3,000,000	3,000,000
<i>General Fund Overhead</i>	0	0	0	43,429	43,429
Ending Fund Balance					
<i>Unappropriated Ending Balance</i>	0	346,236	0	0	0
TOTAL REQUIREMENTS	\$0	\$1,289,706	\$28,500,000	\$14,120,300	\$14,120,300

ARENA CONSTRUCTION FUND (556) - continued

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<i>EXPENDITURES - 204</i>					
<i>External Materials and Services</i>					
<i>Professional Services</i>	\$0	\$943,470	\$1,400,000	\$583,300	\$583,300
<i>Internal Materials and Services</i>					
<i>Other Fund Services</i>	0	0	100,000	0	0
<i>Capital Outlay</i>					
<i>Improvements</i>	0	0	15,700,000	10,472,000	10,472,000
<i>Fund Requirements</i>					
<i>Interfund Cash Transfers</i>					
<i>Arena Debt Service</i>	0	0	10,400,000	3,000,000	3,000,000
<i>TOTAL APPROPRIATION</i>	\$0	\$943,470	\$27,600,000	\$14,055,300	\$14,055,300

The Arena Construction Fund receives the proceeds from bond and/or note sales, the primary funding source for Arena Project capital expenditures. Arena Project improvements for FY 94-95 totals \$10.5 million and includes improvements to the Coliseum, construction of parking facilities, a plaza connecting the buildings, and relocation of roadways and utilities in the area.

ARENA DEBT SERVICE FUND (363)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
Revenue					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$0	\$0	\$100,000	\$0	\$0
<i>Miscellaneous</i>	0	0	0	0	0
	0	0	100000	0	0
Transfers from Other Funds-Cash					
<i>Arena Operating Fund</i>	0	0	10,000,000	11,400,000	11,400,000
<i>Arena Construction Fund</i>	0	0	0	3,000,000	3,000,000
<i>General Fund</i>	0	0	0	185,776	185,776
Beginning Fund Balance	0	0	0	0	0
TOTAL RESOURCES	\$0	\$0	\$10,100,000	\$14,585,776	\$14,585,776
<u>REQUIREMENTS</u>					
Expenditures					
<i>External Materials & Services</i>	\$0	\$0	\$1,000,000	\$0	\$0
<i>Miscellaneous</i>	0	0	0	0	0
	0	0	1,000,000	0	0
Other Requirements					
<i>Debt Retirement</i>	0	0	9,000,000	13,680,000	13,680,000
<i>Interest</i>	0	0	0	905,776	905,776
Ending Fund Balance					
<i>Unappropriated Ending Balance</i>	0	0	100,000	0	0
TOTAL REQUIREMENTS	\$0	\$0	\$10,100,000	\$14,585,776	\$14,585,776
<u>EXPENDITURES - AU 202</u>					
External Materials and Services					
<i>5450 Interest</i>	\$0	\$0	\$1,000,000	\$0	\$0
<i>5490 Miscellaneous</i>	0	0	0	0	0
	0	0	1,000,000	0	0
Other Requirements					
<i>5781 Bonded Debt Retirement</i>	0	0	9,000,000	13,680,000	13,680,000
<i>5788 Interest</i>	0	0	0	905,776	905,776
TOTAL APPROPRIATION	\$0	\$0	\$10,000,000	\$14,585,776	\$14,585,776

The City will finance \$34.5 million of Arena Project improvements, including renovation of the Coliseum, construction of a 1,200 space public parking garage on site, a plaza connecting the buildings, and infrastructure changes. In addition, the City will pay for all necessary seismic upgrades to the Coliseum outside the \$34.5 million public improvement budget. This fund pays principal and interest on debt issued to cover the City's costs of Arena Project improvements. The debt service will be paid from revenues of the project.

In FY 94-95 the City intends to issue \$14.4 in long-term debt to take out a portion of the project's interim financing.

ARENA DEBT SERVICE FUND (363)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on revenue bonds issued to finance improvements to the Oregon Arena Project. The City will finance public improvements, including renovation of the Coliseum, construction of parking facilities, a plaza connecting buildings, and relocation of roadways and utilities in the area. The City will initially interim finance capital costs of the public improvements and refund it with long-term taxable or tax-exempt bonds as various times, with the majority of refunding most likely at the completion of the construction. The principal and interest will be paid from revenues in the form of percentage of ticket sales ("user fees"), profit sharing on the Coliseum, parking garage operations, and rental income from the entertainment complex and plaza.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Revolving Credit Facility							
Series 1993	\$1,300,000	FY 92-93		Variable	\$1,300,000	\$1,300,000	\$52,301
Series 1994	\$18,283,134	FY 93-94		Variable	18,283,134	12,380,000	853,475
TOTAL Revolving Credit Facility					\$19,583,134	\$13,680,000	\$905,776
Proposed De	\$14,400,000	FY 94-95			\$0	\$0	\$0
TOTAL Arena Debt Service Fund					\$19,583,134	\$13,680,000	\$905,776

BONDED DEBT INTEREST AND SINKING FUND (302)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Approved FY 94-95</i>
<u>RESOURCES</u>					
<i>Revenue</i>					
<i>Property Taxes</i>					
<i>Current Year's Taxes</i>	\$3,304,865	\$3,335,776	\$3,262,287	\$3,250,000	\$3,250,000
<i>Prior Year's Taxes</i>	204,060	181,795	241,147	160,000	160,000
	<u>3,508,925</u>	<u>3,517,571</u>	<u>3,503,434</u>	<u>3,410,000</u>	<u>3,410,000</u>
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	39,220	21,701	15,000	15,000	15,000
<i>Interest-Other</i>	0	15,324	0	0	0
	<u>39,220</u>	<u>37,025</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<i>Other Financing Source</i>					
<i>Transfer from General Fund</i>	1,180	1,180	0	465,000	465,000
<i>Beginning Fund Balance</i>	467,002	444,256	545,489	444,000	444,000
<u>TOTAL RESOURCES</u>	<u>\$4,016,327</u>	<u>\$4,000,032</u>	<u>\$4,063,923</u>	<u>\$4,334,000</u>	<u>\$4,334,000</u>
<u>REQUIREMENTS</u>					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$1,035,953	\$910,653	\$909,935	\$0	\$0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	2,536,118	2,630,462	2,630,000	3,175,000	3,175,000
<i>Interest</i>	0	0	0	774,225	774,225
<i>Ending Fund Balance</i>					
<i>Unappropriated Ending Balance</i>	444,256	458,917	523,988	384,775	384,775
<u>TOTAL REQUIREMENTS</u>	<u>\$4,016,327</u>	<u>\$4,000,032</u>	<u>\$4,063,923</u>	<u>\$4,334,000</u>	<u>\$4,334,000</u>
<u>EXPENDITURES - AU 280</u>					
<i>External Materials and Services</i>					
5450 <i>Interest</i>	\$1,035,953	\$910,653	\$909,935	\$0	\$0
<i>Other Requirements</i>					
5781 <i>Bonded Debt Retirement</i>	2,536,118	2,630,462	2,630,000	3,175,000	3,175,000
5788 <i>Interest</i>	0	0	0	774,225	774,225
<u>TOTAL APPROPRIATION</u>	<u>\$3,572,071</u>	<u>\$3,541,115</u>	<u>\$3,539,935</u>	<u>\$3,949,225</u>	<u>\$3,949,225</u>

In 1982 the City issued General Obligation Bonds for renovation of Civic Stadium and for construction of the Performing Arts Center. These two issues were refunded by one issue in 1986 to take advantage of lower interest rates. The projected savings over the life of the issue is approximately \$2.6 million.

BONDED DEBT INTEREST AND SINKING FUND (302)

General Obligation Bonds

DEBT REDEMPTION SCHEDULE

In 1982 the City issued voter approved General Obligation Bonds for renovation of Civic Stadium and for construction of the Performing Arts Center. These two issues were refunded by one issue in 1986 to take advantage of lower interest rates. The projected savings over the life of the issue is approximately \$2.6 million. This schedule shows the remaining payments for principal and interest the City owes to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1986C	\$30,130,000	12/01/86	12/01/94	5.400%	\$2,860,000	\$2,860,000	\$77,220
			12/01/95	5.400%	2,990,000		161,460
			12/01/96	5.400%	3,130,000		169,020
			12/01/97	5.400%	725,000		39,150
			12/01/98	5.500%	755,000		41,525
			12/01/99	5.500%	790,000		43,450
			12/01/00	5.500%	825,000		45,375
			12/01/01	5.500%	855,000		47,025
					<u>\$12,930,000</u>	<u>\$2,860,000</u>	<u>\$624,225</u>
Proposed De 15th/16th Project	\$3,000,000	09/01/94			\$0	\$315,000	\$150,000
TOTAL Bonded Debt Interest & Sinking Fund					<u>\$12,930,000</u>	<u>\$3,175,000</u>	<u>\$774,225</u>

METRO ARTS COMMISSION (375)

Service Area: Parks, Recreation & Culture

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$347,174	\$399,129	\$480,968	\$533,141	\$533,141
External Materials & Svcs.	677,714	847,762	954,343	968,820	968,820
Internal Materials & Svcs.	67,577	82,801	79,295	79,477	79,477
Minor Capital Outlay	5,489	5,394	11,100	5,000	5,000
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$1,097,954	\$1,335,086	\$1,525,706	\$1,586,438	\$1,586,438
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$1,097,954	\$1,335,086	\$1,525,706	\$1,586,438	\$1,586,438
Allocated Overhead Costs			94,858	80,726	80,726
Total Cost with Allocated Overhead			\$1,620,564	\$1,667,164	\$1,667,164
Authorized Full-Time Positions					
Total	7	9	10	10	10
Gen. Fund Discretionary	3	5	5	5	5
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		898,942	1,020,648	1,049,159	1,049,159
Non-Discretionary Revenues					
Grants & Donations		62,986	151,575	176,068	176,068
Contract Revenue		267,059	267,059	267,059	267,059
Interagency Services		61,236	86,424	94,152	94,152
Bureau Program Revenue		44,863	0	0	0
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		436,144	505,058	537,279	537,279
Total General Fund Resources		\$1,335,086	\$1,525,706	\$1,586,438	\$1,586,438
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
Re-Grants		\$858,172	\$1,061,525	\$1,001,081	\$1,001,081
Positions		4	5	5	5
Public Art		156,652	187,902	189,854	189,854
Positions		3	3	3	3
Community Services		320,262	276,279	395,503	395,503
Positions		2	2	2	2
TOTAL PROGRAMS		\$1,335,086	\$1,525,706	\$1,586,438	\$1,586,438
Positions		9	10	10	10

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Metropolitan Arts Commission (MAC) was established by the City of Portland and Multnomah County in 1973 and charged with furthering the development of the arts and their availability to the public. Arts Plan 2000+, a citizen driven cultural assessment completed in 1991, provides a strategic, five year action plan for the Commission emphasizing access to the arts, education programs, regional collaborations and public/private partnerships. MAC's intergovernmental agreement has been amended to allow regional appointments to its board. The Commission is in transition to a non-profit structure that will enable it to more effectively fulfill its mission and mandates.

METRO ARTS COMMISSION (375)

Service Area: Parks, Recreation & Culture

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

MAC has begun to implement the Arts Plan recommendation of transition to non-profit structure and will complete the transition during FY1994-95. A full year's operating costs for the Arts Commission is included in the City's budget, and the remaining funds will be transferred to the nonprofit organization when the transition is complete. The Commission's basic mission of stewardship of public investment in the arts will remain.

A three year commitment of stable City funding is proposed under the non-profit structure. In the first year, funding will be an amount equal to Current Services Level target funding plus \$37,000. Each following year, the funding amount will be increased based on the annual growth in the lodging tax revenues or CPI, whichever is greatest.

MAC was awarded a 3 year NEA Challenge grant in March of 1993, for Arts Plan Implementation, to be matched by ongoing City of Portland funding, contributions from Clackamas and Washington Counties and private contributions. FY1994-95 NEA funds, already matched, are built into the budget submission.

DESCRIPTION OF PROGRAMS

Public Art Program

MAC administers Percent for Public Art programs for the City of Portland, Multnomah County, METRO, Tri-Met and the Port of Portland. 1.33% of the costs of capital improvement projects are dedicated to commissioning works of art for the sites. MAC also advises other governments and private developers on development of programs; operates the Metropolitan Center for Public Art in the Portland Building; administers the Visual Chronicle, a collection of artworks depicting Portland; rotates, tracks and maintains the City/County public art collections; develops public art education programs for schools, tourism groups and the general public. The Public Art Trust Fund is a vehicle for funding these programs.

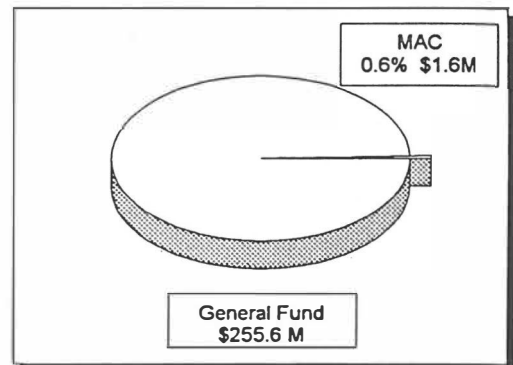
Re-Grants Program

This program supports the visual, literary and performing arts through direct grants to arts organizations and artists. The program provides operating grants to mid-sized and large, established groups and project grants to small organizations, individual artists and community groups. Approximately 110 grants are made each year. Grants are now made to Washington and Clackamas County groups with funding from their County governments.

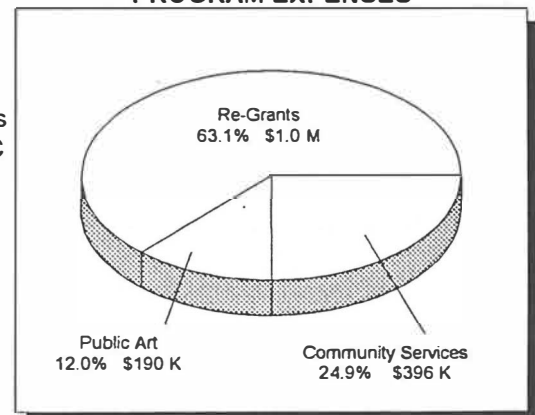
Community Services Program

This program comprises much of the coordination, planning, partnership development and advocacy work of the Commission, including administrative functions, Arts Plan tracking and implementation and development of new and alternative resources for the arts. The program includes technical assistance to arts groups and artists to improve their effectiveness and outreach to underserved communities and artists.

PERCENT OF GENERAL FUND



PROGRAM EXPENSES



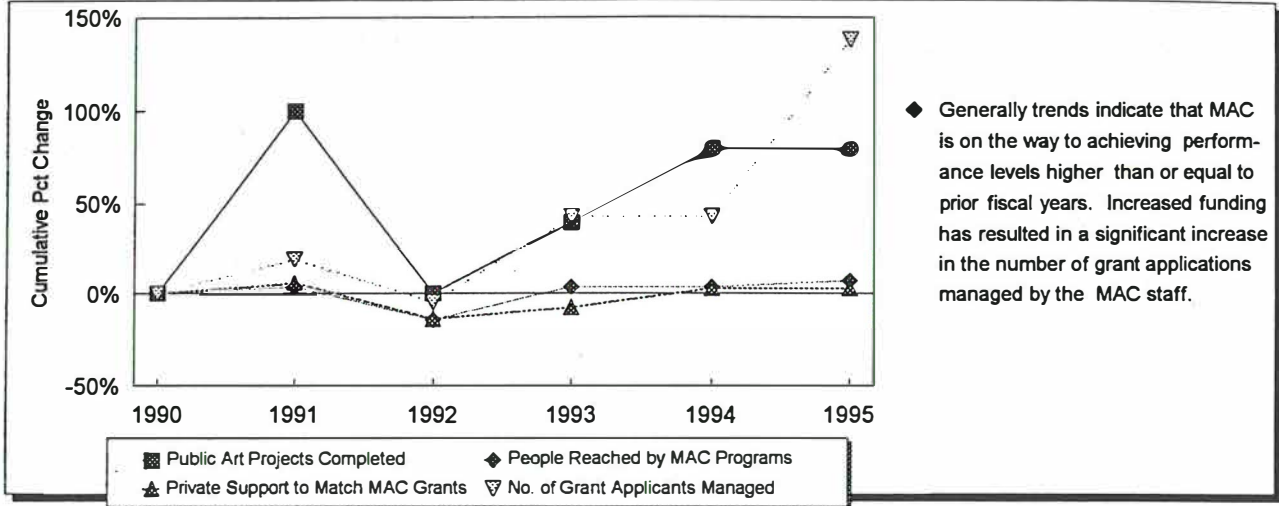
METRO ARTS COMMISSION (375)

Service Area: Parks, Recreation & Culture

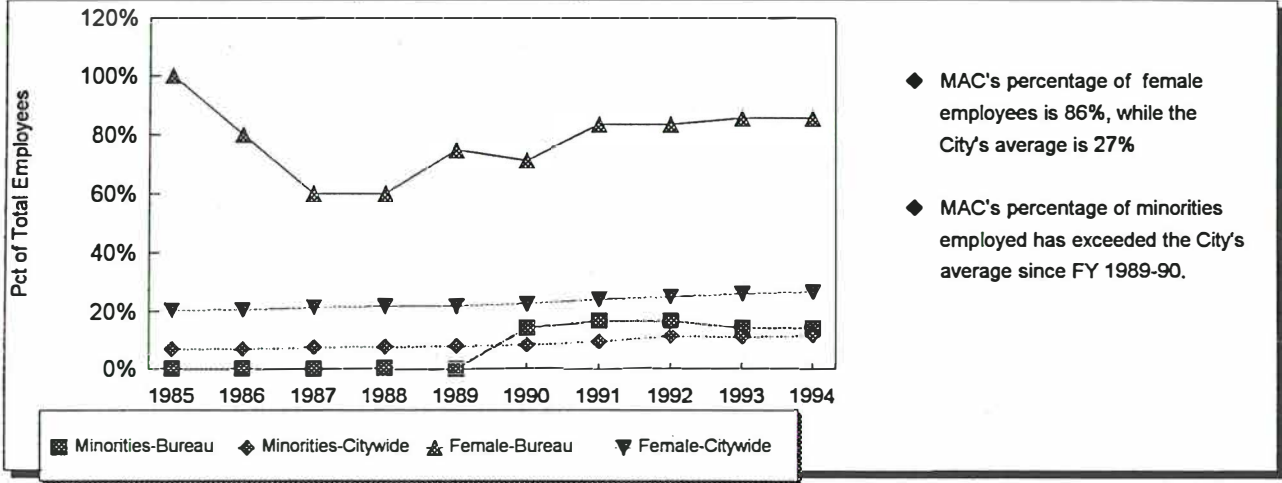
Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

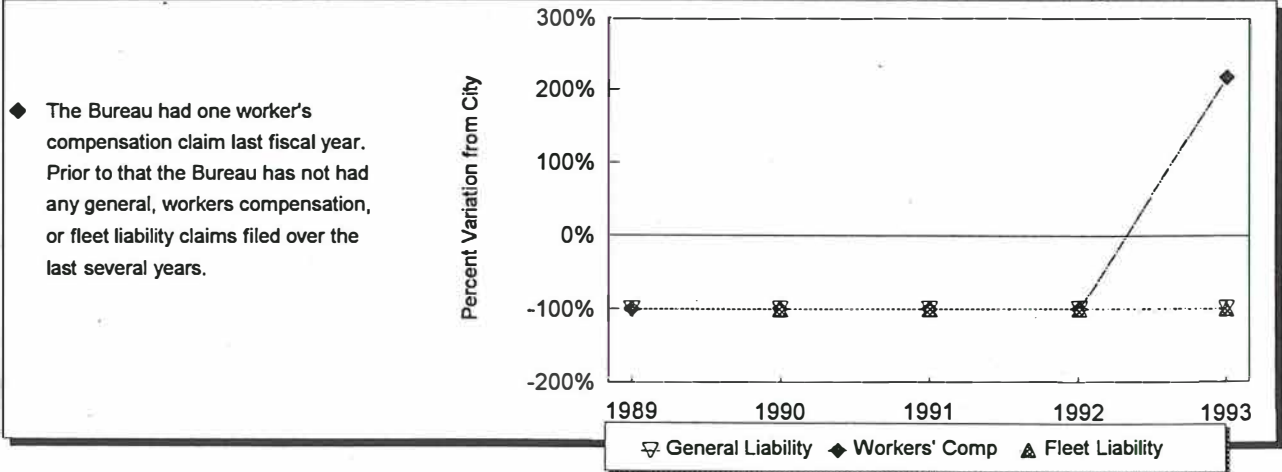
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



METRO ARTS COMMISSION (375)

Service Area: Parks, Recreation & Culture

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

- ◆ 94/95 Arts Plan Implementation Objectives:
 - a) Prepare all systems, policies and code changes to transition MAC into a non-profit structure no later than July 1, 1995
 - b) Secure commitments for ongoing, dedicated funding from Portland and other regional governments; develop and enter into formal service contracts with governments.
 - c) Regional cultural development, supported by regional governments, the private sector and the NEA Challenge grant:
 - 1) Collaborate with the Business Committee for the Arts on a region-wide public awareness campaign in preparation for a regional funding ballot measure.
 - 2) Create a closer liaison relationship with Metro; secure funding to assist with regional cultural development and to incorporate cultural strategies into Future Vision and 2040.
 - 3) Increase collaborations between Portland arts organizations and organizations and agencies in neighboring counties.
- ◆ Work with the Water Bureau and BES to identify public art opportunities under the new policy; provide administrative oversight of these new programs.
- ◆ Develop a youth arts endowment in cooperation with the Multnomah County Juvenile Justice Division and other community based youth services providers to create public art projects that can engage youth in positive behaviors and divert them from the justice system.
- ◆ Develop a public art ordinance for Tri-Met modeled after Portland's and Multnomah County's programs and transit agency examples in other cities. To follow up our success with West Side Light Rail, MAC would like to make public art a vital part of Tri-Met's mission and future activities.
- ◆ Implement a new grant category to provide more stable funding for small arts organizations, especially emerging and multi-cultural groups.
- ◆ Apply to the NEA Locals Program for a new grant for youth programs or arts in education and to leverage private sector support.
- ◆ Ongoing Performance Objectives:
 - 1) Report to the community on continued progress with implementation of Arts Plan 2000+.
 - 2) Continue arts organization stabilization program and regional cultural development work funded with the NEA Challenge grant.
 - 3) Secure foundation and private funding to for implementation of Arts Plan 2000+ Schools.
 - 4) Continue major public art programs in conjunction with West Side Light Rail and the Port of Portland.

MAJOR BUDGET NOTES

- ◆ The Metropolitan Arts Commission began the transition to non-profit status in FY1993-94 and will complete the transition in FY1994-95. The operating budget remaining when the transition is complete will be transferred to the nonprofit.
- ◆ A multi-year funding commitment has been proposed for when the Metropolitan Arts Commission becomes a nonprofit organization.

METRO ARTS COMMISSION (375)

Service Area: Parks, Recreation & Culture

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Number of residents/visitors reached and served by MAC Programs	2.9 Million	2.9 Million	3 Million	3 Million
Increase Washington and Clackamas County applications for grants and technical assistance	N/A	N/A	20%	20%
Percentage of minority applicants and requests for services maintained.	15%	15%	15%	15%
Maintenance of reported arts organization deficits	80%	80%	70%	70%
<u>EFFICIENCY MEASURES</u>				
Number of applicants managed	150	150	225	225
Draft a condition report evaluating the public art collection	1	1	N/A	N/A
<u>WORKLOAD MEASURES</u>				
Number of public art projects completed	7	9	9	9
Amount of private support to match MAC Project Grants	2,000,000	2,500,000	2,500,000	2,500,000
Private Support to match MAC Institutional Support Grants	7,000,000	7,500,000	7,500,000	7,500,000

METRO ARTS COMMISSION (375)
Service Area: Parks, Recreation & Culture
Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$240,541	\$293,304	\$346,722	\$378,323	\$378,323
512000 Part-Time/Limited-Term	0	0	0	4,315	4,315
514000 Overtime	0	0	0	0	0
515000 Premium Pay	503	1,118	650	700	700
517000 Benefits	106,130	104,707	133,596	149,803	149,803
Total Personal Services	\$347,174	\$399,129	\$480,968	\$533,141	\$533,141
521000 Professional Services	\$2,649	\$4,100	\$4,000	\$0	\$0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	3,482	1,853	2,200	2,700	2,700
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	655,187	817,489	930,841	950,900	950,900
531000 Office Supplies	2,951	4,965	4,714	4,000	4,000
532000 Operating Supplies	1,926	3,183	2,348	1,800	1,800
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	274	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	491	557	500	600	600
541000 Education	1,264	2,474	2,000	2,000	2,000
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	6,526	7,866	3,740	3,000	3,000
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	3,238	5,001	4,000	3,820	3,820
Subtotal External Materials & Services	\$677,714	\$847,762	\$954,343	\$968,820	\$968,820
551000 Fleet Services	\$49	\$206	\$0	\$208	\$208
552000 Printing/Distribution	23,184	27,041	24,881	25,153	25,153
553000 Facilities Services	28,380	30,487	31,189	30,683	30,683
554000 Communications	6,173	10,714	11,153	10,987	10,987
555000 Data Processing	591	1,039	728	794	794
556000 Insurance	9,200	11,403	11,344	11,652	11,652
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	1,911	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$67,577	\$82,801	\$79,295	\$79,477	\$79,477
Total Materials & Services	\$745,291	\$930,563	\$1,033,638	\$1,048,297	\$1,048,297
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	5,489	5,394	11,100	5,000	5,000
Total Capital Outlay	\$5,489	\$5,394	\$11,100	\$5,000	\$5,000
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$1,097,954	\$1,335,086	\$1,525,706	\$1,586,438	\$1,586,438

METRO ARTS COMMISSION (375)

Service Area: Parks, Recreation & Culture

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
855	Arts Commission Director	1	1	1	53,703	1	57,942	1	57,942
885	Assistant Arts Commission Director	1	0	0	0	0	0	0	0
970	Program Manager II	0	1	1	47,624	1	51,375	1	51,375
883	Arts Commission Program Coord	1	0	0	0	0	0	0	0
968	Program Manager I	0	1	1	42,720	1	46,093	1	46,093
882	Public Art Assistant	1	0	0	0	0	0	0	0
964	Program Specialist	0	1	1	36,895	1	39,804	1	39,804
900	Staff Assistant	1	0	0	0	0	0	0	0
962	Asst Program Specialist	0	2	2	69,112	2	72,236	2	72,236
826	Asst Management Analyst	1	0	0	0	0	0	0	0
827	Financial Analyst	0	1	1	37,897	1	40,904	1	40,904
815	Admin Specialist	0	1	2	36,857	2	45,821	2	45,821
220	Secretarial Clerk I	1	0	0	0	0	0	0	0
114	Clerical Specialist	0	1	1	21,914	1	24,148	1	24,148
TOTAL FULL-TIME POSITIONS		7	9	10	346,722	10	378,323	10	378,323

PUBLIC ART TRUST FUND (628)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Multnomah County Percent</i>	6,214	10,365	75,000	85,000	85,000
<i>Tri-Met</i>		35,722	30,000	35,000	35,000
<i>Port of Portland</i>		4,940	10,000	15,000	15,000
<i>METRO</i>	16,244	6,668			
<i>Central City FAR</i>			200,000	150,000	150,000
<i>Portland Develop Commission</i>	23,444	31,030	340,000		
<i>Misc Other and Sales</i>	\$12,484	\$1,245	\$2,500	\$2,000	\$2,000
<i>Interest</i>	18,851	11,854	16,000	16,000	16,000
	<u>77,237</u>	<u>101,824</u>	<u>673,500</u>	<u>303,000</u>	<u>303,000</u>
Total External Revenues	77,237	101,824	673,500	303,000	303,000
Cash Transfers from Other Funds					
<i>General Fund</i>	0	0	22,306	0	0
<i>Parking Facilities</i>	6,500	0	0	0	0
<i>Transportation</i>	0	2,560	0	0	0
<i>BES Sewage</i>	0	0	5,000	0	0
<i>Facilities Services</i>	0	49,705	45,619	0	0
<i>Park Systems Improvement Fund</i>	5,982	0	0	0	0
	<u>12,482</u>	<u>52,265</u>	<u>72,925</u>	<u>0</u>	<u>0</u>
Beginning Fund Balance	275,718	185,728	265,527	\$270,000	\$270,000
TOTAL RESOURCES	\$365,437	\$339,817	\$1,011,952	\$573,000	\$573,000
REQUIREMENTS - AU 759					
External Materials and Svcs	\$98,831	\$51,820	\$500,000	\$400,000	\$400,000
Total Bureau Expenses	\$98,831	\$51,820	\$500,000	\$400,000	\$400,000
Contingency					
<i>General Operating Contingency</i>	38,766	226,761	270,001	78,848	78,848
Cash Transfers to Other Funds					
<i>General Fund</i>	42,112	61,236	86,424	94,152	94,152
Ending Balance/Reserves	185,728	0	155,527	0	0
TOTAL REQUIREMENTS	\$365,437	\$339,817	\$1,011,952	\$573,000	\$573,000
Line Item Detail - AU 759					
External Materials and Services					
<i>521000 Professional Services</i>	\$83,999	\$10,208	\$400,000	\$350,000	\$350,000
<i>529000 Miscellaneous Services</i>	12,287	20,692	100,000	50,000	50,000
<i>532000 Operating Supplies</i>		20,650	0	0	0
<i>543000 Out of Town Travel</i>	2,545	270	0	0	0
TOTAL Bureau Expenses	\$98,831	\$51,820	\$500,000	\$400,000	\$400,000

Ordinance No.161537 which amended City Code Chapter 5.74 passed by Council on January 4, 1989, authorized the creation of the Public Art Trust Fund and established the policy of the City of Portland to dedicate 1.33% of the total costs of all capital improvement projects for the purpose of public art. The Metropolitan Arts Commission is charged with the development of program guidelines and administration.

The Fund is used for acquisition, siting, maintenance, and deaccessioning of public art works; for supporting public art works of limited duration; and for costs associated with public art including but not limited to costs of selection, administration, community education and registration.

The purpose of the Public Art Trust Fund is to accept funds that have been approved for use on public art projects from various sources:

1) The City and County Percent for Art Ordinances

2) The Floor Area Ratio (FAR) Bonus program adopted by City Council on March 24, 1988, as a part of the City Central Plan Section 33.702.060.4, is one of the programs which provide bonus floor area ratio as an incentive for private developers who incorporate public art into their projects. Under the guidelines developed by the Metropolitan Arts Commission (MAC) projects utilizing this bonus provision must place at least 25 percent of the project's public art budget into a central City Public Art Trust Fund maintained by MAC. Should a project's developer choose to, the entire amount of percent for art funds may be placed in the Public Art Trust Fund.

3) Contracts with other local government agencies for public art such as METRO, the Port of Portland and TRI-MET

4) Donations for Public Art projects and educational programs from individuals and corporations.

It is anticipated that Public Art revenues will decrease from FY1994-95 based on less revenue from PDC projects. However the inclusion of the Bureaus of Water and Environmental Services are expected to increase fund resources when the new policy is established and projects are identified.

NORTHWEST I-405 RECREATION FUND (111)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
<i>External Revenue</i>					
<i>Service Charges</i>					
<i>Rents & Reimbursements</i>	\$179,497	\$170,055	\$94,647	\$0	\$0
	179,497	170,055	94,647	0	0
<i>Miscellaneous Revenues</i>					
<i>Refunds</i>	0	5,138	0	0	0
<i>Interest on Investments</i>	\$45,999	\$34,998	\$17,741	\$0	\$0
	45,999	40,136	17,741	0	0
Total External Revenue	225,496	210,191	112,388	0	0
<i>Interfund Cash Transfers</i>					
<i>General Fund</i>	80,195	0	0	0	0
	80,195	0	0	0	0
Beginning Fund Balance	1,005,060	707,867	816,604	0	900,000
TOTAL RESOURCES	\$1,310,751	\$918,058	\$928,992	\$0	\$900,000
REQUIREMENTS					
<i>Bureau Expenses</i>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials & Svcs</i>	480,982	30,691	844,628	0	900,000
<i>Internal Materials & Svcs</i>					
<i>Facilities Services</i>	104,146	57,947	44,622	0	0
<i>General Services-Admin</i>	6,771	6,722	6,000	0	0
	591,899	95,360	895,250	0	900,000
Total Bureau Expenses	591,899	95,360	895,250	0	900,000
<i>Fund Requirements</i>					
<i>Interfund Cash Transfers</i>					
<i>General Fund</i>	10,985	6,094	4,136	0	0
	10,985	6,094	4,136	0	0
<i>Ending Balance</i>	707,867	816,604	29,606	0	0
Total Fund Requirements	718,852	822,698	33,742	0	0
TOTAL REQUIREMENTS	\$1,310,751	\$918,058	\$928,992	\$0	\$900,000

LINE ITEM DETAIL

549000 Miscellaneous	480,982	30,691	844,628	0	900,000
Subtotal External Materials & Services	\$480,982	\$30,691	\$844,628	\$0	900,000
553000 Facilities Services	104,146	57,947	44,622	0	0
559000 Other Fund Services	6,771	6,722	6,000	0	0
Subtotal Internal Materials & Services	\$110,917	\$64,669	\$50,622	\$0	\$0
Total Materials & Services	\$591,899	\$95,360	\$895,250	\$0	\$900,000
Total Bureau Expenses	\$591,899	\$95,360	\$895,250	\$0	\$900,000

This fund was established in 1983 to maintain properties under the west approach ramps to the Fremont Bridge along the I-405 freeway, and to provide recreational improvements and services to the Northwest neighborhoods. The properties were leased from the State of Oregon in 1974. The lease with the State expired in January 1994.

It is expected that all funds will be transferred to the neighborhood associations in FY 93-94. The FY 94-95 appropriation is created in case close-out is delayed into this fiscal year.

BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
Personal Services	\$14,744,933	\$15,591,273	\$16,339,972	\$17,091,274	\$17,671,963
External Materials & Svcs.	5,109,273	4,671,378	5,522,108	6,209,736	5,448,774
Internal Materials & Svcs.	2,519,773	2,663,720	2,628,348	3,053,684	3,053,684
Minor Capital Outlay	107,143	184,942	178,505	138,621	968,740
Cash Transfers-Equipment	30,580	28,194	0	28,000	28,000
Total Operating Budget	\$22,511,702	\$23,139,507	\$24,668,933	\$26,521,315	\$27,171,161
Capital Improvements	3,140,550	3,383,397	3,476,570	2,392,361	5,109,797
TOTAL BUREAU EXPENSES	\$25,652,252	\$26,522,904	\$28,145,503	\$28,913,676	\$32,280,958
Allocated Overhead Costs			1,086,835	1,581,833	1,581,833
Total Cost with Allocated Overhead			\$29,232,338	\$30,495,509	\$33,862,791
Authorized Full-Time Positions					
Total	275.0	280.0	282.5	279.5	291.5
Gen. Fund Discretionary	248	248	248	256	259
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		18,469,728	19,586,727	20,914,377	24,892,851
Non-Discretionary Revenues					
Grants & Donations		367,996	438,746	326,081	326,081
Contract Revenue		477,154	812,347	141,411	141,411
Interagency Services		3,114,172	3,400,026	3,281,925	2,824,733
Bureau Program Revenue		4,093,854	3,907,657	4,249,882	4,095,882
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		8,053,176	8,558,776	7,999,299	7,388,107
Total General Fund Resources		\$26,522,904	\$28,145,503	\$28,913,676	\$32,280,958
<p>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose. Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</p>					
PROGRAMS					
Park Operations/Natural Resources	\$11,782,271	\$12,871,139	\$13,063,217	\$13,063,217	\$13,063,217
Positions	146.2	151.2	147.2	147.2	147.2
Recreation	8,275,700	8,837,077	10,402,910	10,229,637	10,229,637
Positions	87.0	88.0	88.0	97.0	97.0
Forestry	1,365,101	1,400,740	1,350,366	1,350,366	1,350,366
Positions	19.0	18.0	18.0	18.0	18.0
Construction, Design & Cap. Improvements	3,383,397	3,476,570	2,392,361	5,932,916	5,932,916
Positions	9.3	8.3	8.3	11.3	11.3
Administration	1,716,435	1,559,977	1,704,822	1,704,822	1,704,822
Positions	18.5	17.0	18.0	18.0	18.0
TOTAL PROGRAMS		\$26,522,904	\$28,145,503	\$28,913,676	\$32,280,958
Positions		280.0	282.5	279.5	291.5

BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Portland Parks & Recreation budget for FY 1994-95 continues the high quality programs and services provided in past years, while responding to new challenges and unmet needs. The Bureau's principal purpose is to ensure that all of Portland's citizens have access to affordable, high quality parks and leisure pursuits. Its mission statement is: Through every action, we are dedicated to providing a vital and exceptional park and recreation system that enriches the lives of our citizens and celebrates the beauty and heritage of our city. In pursuit of this mission, the Bureau developed a Strategic Plan in 1993. The objectives contained in that plan are the source of the Bureau Management Objectives. The Strategic Plan includes three broad goals:

STEWARDSHIP GOAL - Preserve and enhance our parks legacy and promote knowledge and appreciation of the natural environment.

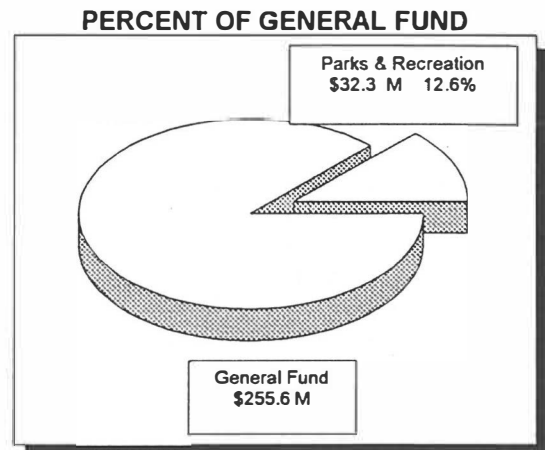
COMMUNITY GOAL - Continually improve the availability and effectiveness of services and programs that benefit the community and enhance the quality of life for everyone.

EMPLOYEE GOAL - Create a safe, productive and rewarding work place which emphasizes effective communication and recognizes innovation and achievement.

For several years, the three priority areas for the bureau's allocation of resources have been 1) protection of parks infrastructure, 2) services to youth and families, especially at-risk youth, and 3) ensuring recreation opportunities for the frail elderly and disabled populations.

In fulfilling its mission, the Bureau is responsible for maintaining, developing, and protecting the City's highly prized system of parks. This system includes over 210 parks, open spaces, and recreation facilities, covering nearly 9,600 acres of land. The breadth of the system is truly impressive—ranging from the nation's largest City park to the nation's smallest City park; from the excitement of a motor raceway to the quiet stillness of rhododendron gardens; from tourist destinations such as Washington Park or the Pittock Mansion to an extensive network of neighborhood parks, community centers, and community school programs. It ranges from a skateboard park to swimming pools to a restored steam railroad engine; from golf courses to roller skating rinks to downtown fountains and Waterfront Park. It includes stadiums and athletic fields as well as the Multnomah Art Center and a successful Community Music Center whose graduates have gone on to Julliard and other respected music conservatories.

As the single largest provider of recreation in the region, Portland Parks & Recreation takes seriously its role in providing or facilitating safe, healthy, accessible, and affordable activities, particularly for youth. The Bureau's programs had 1.55 million youth contacts in 1992-93, including contacts with repeat customers. About 8,000 children per day attended our Summer Playground program, and over 21,000 sets of swimming lessons were taught to youth last summer, with each set representing 10 days of instruction to an individual child. There are many benefits to this activity, and one of them is that the more youths are engaged in Bureau programs, especially repeat customers, the stronger will be their alternatives to criminal activity. Portland Parks & Recreation, together with the public schools and other partner agencies, constitute one of the city's most significant positive tools to prevent crime among youth.



BUREAU OF PARKS AND RECREATION (130)

Service Area: **PARKS, RECREATION & CULTURE**

Commissioner-in-Charge: **Charlie Hales**

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau takes pride in the cost-effectiveness of its programs and in skillfully leveraging its direct expenditures and full-time staff time. Its General Fund discretionary budget is magnified by donations and grants, by service charges, and by numerous financial partnerships with local businesses, agencies, or community groups. Including the Golf and Portland International Raceway (PIR) enterprises and the Bureau's trust funds, only about 52% of its expenditures come from discretionary General Fund resources. That percentage drops below half if we include in-kind donations, the estimated \$1.9 million monetary value of volunteer time, and expenditures made directly by partner agencies or community groups in behalf of Bureau programs and facilities. Staff effort is also heavily leveraged for efficiency. Only in the past decade have many private businesses seen the cost-effectiveness of using part-time or seasonal workers in lieu of full-time employees; the Parks bureau has used that strategy successfully for many years in order to maximize the impact of public dollars. In fiscal year 1993-94 the Bureau (counting Golf and PIR) has only 316 full-time positions but about 1,600 part-time and seasonal workers comprising 250 Full-Time Equivalents (FTE's). Staff effort is further amplified by volunteer time—265,137 hours during this past past year, or 127 FTE's. The Bureau staff works with over 80 community groups and associations who help provide direction and training to this enormous volunteer effort. Together, the part-time workers and volunteers comprise 377 FTE's—more than the number of regular full-time employees. Through this leveraging of full-time staff and direct expenditures, the public gets a lot of program for its dollars.

The variety of PP&R's extensive partnerships is an evidence of the Bureau's efforts to achieve success through collaboration. Some of these partners over the past two years have been other government agencies, such as the Portland-area school districts, Metro, Multnomah County, Bonneville Power Administration, and several other agencies. Others are private firms such as Nike, Northwest Natural Gas, Portland General Electric, First Interstate Bank, plus many others. Still others are non-profit agencies or community groups: neighborhood associations; "friends" of specific parks, programs or natural areas; athletic or arts associations; civic associations such as the Rose Festival Association, Urban League, or Albina Ministerial Alliance; or youth- serving organizations such as Boys and Girls Clubs, Girl Scouts, Campfire Boys and Girls, Westside Youth Service Center, Self-Enhancement, Inc., Police Activities League Westside Youth Service Center, Self-Enhancement, Inc., or Operation E.A.S.Y. Other partners are foundations such as the Evans Foundation, Jackson Foundation, Meyer Memorial Trust, Collins Foundation, Irwin Foundation, or Murdock Foundation. Finally, PP&R works closely with other City bureaus to accomplish common objectives: the Water Bureau, Bureau of Environmental Services, Police Bureau, Bureau of Housing and Community Development, Office of Transportation, or the Portland Development Commission.

PP&R is assuming responsibility for ten additional parks as a result of the City's annexation program and the discontinuation of Multnomah County's Parks Department. In the FY 1994-95 budget these costs are estimated at \$221,160 for one-time fix up costs (beyond what would be accomplished in FY 1993-94) in order to eliminate hazards and bring the play equipment up to basic standards, along with \$222,720 annually for parks maintenance and sewer assessments.

PP&R has \$1,000,000 included in the FY 1994-95 budget to be used for youth activity programs in response to school reductions, funded by the General Fund and an additional \$.75 per nine-hole surcharge at City-owned golf courses. The bulk of this, \$545,000 and 8 full-time positions, will fund a major expansion of the community schools program, adding activities at 75 more schools in Portland's five school districts. Of the remaining dollars, \$160,000 (with one full-time position) will go to art and environmental education programs in response to squeezed school budgets in those areas; \$100,000 will go to clubs and other after-school activities at the high school level; and \$195,000 will supplement sports programs, including the continuation of golf, swimming, and tennis teams at the high school level.

BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

The FY 1994-95 includes \$5.3 M for Capital Improvement projects. Specific projects and amounts include: Dishman Center, \$195,000; Springwater Trail Phase II, \$240,000; Willamette Eastbank ISTEAs, \$100,000; Ed Benedict Park, \$414,366; Alberta Park Basketball Structure, \$140,635; Oaks Pioneer Church, \$50,000; Springwater Trail Phase I, \$161,081; ADA \$3.1M; Duniway Park, \$106,000; Aquatic Waterslide, \$150,000; Waterfront Park Wells, \$60,000; Springwater Trestle Decks, \$13,000; Energy Efficiency, \$125,136; Restroom Renovations, \$54,329; Irrigation, \$68,000; Mt. Tabor Yard Heating System, \$36,220; Woodstock Center Heating System, \$36,220; Debt Management and Master Lease payments, \$248,991.

DESCRIPTION OF PROGRAMS

PARKS OPERATIONS AND NATURAL RESOURCES

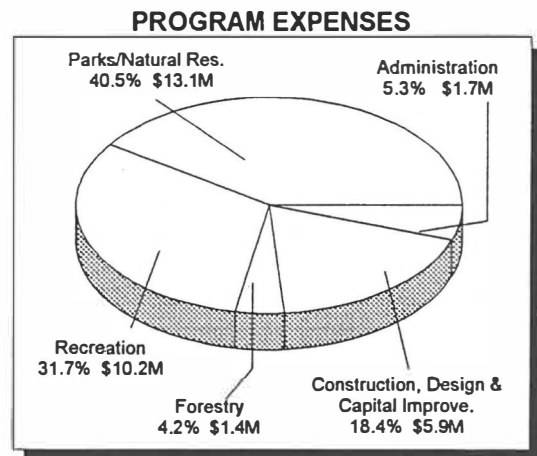
The park operations and natural resources program is the single largest PP&R division, providing basic maintenance of the parks and the recreation facilities. The parks system is comprised of nearly 9,600 acres of land, over 210 parks and open spaces, 1,250 acres of regularly maintained turf, 80 miles of trails, 43 acres of shrub beds, more than 50 major buildings, 100 basketball courts, 110 tennis courts and 12 swimming pools located throughout the city. The program represents our commitment to preserving our parks legacy and responsibly meeting current and future park and recreation needs.

PP&R's top priority in the last 3 years has been preservation of park infrastructure. Maintenance is a challenge that is linked to the age and condition of the capital facilities themselves. At present, the parks system is old, costly to maintain and inefficient. The average building age is 60 years. Community buildings date back to the early 1900's and pools and other buildings date back to the 1920's and 30's. As capital funding is approved and projects are carried out to upgrade existing facilities or invest in new equipment, the maintenance function becomes more efficient.

Within the FY 1994-95 budget, this program will continue its efforts to maintain the system and make improvements as time and resources permit. A current area of emphasis is water conservation, through the adoption of irrigation policies, conversion to computer-controlled irrigation systems that respond to weather changes, water audit training for Parks personnel to maximize the efficiency of older systems, and the installation of automatic systems when possible. The FY 1994-95 budget provides for the first year repayment of the 3-year loan from the General Fund Innovations Loan program; the loan is being used to install wells for irrigating Waterfront Park, thus avoiding most of the water cost to that site. In addition to water conservation, this program is experimenting with more efficient ways of handling solid waste in handling solid waste. In some sites, garbage cans are being replaced with small dumpsters to reduce costs, encourage users to "pack it out," and allow the opportunity for recycling. The FY 1994-95 budget also includes creating a consolidated Parks/Water stores operation at Mt. Tabor Yard that creates efficiencies for both agencies.

RECREATION

Throughout Portland neighborhoods, Portland Parks and Recreation community centers and facilities operate year-round providing affordable access to public recreational and educational opportunities. The recreation program maintains open, clean, safe and supervised recreational facilities for all ages of people to swim, play sports, lift weights, roller skate, play music, attend classes, create art or perform theater. Community celebrations, neighborhood concerts, weddings and large picnics are examples of activities requiring a permit, of which 30,000 are issued each year. PP&R is committed to serving neighborhood and community recreation needs.



BUREAU OF PARKS AND RECREATION (130)

Service Area: **PARKS, RECREATION & CULTURE**

Commissioner-in-Charge: **Charlie Hales**

SUMMARY OF BUREAU EXPENSES

Participation in structured recreation activities continues to grow, with programs at community centers, aquatics and sports the most popular. An estimated 9,600 classes and workshops are offered annually, reaching a total of 2.2 million participants during the 1992-93 fiscal year. About 1.55 million of the participants are young people, representing 70% of recreation staff efforts. Over the past three years, concerted efforts have been made to design programs especially for at-risk youth, and for frail elderly and disabled citizens. Whereas most of the public has plentiful recreation options, these targeted population groups often do not. Recreation programming for youth is seen as an investment in today's youth and tomorrow's leadership potential. Unlike law enforcement, recreation is a preventive, positive strategy that builds self-esteem, provides role models and support, and instills confidence. The approach used is largely collaborative, providing leadership, coordination and resources in cooperation with other youth-serving agencies and community-based organizations who share similar goals. The Youth Trust Fund has leveraged existing programs and filled gaps to increase the number of at-risk youth participating in recreation activities who otherwise may not have the opportunity.

FORESTRY

The Forestry program is charged with managing the city's plentiful urban forest, including both park trees and trees along streets. Its major responsibilities include pest and disease control, pruning, tree removal planting, stump removal and public safety. The full-time staff are highly skilled in responding to emergencies and storm damage and sophisticated in disease prevention, especially Dutch Elm disease. Tree grate inspections, plan reviews, code enforcement, and support to the Urban Forestry Commission are additional responsibilities for the forestry staff. A substantial portion of the work done by this unit is performed under interagency agreements for other City bureaus, including the Bureau of Maintenance (for street area landscape maintenance), Water, Environmental Services, Fire, and General Services. Over 12,000 street trees and park trees are inspected each year, while in the coming year, just over 8,000 of these trees (those in parks or along designated arterial streets) are maintained, including pruning, tree and stump removal, spraying, and replacement planting.

CONSTRUCTION, DESIGN & CAPITAL IMPROVEMENTS

The overall purpose of the design and construction program is park planning, design, and management of capital improvement projects for parks, open spaces, natural areas and facilities. A staff of landscape designers and architects oversees the annual capital improvement program and prepares master plans for key environmental, natural resource and trails. Contract management, design development, bid specifications and construction administration of improvements is regularly performed.

The design and construction unit prepares and manages grants for park improvements and developments, a task which most often involves coordination between neighborhood associations, groups, service organizations, and other partners participating in joint efforts. Cooperative planning and funding of projects where other bureaus and agencies are involved is also a component part of staff responsibilities. Evaluation and recommendations related to the acquisition and sale of property falls to this unit along with management of grant easements and revocable permits. Three new positions are included in this program to meet the level of capital improvements approved the Americans with Disabilities Act (ADA) requirements.

ADMINISTRATION

The Administration program contains the central leadership and administrative support for the Bureau as a whole. This program is responsible for the management of all PP&R divisions; development and updating of the strategic plan; purchasing, payroll, accounting and budgeting for the Bureau; personnel; communications with the public, employees, and the news media; volunteer coordination; affirmative action; and employee relations and training. Within the FY 1994-95 budget, an Information Systems Manager position is funded in order to provide long-overdue professional coordination of the Bureau's growing computer capabilities and to further implement the Bureau Automation Plan. This position will oversee three other positions that now support information systems at different places in the Bureau.

BUREAU OF PARKS AND RECREATION (130)Service Area: **PARKS, RECREATION & CULTURE**Commissioner-in-Charge: **Charlie Hales****SUMMARY OF BUREAU EXPENSES****BUDGET DECISIONS FOR 1995-96**

	<i>Full-Time Positions</i>	<i>Estimated Cost</i>	
		<i>General Fund Discretionary</i>	<i>Total Cost</i>
<i>Decision Packages for 1995-96 (in constant 1994-95 dollars):</i>			
◆ CIP - Willamette Eastbank, ISTEA	0.2	100,000	100,000
◆ CIP - Rhododendron Garden bridge replacement	0.2	155,000	155,000
◆ CIP - Peninsula Park walks replacement	0.3	250,000	250,000
◆ CIP - Play Equipment Replacement	0.3	170,000	170,000
<i>Total 1995-96 Decision Packages (in constant 1994-95 dollars):</i>	1	\$675,000	\$675,000
<i>Total 1994-95 Budget</i>	291.5	\$24,892,851	\$32,280,958
<i>Total 1995-96 Budget (in constant 1994-95 dollars):</i>	292.5	\$25,567,851	\$32,955,958
<i>Other Budget Decisions for 1995-96:</i>			
None.			

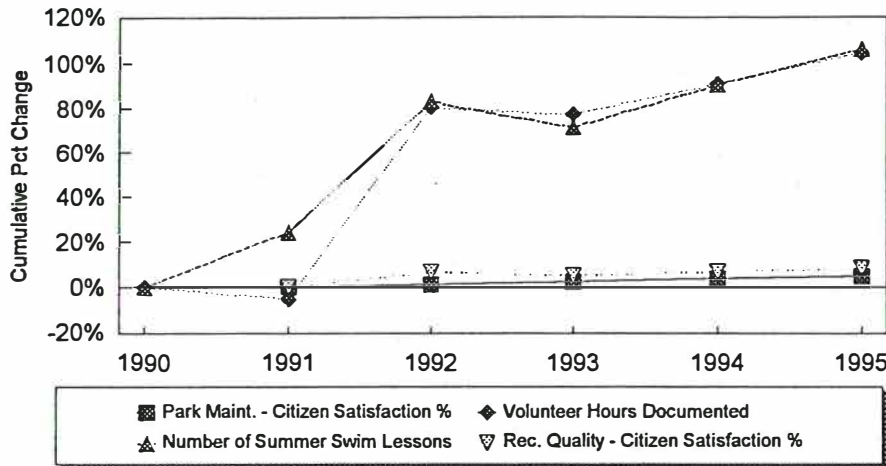
BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

PERFORMANCE TRENDS



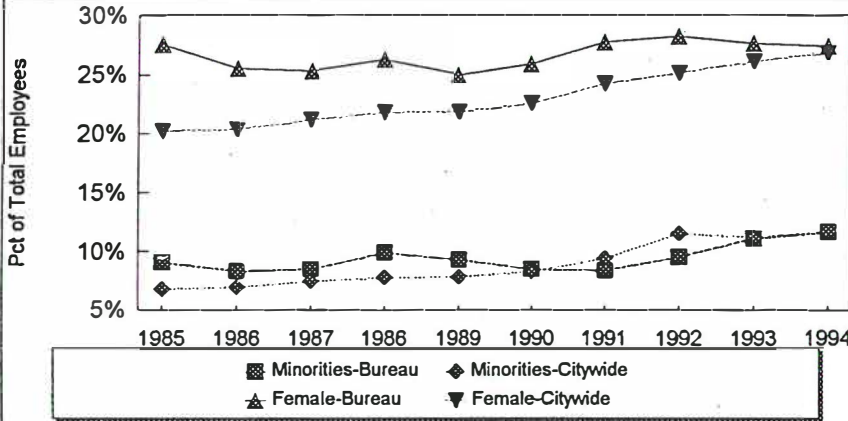
Park Maint. - Citizen Satisfaction
 • Has remained relatively constant

Volunteer Hours Documented
 • Up 104%

Number of Summer Swim Lessons
 • Up 105%

Recreation Quality - Citizen Satisfaction
 • Has remained relatively constant

Workforce Diversity - Bureau vs. Citywide

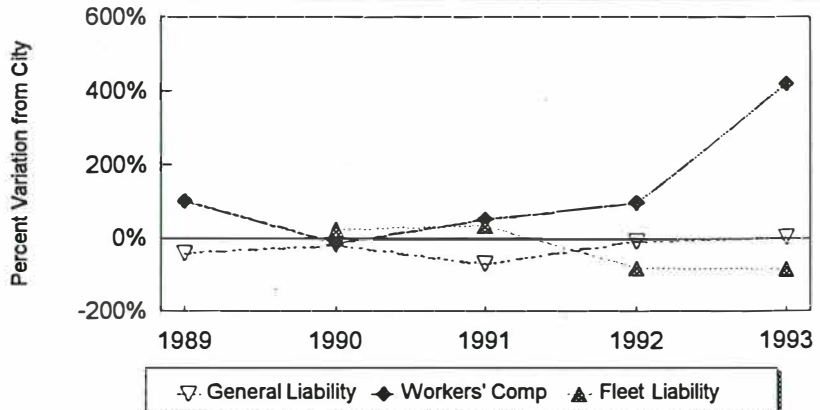


◆ Employment of women and minorities has been historically above the City Average. Recent data shows that the rest of the City has narrowed the gap.

◆ This data does not include up to 1,600 part-time and seasonal employees, of which a large percentage are women and minorities. PP&R's full-time workforce is relatively stable with little turnover.

Bureau Loss Experience Vs. Citywide Loss Experience

◆ Both general and fleet liability are comparable to the citywide loss experience. In Workers' Comp, however, PP&R has historically been worse than the city average, with a sharp increase in 1993 mainly due to an on-the-job employee death during that year. A Loss Control Specialist was hired during FY 1994, with the completion of a Loss Control plan as a top priority. FY 1994 is also the first year of a planned 3-year safety training program.



BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Capital Requirements - Document priority short-term capital needs for existing parks and facilities and differentiate them from long-term capital requirements for new park land, facilities and natural areas; continue to pursue grants, donations, or any other outside sources of funding to meet those needs; provide information and analysis to support any public decision-making process—including, potentially, a bond election—regarding City funding to meet those capital needs.
2. ADA Capital Projects - Begin construction on capital projects to bring the Bureau's indoor facilities into compliance with the Americans for Disabilities Act (ADA) by October 1, 1994, begin ADA construction on outdoor facilities within nine months after the design standards are announced by the federal government for these facilities.
3. Partnerships - In conjunction with other youth-serving partner organizations, develop a coordinated response to FY 1993-94 and 1994-95 reductions in public school programs by September 1, 1994, drawing on the established strengths and financial capability of each organization, subject to the policy guidance of the City Council. Continue the same partnerships in analyzing and planning any response to additional reductions in public schools for FY 1995-96.
4. Strategic Plan - Update the Bureau's strategic plan by December 1, 1994; continue the current process for monitoring progress in the current strategic plan. Through this planning process, analyze any opportunities to improve the public's access to affordable, high quality recreation programs by having private organizations directly provide the services under City oversight or contract.
5. Performance Measures and Benchmarks - Develop an improved set of performance measures and tracking system, relevant for the SEA report, budget reporting, and internal management needs, by January 1, 1995. This includes updating the Park Conditions Assessment and developing further measures that assess the effectiveness of grounds maintenance activities in relation to desired standards. The measures should be linked to a set of benchmarks that assess the overall achievement of the Bureau's aims.
6. Implementation of Cost-of-Service Study and Fee Policy - Implement the fee rates that result from the cost-of-service study and fee policy developed during FY 1993-94; develop by December 1, 1994 the information and procedures needed in order to periodically update the study.
7. Bureau Automation Plan - Continue implementing the Bureau Automation Plan, with first emphasis on an updated maintenance management system for the Operations Division, to be implemented and underway by April 1, 1995. Reorganize the information services support staff for greater efficiency and coordination between different parts of the Bureau; update the Bureau Automation Plan by June 30, 1995. Bring on-line the athletic scheduling component of the Escom system in partnership with the Portland Metro Softball Association by June 30, 1995.
8. Loss Control - Finish developing and begin implementing a prioritized work plan for safety and loss control, with periodic inspections, training, and monitoring by the Loss Control Coordinator. Continue the blood-borne pathogens training and vaccination program.
9. Forest Park Management Plan - Complete the Forest Park Management Plan by Fall of 1994.
- 10 Golf Projects - By June 30, 1995, complete 50% of the West Delta Park Dikes Improvement Study at Heron Lakes, and move the maintenance facilities and expand public parking at Eastmoreland.
- 11 Portland International Raceway Objectives - Add two medium-sized events to the PIR schedule during FY 1994-95, and repair the pit pavement by the end of the fiscal year.

MAJOR BUDGET NOTES

None.

BUREAU OF PARKS AND RECREATION (130)Service Area: **PARKS, RECREATION & CULTURE**Commissioner-in-Charge: **Charlie Hales****SUMMARY OF BUREAU EXPENSES**

	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
<u>EFFECTIVENESS MEASURES</u>				
Citizen Satisfaction % - Rec. Programs	62%	63%	64%	64%
Citizen Satisfaction % - Park Maint.	82%	83%	84%	84%
Pct. Citizens Who Visit a Park Once or More During Year	82%	83%	84%	84%
Total No. Participants - Rec. Programs	2,210,998	2,200,998	2,500,000	2,500,000
No. Youth Participants - Rec. Programs	1,549,882	1,550,000	1,700,000	1,700,000
No. Summer Swim Lessons	21,595	24,000	26,000	26,000
Revenue Generated by PIR	\$589,764	\$617,648	\$628,000	\$628,000
PIR Attendance	310,929	410,000	410,000	410,000
<u>EFFICIENCY MEASURES</u>				
No. of Documented Volunteer Hours	265137	280000	300000	300000
Costs per Maintenance Hour (Constant Dollars)	\$52.80	N/A	\$52.25	\$52.25
Golf Net Operating Earnings (before Capital and Debt Service)	\$222,062	\$1,048,316	\$1,283,185	\$1,283,185
PIR No. of Use-Days	428	440	440	440
<u>WORKLOAD MEASURES</u>				
No. Trees Inspected	12,229	12,300	12,300	12,300
No. Park Trees Maintained	6,194	6,200	8,150	8,150
No. Treatments to Elm Trees to Protect them from Dutch Elm Disease	4,400	4,400	12,884	12,884
No. Acres Irrigated	552	570	570	570
No. Acres Mowed	1,278	1,253	1,289	1,289
No. Park-Days Restrooms Open	24,151	24,151	24,310	24,310
No. Trail Miles Maintained	92	92	92	92
No. Acres Golf Course Maintained	680	680	680	680

BUREAU OF PARKS AND RECREATION (130)Service Area: **PARKS, RECREATION & CULTURE**Commissioner-in-Charge: **Charlie Hales****BUREAU EXPENSES - LINE ITEM DETAIL**

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$8,593,925	\$9,122,361	\$9,285,363	\$9,734,646	\$10,095,750
512000 Part-Time/Limited-Term	2,563,032	2,966,645	3,294,180	3,382,342	3,573,259
514000 Overtime	61,484	54,552	97,525	94,258	94,258
515000 Premium Pay	118,409	140,409	123,078	120,536	120,536
517000 Benefits	3,929,190	3,861,783	4,025,834	4,316,748	4,490,123
Total Personal Services	\$15,266,040	\$16,145,750	\$16,825,980	\$17,648,530	\$18,373,926
521000 Professional Services	\$149,082	\$164,564	\$198,315	\$117,183	\$124,183
522000 Utilities	1,177,969	1,155,108	1,393,949	1,256,767	1,256,767
523000 Equipment Rental	47,279	29,328	59,783	35,295	35,295
524000 Repair & Maintenance	1,059,156	802,395	1,009,918	1,011,391	1,024,391
528000 Local Match Payment	322,492	344,799	765,714	356,064	437,064
529000 Miscellaneous Services	1,048,024	756,073	912,762	663,951	589,759
531000 Office Supplies	144,088	86,718	94,063	99,381	99,381
532000 Operating Supplies	869,420	854,007	888,360	804,622	836,852
533000 Repair & Maint. Supplies	228,711	364,740	402,919	374,818	374,818
534000 Minor Equipment	61,454	88,640	106,309	105,429	105,429
535000 Clothing	22,988	24,056	36,104	44,540	45,540
539000 Other Commodities	13,572	28,752	29,363	22,351	22,351
541000 Education	13,158	9,744	60,051	60,829	60,829
542000 Local Travel	24,695	28,138	35,069	41,478	45,478
543000 Out-of-Town Travel	17,215	11,076	22,991	23,060	23,060
544000 External Rent	5,696	21,591	6,961	6,861	6,861
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	47,732	98,008	98,639	1,276,001	471,001
Subtotal External Materials & Services	\$5,252,731	\$4,867,737	\$6,121,270	\$6,300,021	\$5,559,059
551000 Fleet Services	\$925,911	\$1,009,716	\$969,508	\$958,124	\$958,124
552000 Printing/Distribution	378,432	385,217	331,276	414,897	414,897
553000 Facilities Services	248,897	272,234	276,092	214,089	214,089
554000 Communications	214,989	227,481	274,836	273,771	273,771
555000 Data Processing	36,853	48,660	97,731	94,371	94,371
556000 Insurance	609,964	681,134	690,533	855,351	855,351
557000 Equipment Lease	40,674	112,835	171,579	270,405	270,405
558000 Same Fund Services	4,770	7,834	7,950	96,064	96,064
559000 Other Fund Services	222,750	76,498	153,015	342,531	342,531
Subtotal Internal Materials & Services	\$2,683,240	\$2,821,609	\$2,972,520	\$3,519,603	\$3,519,603
Total Materials & Services	\$7,935,971	\$7,689,346	\$9,093,790	\$9,819,624	\$9,078,662
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	2,276,596	2,225,388	2,047,228	1,270,751	4,646,599
564000 Equipment	143,065	434,226	178,505	146,771	153,771
Total Capital Outlay	\$2,419,661	\$2,659,614	\$2,225,733	\$1,417,522	\$4,800,370
573000 Cash Transfers-Equipment	\$30,580	\$28,194	\$0	\$28,000	\$28,000
Total Bureau Expenses	\$25,652,252	\$26,522,904	\$28,145,503	\$28,913,676	\$32,280,958

BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
4337	Parks & Recreation Director	1	1	1	77,826	1	84,068	1	84,068
813	City/Community Liaison	1	0	0	0	0	0	0	0
7490	Community Relation Asst	0	1	1	45,184	1	46,312	1	46,312
4331	Recreation Director	1	0	0	0	0	0	0	0
4335	Rec & Opns Manager	0	1	1	59,172	1	64,622	1	64,622
4160	Parks Operations Mgr	1	0	0	0	0	0	0	0
4335	Rec & Opns Manager	0	1	1	59,705	1	64,411	1	64,411
544	Admin Services Officer I	1	0	0	0	0	0	0	0
4334	Asst Rec Manager	0	1	1	47,031	1	50,912	1	50,912
4330	Asst Recreation Director	1	0	0	0	0	0	0	0
4333	Sr Recreation Supervisor	0	1	0	0	0	0	0	0
4329	Recreation Supervisor	8	0	0	0	0	0	0	0
4333	Sr Recreation Supervisor	0	3	3	125,613	3	137,349	3	137,349
4332	Recreation Supervisor	0	5	5	194,279	5	214,398	5	214,398
4353	Tennis Program Manager	1	0	0	0	0	0	0	0
4332	Recreation Supervisor	0	1	1	38,244	1	41,327	1	41,327
4340	Pittock Mansion Director	1	0	0	0	0	0	0	0
4332	Recreation Supervisor	0	1	1	37,327	1	40,354	1	40,354
4327	Recreation Instructor III	17	0	0	0	0	0	0	0
4332	Recreation Supervisor	0	17	17	637,566	17	686,663	17	686,663
4326	Recreation Instructor II	16	17	13	401,126	13	433,291	13	433,291
4325	Recreation Instructor I	26	28	33	966,336	33	978,552	41	1,194,496
4322	Recreation Leader	7	5	8	143,800	8	193,022	8	193,022
4131	City Forester	1	1	1	44,548	1	48,181	1	48,181
4129	Forestry Supervisor	1	1	1	43,032	1	46,533	1	46,533
4120	Public Gardens Supervisor	1	0	0	0	0	0	0	0
4127	Botanic Supervisor	0	1	1	43,339	1	46,898	1	46,898
4115	Hort. Services Supervisor	1	0	0	0	0	0	0	0
4127	Botanic Supervisor	0	1	1	42,870	1	46,265	1	46,265
4132	Arboriculturist	1	0	0	0	0	0	0	0
4125	Botanic Specialist	0	1	1	38,999	1	42,167	1	42,167
4113	Gardener	25	25	25	820,575	25	840,758	25	840,758
4111	High Climber II	3	3	3	103,731	3	106,800	3	106,800
4110	High Climber I	7	7	8	264,406	8	275,778	8	275,778
4163	Parks Planning Supervisor	1	0	0	0	0	0	0	0
3236	Chief Planner	0	1	1	49,596	1	53,576	1	53,576
3150	Public Works Inspector I	1	1	0	0	0	0	0	0
3134	Architect	8	8	7	280,480	6	295,148	9	407,422
3107	Technician I	1	1	1	31,174	1	32,280	1	32,280
2550	Information Ssytem Mgr	0	0	0	0	1	47,384	1	47,384
2542	MIS Support Analyst	0	0	1	33,178	1	34,956	1	34,956
379	Assistant MIS Analyst	0	1	0	0	0	0	0	0
2540	MIS Support Technician I	1	0	0	0	0	0	0	0
1524	General Mechanic	1	1	1	34,577	1	35,600	1	35,600
1513	Welder	1	1	1	34,577	1	35,600	1	35,600
1457	Supervising Electrician	1	1	1	43,472	1	44,746	1	44,746
1453	Electrician	2	2	2	78,842	2	81,140	2	81,140
1443	Painter	2	2	2	69,154	2	71,200	2	71,200
1421	Lead Carpenter	1	1	1	36,310	1	37,375	1	37,375
1420	Carpenter	5	5	5	172,885	5	178,000	5	178,000
1315	Const Equip Operator II	1	1	1	34,327	1	35,329	1	35,329
1240	Maintenance Mechanic	13	13	13	415,298	12	394,632	13	427,518
1237	Mower Operator	14	14	13	388,973	14	427,236	14	427,236
TOTAL FULL-TIME POSITIONS		175	176	177	5,937,552	177	6,292,863	189	6,653,967

BUREAU OF PARKS AND RECREATION (130)

Service Area: PARKS, RECREATION & CULTURE

Commissioner-in-Charge: Charlie Hales

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		175	176	177	5,937,552	177	6,292,863	189	6,653,967
	1218 Utility Worker	26	26	26	757,328	25	749,600	25	749,600
	1215 Park Attendant	31	31	31	927,441	30	923,827	30	923,827
	1208 Maintenance Worker	0	0	2	31,824	2	34,275	2	34,275
	4147 PK Maintenance Supervisor	1	0	0	0	0	0	0	0
	1136 Fac/Maintenance Manager	0	1	1	51,553	1	55,624	1	55,624
	4150 Park District Supervisor	2	0	0	0	0	0	0	0
	1134 Sr Fac & Maintenance Supervisor	0	2	2	89,819	2	97,158	2	97,158
	4142 Park Equipment Foreman	1	0	0	0	0	0	0	0
	1134 Sr Fac & Maintenance Supervisor	0	1	1	47,409	1	51,219	1	51,219
	1238 Mower Operations Foreman	1	0	0	0	0	0	0	0
	1134 Sr Fac & Maintenance Supervisor	0	1	1	45,560	1	49,152	1	49,152
	4140 Pk Fac & Maintenance Foreman	1	0	0	0	0	0	0	0
	1134 Sr Fac & Maintenance Supervisor	0	1	1	47,045	1	50,874	1	50,874
	4114 Rose Garden Curator	1	0	0	0	0	0	0	0
	1132 Fac & Maintenance Supervisor	0	1	1	39,352	1	44,231	1	44,231
	4146 Park Operations Foreman	9	0	0	0	0	0	0	0
	1132 Fac & Maintenance Supervisor	0	9	10	375,610	10	400,732	10	400,732
	1115 Building Maintenance Mechanic	0	1	1	34,577	1	35,600	1	35,600
	1111 Lead Custodian	1	1	1	24,993	1	25,724	1	25,724
	975 Deputy Director	1	1	1	67,870	1	73,310	1	73,310
	545 ASO II	2	0	0	0	0	0	0	0
	970 Program Manager II	0	1	0	0	0	0	0	0
	843 Volunteer Coordinator	1	0	0	0	0	0	0	0
	966 Program Coordinator	0	1	1	39,796	1	43,034	1	43,034
	964 Program Specialist	0	0	0	0	1	40,410	1	40,410
	848 Senior Risk Specialist	0	0	1	34,932	1	41,322	1	41,322
	845 Communication Assistant	1	0	0	0	0	0	0	0
	962 Asst Program Specialist	0	1	1	34,612	1	37,421	1	37,421
	928 Bureau Administrative Mgr	0	1	1	58,276	1	59,009	1	59,009
	828 Sr Management Analyst	1	0	0	0	0	0	0	0
	922 Administrative Supervisor II	0	1	1	47,126	1	48,295	1	48,295
	828 Sr Management Analyst	1	0	0	0	0	0	0	0
	828 Sr Financial Analyst	0	1	1	48,441	1	51,219	1	51,219
	612 Sr Human Resources Analyst	0	0	0	0	0	0	0	0
	544 Aso I	1	0	0	0	0	0	0	0
	614 Human Resources Coordinator	0	1	1	44,830	1	48,508	1	48,508
	515 Senior Accountant	1	1	1	36,143	1	37,208	1	37,208
	514 Associate Accountant	2	3	3	90,345	3	95,007	3	95,007
	510 Accounting Assistant	2	2	3	69,067	5	125,389	5	125,389
	411 Store Supervisor I	1	1	1	34,995	0	0	0	0
	410 Storekeeper	0	1	2	30,506	0	0	0	0
	222 Secretarial Assistant	1	1	1	27,040	1	27,833	1	27,833
	220 Secretarial Clerk I	4	4	3.5	81,119	3.5	83,531	3.5	83,531
	210 Office Clerk I	3	3	1	21,277	0	0	0	0
	116 Office Manager I	2	2	1	31,612	1	32,531	1	32,531
	114 Clerical Specialist	2	3	3	77,313	3	79,740	3	79,740
TOTAL FULL-TIME POSITIONS		275	280.0	282.5	9,285,363	279.5	9,734,646	291.5	10,095,750

GOLF (617)

Service Area: Parks, Recreation, and Culture

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$1,424,481	\$1,621,360	\$1,855,215	\$1,940,885	\$1,940,885
<i>External Materials & Svcs.</i>	1,060,594	1,153,431	1,054,765	1,111,300	1,111,300
<i>Internal Materials & Svcs.</i>	453,417	580,983	454,265	468,022	468,022
<i>Minor Capital Outlay</i>	158,085	138,913	148,000	158,800	158,800
<i>Cash Transfers-Equipment</i>	86,493	9,298	0	0	0
Total Operating Budget	\$3,183,070	\$3,503,985	\$3,512,245	\$3,679,007	\$3,679,007
<i>Capital Improvements</i>	2,220,400	765,504	1,805,123	850,000	850,000
TOTAL BUREAU EXPENSES	\$5,403,470	\$4,269,489	\$5,317,368	\$4,529,007	\$4,529,007
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$5,317,368	\$4,529,007	\$4,529,007
Authorized Full-Time Positions					
<i>Total</i>	24.0	28.0	29.5	28.5	28.5
SOURCE OF FUNDING					
Golf Operating Fund (154)		\$4,269,489	\$5,317,368	\$4,529,007	\$4,529,007
PROGRAMS					
<i>Golf</i>		4,269,489	5,317,368	4,529,007	4,529,007
<i>Positions</i>		28.0	29.5	28.5	28.5
TOTAL PROGRAMS		\$4,269,489	\$5,317,368	\$4,529,007	\$4,529,007
<i>Positions</i>		28.0	29.5	28.5	28.5

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Golf Enterprise Fund is a separate fund within Portland Parks and Recreation. It is a wholly self-sustaining operation which manages the City's 4 regulation golf courses, with 36 holes at Heron Lakes Golf Course at West Delta Park and 18 holes each at Eastmoreland, Rose City, and Progress Downs.

The purpose of the Golf Enterprise Fund is to provide high quality public golf facilities and programs. The golf program also sponsors golf instruction in Portland area middle schools, summer golf camps, a paid internship program (Operation EAGLE), and high school golf teams. As an additional public benefit, the Golf courses have been contributing about \$260,000 annually to the Portland Parks and Recreation Youth Trust Fund from a \$.50 per nine hole surcharge established by City Council on June 19, 1991. The 1994-95 budget includes an additional \$.75 per nine hole surcharge to go toward increased afterschool activities and athletic programs in response to cuts in the public school budgets. Because the \$383,000 in additional surcharge revenue will be deposited directly to the Youth Trust Fund (part of the Portland Parks Trust fund group), it does not show in the figures above.

Maintenance of the golf courses is done by city employees under the supervision of the Director of Golf within Portland Parks and Recreation. Operation of the courses is done through concessionaire contracts which are administered by the Director of Golf. The four concessionaires schedule tee times, operate the club houses, provide food and beverage service, offer golf lessons, and sell retail goods. For their work in scheduling the courses and collecting the revenue, the concessionaires are paid a percentage of greens fees. For the opportunity to use the City-owned clubhouses to sell food, beverages, and retail goods, the concessionaires pay the Golf fund a percentage of sales.

GOLF (617)

Service Area: Parks, Recreation, and Culture

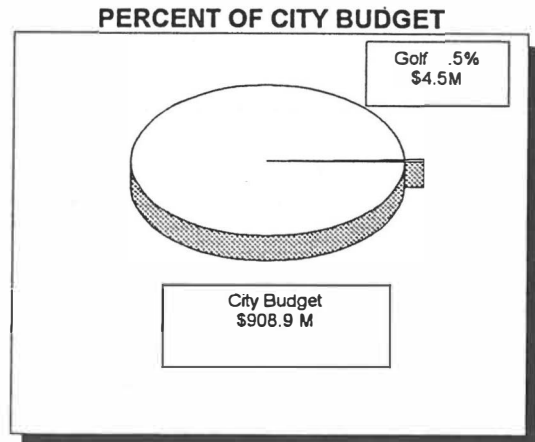
Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

As usual, the FY 1994-95 budget includes appropriation for personnel, material, services, and equipment to maintain the golf courses. It includes appropriation to pay concessionaires their contractual share of greens fees. Finally, the budget includes capital improvement funds to improve the courses and their support facilities to continually increase capacity of the courses and improve quality of play.

Of special note are capital improvement requests to participate with the U.S. Army Corps of Engineers in a feasibility study and design phase for improvement of the flood protection dikes around West Delta Park so a suitable clubhouse can be designed and built for the Heron Lakes courses. Also in the budget request is appropriation for improvements to the Progress Downs Course. Once the existing course is realigned to improve playability and player safety, design and construction of additional holes is planned.



GOLF (617)

Service Area: Parks, Recreation, and Culture

Commissioner-in-Charge: CHARLIE HALES

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$737,792	\$814,713	\$952,179	\$968,423	\$968,423
512000 Part-Time/Limited-Term	259,008	349,606	354,577	371,459	371,459
514000 Overtime	34,317	37,726	41,001	43,080	43,080
515000 Premium Pay	16,021	16,504	14,359	34,128	34,128
517000 Benefits	377,343	402,811	493,099	523,795	523,795
Total Personal Services	\$1,424,481	\$1,621,360	\$1,855,215	\$1,940,885	\$1,940,885
521000 Professional Services	\$25,143	\$7,816	\$42,945	\$23,000	\$23,000
522000 Utilities	90,525	94,821	117,725	117,000	117,000
523000 Equipment Rental	3,297	1,526	800	15,800	15,800
524000 Repair & Maintenance	60,394	95,323	27,200	35,000	35,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	559,151	496,490	508,030	566,000	566,000
531000 Office Supplies	1,657	2,734	1,200	1,000	1,000
532000 Operating Supplies	136,673	186,312	146,169	155,000	155,000
533000 Repair & Maint. Supplies	122,887	141,560	142,000	110,000	110,000
534000 Minor Equipment	19,325	14,936	2,500	15,000	15,000
535000 Clothing	3,859	8,443	3,000	10,000	10,000
539000 Other Commodities	1,173	6,753	300	0	0
541000 Education	7,451	1,799	5,000	5,000	5,000
542000 Local Travel	956	1,342	300	3,950	3,950
543000 Out-of-Town Travel	481	1,066	413	4,000	4,000
544000 External Rent	0	3,126	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	27,622	89,384	57,183	50,550	50,550
Subtotal External Materials & Services	\$1,060,594	\$1,153,431	\$1,054,765	\$1,111,300	\$1,111,300
551000 Fleet Services	\$83,952	\$101,307	\$125,143	\$110,245	\$110,245
552000 Printing/Distribution	10,318	4,409	9,256	9,506	9,506
553000 Facilities Services	98,308	261,393	25,000	0	0
554000 Communications	8,060	11,418	13,624	13,394	13,394
555000 Data Processing	1,708	2,409	4,784	4,759	4,759
556000 Insurance	60,732	73,625	56,861	45,679	45,679
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	306,389	458,309	585,712	284,439	284,439
Subtotal Internal Materials & Services	\$569,467	\$912,870	\$820,380	\$468,022	\$468,022
Total Materials & Services	\$1,630,061	\$2,066,301	\$1,875,145	\$1,579,322	\$1,579,322
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	2,104,350	433,617	1,439,008	850,000	850,000
564000 Equipment	158,085	138,913	148,000	158,800	158,800
Total Capital Outlay	\$2,262,435	\$572,530	\$1,587,008	\$1,008,800	\$1,008,800
573000 Cash Transfers-Equipment	\$86,493	\$9,298	\$0	\$0	\$0
Total Bureau Expenses	\$5,403,470	\$4,269,489	\$5,317,368	\$4,529,007	\$4,529,007

GOLF (617)

**Service Area: Parks, Recreation, and Culture
Commissioner-in-Charge: CHARLIE HALES**

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
970	Program Manager II	0	0	1	52,701	1	54,017	1	54,017
4175	Golf Course Manager	1	1	1	49,444	1	51,219	1	51,219
4150	Supervisor	1	0	0	0	0	0	0	0
1950	Public Works Supervisor	0	1	1	42,786	0	0	0	0
4149	Golf Course Foreman	4	0	0	0	0	0	0	0
4149	Facility & Maintenance Supervisor	0	4	4	149,584	4	161,417	4	161,417
1222	Greenskeeper III	1	4	4	114,256	4	142,400	4	142,400
1221	Greenskeeper II	4	5	5	153,155	5	157,645	5	157,645
1220	Greenskeeper I	13	13	13	378,664	13	389,792	13	389,792
220	Secretarial Clerk I	0	0	0.5	11,589	0.5	11,933	0.5	11,933
TOTAL FULL-TIME POSITIONS		24	28	29.5	952,179	28.5	968,423	28.5	968,423

GOLF OPERATING FUND (154)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Other Financing Sources					
Bond Issuance	\$2,274,345	\$0	\$0	\$0	\$0
	2,274,345	0	0	0	0
Service Charges					
Park and Recreation Fees	3,911,613	3,450,164	4,287,500	4,680,000	4,680,000
Concessions	160,958	162,150	162,000	165,000	165,000
	4,072,571	3,612,314	4,449,500	4,845,000	4,845,000
Miscellaneous Revenues					
Interest	186,599	104,479	111,061	75,000	75,000
Other	6,886	9,254	0	0	0
	193,485	113,733	111,061	75,000	75,000
Total External Revenue	\$6,540,401	\$3,726,047	\$4,560,561	\$4,920,000	\$4,920,000
Interfund Service Reimbursements					
Sewage Disposal Fund	79,025	0	0	0	0
Portland Int. Raceway	0	0	10,000	10,700	10,700
Portland Park Trust Fund	0	0	25,305	27,510	27,510
	79,025	0	35,305	38,210	38,210
Beginning Fund Balance					
Encumbered	0	0	332,701	910,000	910,000
Unencumbered	1,338,015	2,091,220	1,476,519	318,622	318,622
Total Beginning Fund Balance	\$1,338,015	\$2,091,220	\$1,809,220	\$1,228,622	\$1,228,622
TOTAL RESOURCES	\$7,957,441	\$5,817,267	\$6,405,086	\$6,186,832	\$6,186,832
REQUIREMENTS					
Bureau Expenses					
Personal Services	\$1,424,481	\$1,621,360	\$1,855,215	\$1,940,885	\$1,940,885
External Materials & Svcs	1,060,594	1,153,431	1,054,765	1,111,300	1,111,300
Internal Materials & Svcs					
General Fund	242,738	457,312	585,712	282,039	282,039
Printing Distribution	10,318	4,409	9,256	9,506	9,506
Facilities	98,308	261,393	25,000	0	0
Communications	8,060	11,418	13,624	13,394	13,394
Fleet Svcs	83,952	101,307	125,143	110,245	110,245
Insurance and Claims	14,802	18,281	15,089	17,530	17,530
Workers Compensation	45,930	55,344	41,772	28,149	28,149
Data Processing	1,708	2,409	4,784	4,759	4,759
Autoport	747	997	0	2,400	2,400
Water	25,904	0	0	0	0
Transportation	37,000	0	0	0	0
	569,467	912,870	820,380	468,022	468,022
Capital Outlay	2,262,435	572,530	1,587,008	1,008,800	1,008,800

GOLF OPERATING FUND (154)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Equipment Cash Transfers</i>					
General Fund	520	0	0		
Health Ins. Op.	0	9,265	0	0	0
Fleet	85,973	33	0	0	0
	86,493	9,298	0	0	0
Total Bureau Expenses	\$5,403,470	\$4,269,489	\$5,317,368	\$4,529,007	\$4,529,007
<i>Fund Requirements</i>					
<i>Contingency</i>					
Gen Oper Contingency	0	0	547,878	209,298	209,298
Encumbrance Carryover	0	0	0	910,000	910,000
Compensation Adjust.	0	0	74,966	90,729	90,729
	0	0	622,844	1,210,027	1,210,027
<i>Interfund Cash Transfers</i>					
General Fund-Overhead	164,767	112,194	144,874	149,798	149,798
Golf Debt Service	297,984	153,754	320,000	298,000	298,000
	462,751	265,948	464,874	447,798	447,798
<i>Ending Balance/Reserves</i>	2,091,220	1,281,830	0	0	0
Total Fund Requirements	\$2,553,971	\$1,547,778	\$1,087,718	\$1,657,825	\$1,657,825
TOTAL REQUIREMENTS	\$7,957,441	\$5,817,267	\$6,405,086	\$6,186,832	\$6,186,832

The decline in the fund balance from the beginning fund balance FY 1992-93 to FY 1994-95 is due primarily to Capital Improvement Program expenditures. With the issuance of revenue bonds in July 1991, four CIP projects totaling approximately \$4.11 million were undertaken. The bonds were issued for \$2.27 million with the remaining \$1.84 million to come from the fund balance and revenue in excess of costs of operations during the following fiscal years.

The 1994-95 budget includes approximately about \$383,000 of revenue from an additional \$.50-per-nine-hole surcharge at the City's golf courses, plus converting \$.25 of a recent greens fee increase. This revenue, however, does not show in the figures above because the revenue from this added surcharge (along with the existing \$.50-per-nine-hole surcharge) is deposited directly into the Youth Trust Fund, which is part of the Portland Parks Trust Fund group. The Youth Trust fund is currently used to support recreational opportunities for low-income youth. The additional net \$.75-per-nine-hole surcharge will be used for additional activities and athletic programs in response to reductions in the public school budgets.

GOLF REVENUE BOND REDEMPTION FUND (353)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Rents and Reimbursements</i>					
<i>Interest on Investments</i>	\$26,732	\$13,442	\$10,044	\$8,000	\$8,000
<i>Miscellaneous</i>	0	0	0	0	0
	<u>26,732</u>	<u>13,442</u>	<u>10,044</u>	<u>8,000</u>	<u>8,000</u>
Total External Revenues	<u>26,732</u>	<u>13,442</u>	<u>10,044</u>	<u>8,000</u>	<u>8,000</u>
Cash Transfers from Other Funds					
<i>Golf Operating</i>	297,984	153,754	320,000	298,000	298,000
Beginning Fund Balance					
<i>Encumbered</i>					
<i>Unencumbered</i>	178,293	376,752	232,285	241,249	241,249
Total Beginning Fund Balance	<u>178,293</u>	<u>376,752</u>	<u>232,285</u>	<u>241,249</u>	<u>241,249</u>
TOTAL RESOURCES	<u>\$503,009</u>	<u>\$543,948</u>	<u>\$562,329</u>	<u>\$547,249</u>	<u>\$547,249</u>
REQUIREMENTS - AU 619					
External Materials and Svcs					
	\$323	\$351	\$1,000	\$1,000	\$1,000
Total Bureau Expenses	<u>\$323</u>	<u>\$351</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>
Debt Service					
<i>Principal</i>	0	180,000	190,000	195,000	195,000
<i>Interest</i>	125,934	130,848	121,009	110,342	110,342
	<u>125,934</u>	<u>310,848</u>	<u>311,009</u>	<u>305,342</u>	<u>305,342</u>
<i>Unexpendible Reserve</i>	376,752	0	229,500	229,500	229,500
<i>Unaappropriated Ending Balance</i>	0	232,749	20,820	0	0
<i>Reserve for Future Years</i>				11,407	11,407
TOTAL REQUIREMENTS	<u>\$503,009</u>	<u>\$543,948</u>	<u>\$562,329</u>	<u>\$547,249</u>	<u>\$547,249</u>
Line Item Detail - AU 619					
External Materials and Services					
<i>549000 Miscellaneous</i>	\$323	\$351	\$1,000	\$1,000	\$1,000
TOTAL Bureau Expenses	<u>\$323</u>	<u>\$351</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>

This fund pays principal and interest on bonds issued to make improvements at City-owned golf courses. Debt service on these bonds is paid by golf user fees.

GOLF REVENUE BOND REDEMPTION FUND (353)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to make improvements at City-owned golf course. Debt service on these bonds is paid by golf user fees. This schedule shows the remaining payments for principal and interest the City owes to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1991A	\$2,295,000	07/01/91	11/01/94	5.600%	\$195,000	\$195,000	\$5,460
			11/01/95	5.800%	205,000		11,890
			11/01/96	5.950%	220,000		13,090
			11/01/97	6.050%	230,000		13,915
			11/01/98	6.150%	245,000		15,068
			11/01/99	6.250%	260,000		16,250
			11/01/00	6.350%	275,000		17,463
			11/01/01	6.450%	295,000		19,028
TOTAL Golf Revenue Bond Redemption Fund (cash basis)					\$1,925,000	\$195,000	\$112,163

INTEREST ACCRUALS:

TOTAL Golf Revenue Bond Interest Due FY 94-95 (cash basis)	\$112,163
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(19,605)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	17,784
Net Interest Accrual	(1,821)
TOTAL Interest Appropriation for FY 94-95	\$110,342

PARKS SYSTEM IMPROVEMENTS FUND (119)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
Property Taxes	\$1,977,579	\$111,845	\$55,000	\$20,000	\$20,000
Rents and Reimbursements	8,554	0	0	0	0
Interest on Investments	260,285	77,457	15,000	3,000	3,000
Donations	20,267	14,500	0	0	0
Total External Revenues	2,266,685	203,802	70,000	23,000	23,000
Service Reimbursements from Other Funds					
General	36,827	0	0	0	0
	36,827	0	0	0	0
Beginning Fund Balance					
Encumbered	0	0	204,688	240,000	240,000
Unencumbered	3,951,886	2,238,950	630,771	102,913	102,913
Total Beginning Fund Balance	3,951,886	2,238,950	835,459	342,913	342,913
TOTAL RESOURCES	\$6,255,398	\$2,442,752	\$905,459	\$365,913	\$365,913
REQUIREMENTS - AU 263					
External Materials and Svcs	\$173,127	\$59,145	\$72,827	\$50,959	\$50,959
Internal Services					
General	266,015	408,620	181,798	\$53,827	\$53,827
Printing/Distribution	271	2,399	0	0	0
Environmental Svcs	1,741	1,174	0	0	0
Transportation	31,713	0	0	0	0
Water	10,036	0	0	0	0
Public Art Trust	5,982	0	0	0	0
Total Internal Services	315,758	412,193	181,798	\$53,827	\$53,827
Capital Outlay	3,493,581	1,106,940	630,461	\$0	\$0
Total Bureau Expenses	\$3,982,466	\$1,578,278	\$885,086	\$104,786	\$104,786
Fund Requirements					
Cash Transfers to other Funds					
General	33,982	30,103	11,458	21,127	21,127
Contingency					
General Operating Contingency	0	0	8,915	0	0
Encumbrance Carryover	0	0	0	240,000	240,000
Unappropriated Ending Balance	2,238,950	834,371	0	0	0
TOTAL REQUIREMENTS	\$6,255,398	\$2,442,752	\$905,459	\$365,913	\$365,913

PARKS SYSTEM IMPROVEMENTS FUND (119)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Line Item Detail - AU 263</i>					
<i>External Materials and Services</i>					
521000 Professional Services	\$149,273	\$46,765	\$72,827	\$0	\$0
524000 Repair and Maintenance	0	0	0	50,959	50,959
529000 Miscellaneous Services	2,896	7,732	0	0	0
532000 Office Supplies	0	382	0	0	0
532000 Operating Supplies	54	1,511	0	0	0
533000 Repair and Maint. Supplies	235	0	0	0	0
549000 Miscellaneous	20,669	2,755			
<i>Internal Materials and Services</i>					
552000 Printing/Distribution	271	2,399	0	0	0
Other Fund Services	315,487	409,794	181,798	53,827	53,827
<i>Capital Outlay</i>					
563000 Improvements	3,493,581	1,101,948	630,461	0	0
564000 Capital Equipment	0	4,992	0	0	0
<i>TOTAL Bureau Expenses</i>	\$3,982,466	\$1,578,278	\$885,086	\$104,786	\$104,786

GENERAL DESCRIPTION AND CHANGES FROM PRIOR YEAR

The Parks System Improvements Fund (sometimes referred to informally as the "Parks Levy Fund") was established to account for the revenues and expenses associated with the 1989 parks special levy. This \$7.3 million levy was primarily for capital improvements to the parks system, although a portion of it was designated for operating costs connected to the newly improved Matt Dishman Community Center and Pool. Nearly all of the projects called for in the original 1989 levy proposal have been completed, and this fund will be expending the last of its balances during fiscal year 1994-95.

PORTLAND INTERNATIONAL RACEWAY (608)

Service Area: Parks, Recreation, and Culture

Commissioner-in-Charge: CHARLIE HALES

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$254,840	\$265,989	\$277,358	\$284,140	\$284,140
<i>External Materials & Svcs.</i>	234,633	134,876	124,754	218,300	218,300
<i>Internal Materials & Svcs.</i>	82,226	56,761	63,031	55,653	55,653
<i>Minor Capital Outlay</i>	20,383	20,004	2,000	5,000	5,000
<i>Cash Transfers-Equipment</i>	780	0	26,000	0	0
Total Operating Budget	\$592,862	\$477,630	\$493,143	\$563,093	\$563,093
<i>Capital Improvements</i>	101,906	17,975	72,104	0	0
TOTAL BUREAU EXPENSES	\$694,768	\$495,605	\$565,247	\$563,093	\$563,093
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$565,247	\$563,093	\$563,093
Authorized Full-Time Positions					
<i>Total</i>	4	4	4	4	4
SOURCE OF FUNDING					
Portland International Raceway Fund (156)		\$495,605	\$565,247	\$563,093	\$563,093
PROGRAMS					
Portland International Raceway		\$495,605	\$565,247	\$563,093	\$563,093
<i>Positions</i>		4	4	4	4
TOTAL PROGRAMS		\$495,605	\$565,247	\$563,093	\$563,093
<i>Positions</i>		4	4	4	4

GENERAL DESCRIPTION and CHANGES FROM 1993-94

Portland International Raceway is a separate fund and AU within Portland Parks and Recreation. It is a wholly self-sustaining operation which manages the world-class road course, a moto-cross track, open air exhibit areas, and complementary spectator facilities. While best known as the home of the Budweiser/G.I. Joe's Portland 200 Indycar Race, which just completed its 10th successful year, the facility attracts over 350,000 spectators to about 135 events annually and is in use nearly every day of the year. The raceway provides a safe place for groups, clubs, and organizations to conduct both racing and non-racing vehicle-oriented events. More than 20,000 people participate in driver training courses, recreational shows, and competitive events annually. Revenues for maintenance of the facility come from track rentals and from a multi-year concessions agreement which grants the exclusive rights to sell food and beverage at PIR events.

The FY 1994-95 budget provides appropriation for personnel, materials, services, and equipment needed to operate and maintain the facility. No major capital improvements are planned during the fiscal year. In the current fiscal year, PIR is in the process of completing a 10-year masterplan and noise mitigation plan.

PORTLAND INTERNATIONAL RACEWAY (608)

Service Area: Parks, Recreation, and Culture

Commissioner-in-Charge: CHARLIE HALES

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$137,388	\$145,771	\$146,269	\$154,185	\$154,185
512000 Part-Time/Limited-Term	35,925	41,326	50,300	44,900	44,900
514000 Overtime	17,437	10,362	13,000	11,890	11,890
515000 Premium Pay	36	0	0	0	0
517000 Benefits	64,054	68,530	67,789	73,165	73,165
Total Personal Services	\$254,840	\$265,989	\$277,358	\$284,140	\$284,140
521000 Professional Services	\$109,034	\$7,731	\$6,000	\$20,000	\$20,000
522000 Utilities	49,205	36,695	24,505	40,000	40,000
523000 Equipment Rental	156	1,627	5,000	2,000	2,000
524000 Repair & Maintenance	20,418	25,617	20,000	50,000	50,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	4,954	5,541	7,493	8,000	8,000
531000 Office Supplies	1,196	1,500	1,500	1,500	1,500
532000 Operating Supplies	14,092	24,691	12,755	25,000	25,000
533000 Repair & Maint. Supplies	12,787	15,807	20,001	45,000	45,000
534000 Minor Equipment	2,524	2,023	3,000	3,000	3,000
535000 Clothing	551	793	0	1,000	1,000
539000 Other Commodities	0	0	0	0	0
541000 Education	50	340	0	0	0
542000 Local Travel	121	577	0	600	600
543000 Out-of-Town Travel	0	687	0	0	0
544000 External Rent	13,428	8,200	8,000	8,200	8,200
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	6,117	3,047	16,500	14,000	14,000
Subtotal External Materials & Services	\$234,633	\$134,876	\$124,754	\$218,300	\$218,300
551000 Fleet Services	\$558	\$2,930	\$7,514	\$5,503	\$5,503
552000 Printing/Distribution	504	703	600	617	617
553000 Facilities Services	0	0	0	0	0
554000 Communications	5,029	5,558	7,245	7,357	7,357
555000 Data Processing	295	642	970	934	934
556000 Insurance	19,450	21,591	20,063	23,140	23,140
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	56,390	25,337	26,639	18,102	18,102
Subtotal Internal Materials & Services	\$82,226	\$56,761	\$63,031	\$55,653	\$55,653
Total Materials & Services	\$316,859	\$191,637	\$187,785	\$273,953	\$273,953
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	101,906	17,975	72,104	0	0
564000 Equipment	20,383	20,004	2,000	5,000	5,000
Total Capital Outlay	\$122,289	\$37,979	\$74,104	\$5,000	\$5,000
573000 Cash Transfers-Equipment	\$780	\$0	\$26,000	\$0	\$0
Total Bureau Expenses	\$694,768	\$495,605	\$565,247	\$563,093	\$563,093

PORTLAND INTERNATIONAL RACEWAY (608)

Service Area: Parks, Recreation, and Culture

Commissioner-in-Charge: CHARLIE HALES

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
4352	Racetrack Manager	1	1	1	49,444	1	51,219	1	51,219
816	Senior Administrative Specialist	1	1	1	27,984	1	30,276	1	30,276
1132	Facilities and Maintenance Super.	1	1	1	36,895	1	39,804	1	39,804
1240	Maintenance Mechanic	1	1	1	31,946	1	32,886	1	32,886
TOTAL FULL-TIME POSITIONS		4	4	4	146,269	4	154,185	4	154,185

PORTLAND INTERNATIONAL RACEWAY FUND (156)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Service Charges					
<i>Rents and Reimbursements</i>	452,310	422,451	430,000	440,000	440,000
<i>Concessions</i>	168,682	159,039	180,000	180,000	180,000
	620,992	581,490	610,000	620,000	620,000
Miscellaneous Revenues					
<i>Interest Revenue</i>	7,606	6,235	7,648	8,000	8,000
<i>Other</i>	1,182	2,039	0	0	0
	8,788	8,274	7,648	8,000	8,000
Total External Revenue	629,780	589,764	617,648	628,000	628,000
Beginning Fund Balance					
<i>Encumbered</i>	0	0	24,597	50,000	50,000
<i>Unencumbered</i>	213,664	91,722	151,196	126,813	126,813
Total Beginning Fund Balance	213,664	91,722	175,793	176,813	176,813
TOTAL RESOURCES	\$843,444	\$681,486	\$793,441	\$804,813	\$804,813
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$254,840	\$265,989	\$277,358	\$284,140	\$284,140
<i>External Materials & Svcs</i>	234,633	134,876	124,754	218,300	218,300
Internal Materials & Svcs					
<i>General</i>	53,779	25,337	16,639	7,402	7,402
<i>Sewer System</i>	826	0	0	0	0
<i>Transportation</i>	1,785	0	0	0	0
<i>Printing/Distribution</i>	504	703	600	617	617
<i>Communications</i>	5,029	5,558	7,245	7,357	7,357
<i>Fleet Svcs</i>	558	2,930	7,514	5,503	5,503
<i>Insurance and Claims</i>	13,427	14,268	13,935	17,967	17,967
<i>Workers Compensation</i>	6,023	7,323	6,128	5,173	5,173
<i>Data Processing</i>	295	642	970	934	934
<i>Golf Operating</i>	0	0	10,000	10,700	10,700
	82,226	56,761	63,031	55,653	55,653
<i>Capital Outlay</i>	122,289	37,979	74,104	5,000	5,000
Equipment Cash Transfers					
<i>General</i>	780	0	0	0	0
<i>Fleet Operating</i>	0	0	26,000	0	0
	780	0	26,000	0	0
Total Bureau Expenses	694,768	495,605	565,247	563,093	563,093

PORTLAND INTERNATIONAL RACEWAY FUND (156)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Fund Requirements</i>					
<i>Contingency</i>					
<i>Encumbrance Carryover</i>	0	0	0	50,000	50,000
<i>Gen Oper Contingency</i>	0	0	168,424	132,113	132,113
<i>Compensation Adjust.</i>	0	0	10,521	13,071	13,071
	0	0	178,945	195,184	195,184
<i>Interfund Cash Transfers</i>					
<i>General</i>	56,954	36,680	49,249	46,536	46,536
<i>Insurance Operating</i>	0	1,388	0	0	0
	56,954	38,068	49,249	46,536	46,536
<i>Ending Balance/Reserves</i>	91,722	147,813	0	0	0
<i>Total Fund Requirements</i>	148,676	185,881	228,194	241,720	241,720
<i>TOTAL REQUIREMENTS</i>	\$843,444	\$681,486	\$793,441	\$804,813	\$804,813

Revenues for operations and maintenance of PIR come from track rentals and from a multi-year concessions agreement which grants the exclusive rights to sell food and beverage at PIR events. The total revenues available for FY 1994-95 are approximately the same as in FY 1993-94.

PIR BOND REDEMPTION FUND (361)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
<i>Revenue</i>					
<i>Service Charges & Fees</i>					
<i>Rents & Reimbursements</i>	\$128,614	\$22,217	\$5,000	\$0	\$0
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	14,005	8,999	1,295	0	0
<i>Miscellaneous</i>	7,008	896	0	0	0
	21,013	9,895	1,295	0	0
<i>Beginning Fund Balance</i>	209,473	220,705	122,555	0	0
<u>TOTAL RESOURCES</u>	<u>\$359,100</u>	<u>\$252,817</u>	<u>\$128,850</u>	<u>\$0</u>	<u>\$0</u>
<u>REQUIREMENTS</u>					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$37,147	\$17,773	\$7,450	\$0	\$0
<i>Miscellaneous</i>	1,248	1,213	1,400	0	0
	38,395	18,986	8,850	0	0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	100,000	110,000	120,000	0	0
<i>Ending Fund Balance</i>					
<i>Unappropriated Ending Balance</i>	220,705	123,831	0	0	0
<u>TOTAL REQUIREMENTS</u>	<u>\$359,100</u>	<u>\$252,817</u>	<u>\$128,850</u>	<u>\$0</u>	<u>\$0</u>
<u>EXPENDITURES - AU 613</u>					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$37,147	\$17,773	\$7,450	\$0	\$0
<i>5490 Miscellaneous</i>	1,248	1,213	1,400	0	0
	38,395	18,986	8,850	0	0
<i>Other Requirements</i>					
<i>5781 Bonded Debt Retirement</i>	100,000	110,000	120,000	0	0
<u>TOTAL APPROPRIATION</u>	<u>\$138,395</u>	<u>\$128,986</u>	<u>\$128,850</u>	<u>\$0</u>	<u>\$0</u>

This fund paid principal and interest on certificates of participation issued to finance improvements at the Portland International Raceway. The debt service was paid from fees and charges at the Raceway.

PORTLAND PARKS TRUST FUNDS (602)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Parking Fees</i>	\$76,025	\$92,036	\$106,000	\$98,000	\$98,000
<i>Parks and Recreation Fees</i>	245,185	263,436	290,000	1,066,000	683,000
<i>Concessions</i>	26,781	91,019	45,000	50,000	50,000
<i>Rents and Reimbursements</i>	72,770	91,109	48,000	89,000	89,000
<i>Sales of Capital Assets</i>	143,613	0	0	0	0
<i>Interest on Investments</i>	48,896	48,241	43,890	43,450	43,450
<i>Donations</i>	23,209	24,687	500	25,650	25,650
<i>Miscellaneous, Other</i>	2,722	4,420	0	0	0
Total External Revenues	639,201	614,948	533,390	1,372,100	989,100
Cash Transfers from Other Funds					
<i>Water</i>	0	28,890	0	0	0
<i>Sundry Trust Funds</i>	0	56,389	0	0	0
<i>Facilities Service Fund</i>	0	260,000	0	0	0
	0	345,279	0	0	0
Beginning Fund Balance					
<i>Encumbered</i>	0	0	5,000	40,000	40,000
<i>Unencumbered</i>	529,775	789,846	1,215,129	976,757	976,757
Total Beginning Fund Balance	529,775	789,846	1,220,129	1,016,757	1,016,757
TOTAL RESOURCES	\$1,168,976	\$1,750,073	\$1,753,519	\$2,388,857	\$2,005,857
REQUIREMENTS -					
External Materials and Svcs	\$41,507	\$76,724	\$167,780	\$151,050	\$225,242
Internal Materials and Svcs					
<i>General</i>	276,720	440,851	392,121	1,134,776	677,584
<i>Golf</i>	0	0	25,305	27,510	27,510
<i>Facilities Services</i>	0	3,780	0	0	0
Capital Outlay	60,903	61,000	15,935	15,000	15,000
Total Bureau Expenses	\$379,130	\$582,355	\$601,141	\$1,328,336	\$945,336
Contingency					
<i>General Operating Contingency</i>	0	0	1,129,926	998,412	998,412
<i>Encumbrance Carryover</i>	0	0	0	40,000	40,000
Total Contingency	0	0	1,129,926	1,038,412	1,038,412
Unappropriated Ending Balance	789,846	1,167,718	22,452	22,109	22,109
TOTAL REQUIREMENTS	\$1,168,976	\$1,750,073	\$1,753,519	\$2,388,857	\$2,005,857

PORTLAND PARKS TRUST FUNDS (602)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Line Item Detail - AU 888					
External Materials and Services					
521000 Professional Services	\$398	\$5,028	\$0	\$0	\$0
522000 Utilities	0	0	0	1,300	1,300
524000 Repair & Maintenance	3,003	20,747	73,000	73,000	73,000
528000 Local Match Payment	9,600	5,698	65,000	65,000	139,192
529000 Miscellaneous Services	13,064	11,951	0	0	0
532000 Operating Supplies	0	0	9,070	5,000	5,000
533000 Repair & Maint Supplies	4,639	9,064	18,810	5,000	5,000
534000 Minor Equipment	0	329	1,000	1,000	1,000
539000 Other Commodities	993	2,046	900	750	750
544000 External Rent	0	275	0	0	0
549000 Miscellaneous	9,810	21,586	0	0	0
Internal Materials and Services					
553000 Facilities Services	0	3,780	0	0	0
559000 Other Fund Services	276,720	440,851	417,426	1,162,286	705,094
Capital Outlay					
561000 Land	25,000	7,000	15,935	15,000	15,000
562000 Buildings	0	54,000	0	0	0
563000 Improvements	35,903	0	0	0	0
TOTAL Bureau Expenses	\$379,130	\$582,355	\$601,141	\$1,328,336	\$945,336

GENERAL DESCRIPTION AND CHANGES FROM PRIOR YEAR

Portland Parks Trust funds, which consists of eleven separate funds, is the recipient of donations from grants, neighborhood associations, foundations, "Friends" organizations, and others who designate funds to be applied to specific parks or projects. Trust fund expenditures are governed by a written set of guidelines that encourage leveraging trustfund expenditures against a "match" with other sources of support. Often, trust fund contributions are one-time investments. They are also used to provide specific benefits to a particular park or constituency and generally benefit the overall growth and mission of the entire park system.

The FY 94-95 Portland Parks trust fund budget includes support for sponsorships (\$35,000) and trust fund leveraging and development (\$27,510). These items are budgeted largely as interagency agreements with Portland Parks and Recreation. In addition, the Youth trust fund is housed here. This fund has been collecting a \$.50/9-hole surcharge on public golf courses with the revenues used to expand recreation opportunities for low-income youth. The 1994-95 budget assumes an additional netsurcharge of \$.75 per nine-holes, with the revenue used for afterschool activities and athletic programs in response to cuts by the local school districts. This additional \$.75 is expected to yield about \$383,000 in revenue, which will be transferred to PP&R's General Fund budget, where the direct expenditures will be incurred.

The Oaks Pioneer trust includes \$9,478 for landscape maintenance, and \$50,000 for improvements to this historic building and adjacent parking lot, via an interagency agreement with Portland Parks and Recreation. The Forest Park trust anticipates a \$15,000 purchase of property to expand park holdings; and the Willamette Park trust fund includes parking management services appropriated at a level of \$46,000.

Activity in the following other trust funds is anticipated at approximately the same level as in the current FY 93-94 budget, estimated at \$750 for F.L. Beach trust fund awards; \$1,000 for minor equipment for the Rose Test Garden trust fund; and \$10,000 for the Columbia South Shore trust fund, earmarked for trail maintenance. Ticket surcharges at PIR events projected at \$40,000 are to be applied toward North Portland priority recreation and activities in agreement with the local neighborhood and business community.

TENNIS FACILITIES BOND REDEMPTION FUND (352)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Rents and Reimbursements</i>					
<i>Interest on Investments</i>	\$2,912	\$2,255	\$1,600	\$300	\$300
<i>Miscellaneous</i>	0	0	0	0	0
	<u>2,912</u>	<u>2,255</u>	<u>1,600</u>	<u>300</u>	<u>300</u>
Total External Revenues	<u>2,912</u>	<u>2,255</u>	<u>1,600</u>	<u>300</u>	<u>300</u>
Cash Transfers from Other Funds					
<i>General</i>	33,288	19,385	33,684	26,438	26,438
	<u>33,288</u>	<u>19,385</u>	<u>33,684</u>	<u>26,438</u>	<u>26,438</u>
Beginning Fund Balance					
<i>Encumbered</i>					
<i>Unencumbered</i>	42,514	45,426	35,453	35,212	35,212
Total Beginning Fund Balance	<u>42,514</u>	<u>45,426</u>	<u>35,453</u>	<u>35,212</u>	<u>35,212</u>
TOTAL RESOURCES	<u>\$78,714</u>	<u>\$67,066</u>	<u>\$70,737</u>	<u>\$61,950</u>	<u>\$61,950</u>
REQUIREMENTS -					
<i>External Materials and Svcs</i>	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contingency					
<i>General Operating Contingency</i>	0	0	0	0	0
Debt Service					
<i>Principal</i>	25,000	25,000	30,000	60,000	60,000
<i>Interest</i>	8,288	6,663	4,875	1,950	1,950
	<u>33,288</u>	<u>31,663</u>	<u>34,875</u>	<u>61,950</u>	<u>61,950</u>
Cash Transfers to Other Funds					
<i>Fund Name</i>	0	0	0	0	0
<i>Fund Name</i>	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unexpendable Reserve	34,875	35,403	35,862	0	0
Unappropriated Ending Balance	10,551				
TOTAL REQUIREMENTS	<u>\$78,714</u>	<u>\$67,066</u>	<u>\$70,737</u>	<u>\$61,950</u>	<u>\$61,950</u>

This fund pays principal and interest on bonds issued to construct the Portland Tennis Center. The debt service is paid from tennis fees collected by the General Fund and transferred to this fund.

TENNIS FACILITIES BOND REDEMPTION FUND (352)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$2,912	\$2,255	\$1,600	\$300	\$300
<i>Transfers from Other Funds-Cash</i>					
<i>General</i>	33,288	19,385	33,684	26,438	26,438
<i>Beginning Fund Balance</i>	42,514	45,426	35,453	35,212	35,212
<u>TOTAL RESOURCES</u>	<u>\$78,714</u>	<u>\$67,066</u>	<u>\$70,737</u>	<u>\$61,950</u>	<u>\$61,950</u>
<u>REQUIREMENTS</u>					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$8,288	\$6,663	\$4,875	\$0	\$0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	25,000	25,000	30,000	60,000	60,000
<i>Interest</i>	0	0	0	1,950	1,950
<i>Ending Fund Balance</i>					
<i>Unexpendable Reserve</i>	34,875	34,875	34,875	0	0
<i>Unappropriated Ending Balance</i>	10,551	528	987	0	0
	45,426	35,403	35,862	0	0
<u>TOTAL REQUIREMENTS</u>	<u>\$78,714</u>	<u>\$67,066</u>	<u>\$70,737</u>	<u>\$61,950</u>	<u>\$61,950</u>
<u>EXPENDITURES - AU 605</u>					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$8,288	\$6,663	\$4,875	\$0	\$0
<i>Other Requirments</i>					
<i>5781 Bonded Debt Retirement</i>	25,000	25,000	30,000	60,000	60,000
<i>5788 Interest</i>	0	0	0	1,950	1,950
<u>TOTAL APPROPRIATION</u>	<u>\$33,288</u>	<u>\$31,663</u>	<u>\$34,875</u>	<u>\$61,950</u>	<u>\$61,950</u>

This fund pays principal and interest on bonds issued to construct the Portland Tennis Center. The debt service is paid from tennis fees collected by the General Fund.

TENNIS FACILITIES BOND REDEMPTION FUND (352)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to construct the Portland Tennis Center. The debt service is paid from tennis fees collected by the General Fund. This schedule shows the remaining payments for principal and interest the City owes to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Tennis Faciliti	\$375,000	12/01/72	12/01/94	6.500%	\$30,000	\$30,000	\$975
			12/01/95	6.500%	30,000	30,000	975
TOTAL Tennis Facilities Bond Redemption Fund					\$60,000	\$60,000	\$1,950

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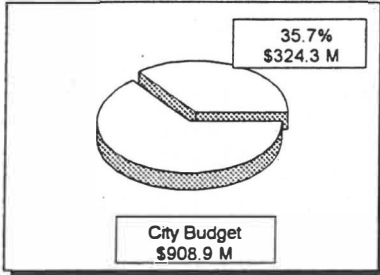
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Public Utilities

PROGRAM AREA OVERVIEW

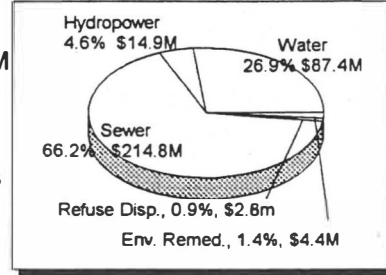
PERCENT OF BUDGET



BUDGET DATA

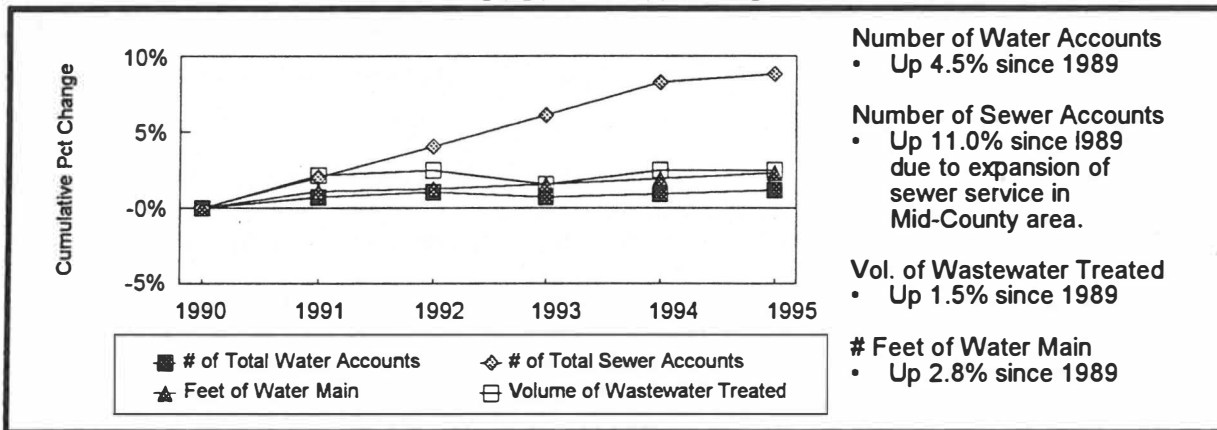
1994-95 Budget \$ 324.3 M
 Change from 93-94: Down \$52.8 M
 Change per Capita: Down 17.9%
 1994-95 Positions: 915
 Change from 93-94: Down 3 FTEs
 Change per Thousand: Down 4.9%

EXPENDITURES



Note: Figures on this page include fund contingencies and reflect the full allocation of costs to direct service areas.

HISTORICAL TRENDS



Number of Water Accounts
 • Up 4.5% since 1989

Number of Sewer Accounts
 • Up 11.0% since 1989 due to expansion of sewer service in Mid-County area.

Vol. of Wastewater Treated
 • Up 1.5% since 1989

Feet of Water Main
 • Up 2.8% since 1989

SIGNIFICANT BUDGET ISSUES

- The approved budget results in an average water rate increase of 2.7% overall for retail customers. The rate proposal assumes continued conservation efforts which are expected to reduce demand by appx. 1.0% per year. Future year rate increases are anticipated to average approximately 6.5%.
- Seasonal block pricing will be implemented July 1, 1994 to encourage water conservation.
- Monthly single-family residential water bills would increase from \$10.98 to \$11.03 (0.5%) for the typical 800 ccf per month user under the new block pricing structure.
- The Water Bureau regained use of appx. 40% of the groundwater wellfield for potential use in the summer. Planning for other future supply sources continues in the Regional Water Supply Plan, Phase 2. None of the future supply source alternatives are in the capital plan at the present time.
- The proposed average sewer rate increase is 13%. Sewer rates are anticipated to increase at this same level for each of the next five years.
- The Sewer capital budget is growing from \$93.8M to \$113.7M. Included is \$34.0M for Mid-County program, and \$24.0M for the ramping up of the Combined Sewer Overflow (CSO) abatement effort.
- The Refuse Disposal group is targeting multi-family dwellings for increased participation in recycling.

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$15,375,177	\$16,946,434	\$17,367,309	\$16,488,455	\$16,488,455
<i>External Materials & Svcs.</i>	8,199,269	8,816,225	10,715,364	12,177,116	12,177,116
<i>Internal Materials & Svcs.</i>	15,858,132	17,024,773	17,804,188	15,965,273	15,995,202
<i>Minor Capital Outlay</i>	929,006	749,242	661,272	433,125	433,125
<i>Cash Transfers-Equipment</i>	184,272	48,884	34,500	46,000	46,000
Total Operating Budget	\$40,545,856	\$43,585,558	\$46,582,633	\$45,109,969	\$45,139,898
<i>Capital Improvements</i>	42,340,202	65,285,335	93,870,950	113,766,070	112,945,270
TOTAL BUREAU EXPENSES	\$82,886,058	\$108,870,893	\$140,453,583	\$158,876,039	\$158,085,168
<i>Allocated Overhead Costs</i>			2,208,016	2,692,061	2,692,061
<i>Total Cost with Allocated Overhead</i>			\$142,661,599	\$161,568,100	\$160,777,229
Authorized Full-Time Positions					
<i>Total</i>	379	390	400	402	402
SOURCE OF FUNDING					
Sewer System Operating Fund (151)		\$108,870,893	\$140,453,583	\$158,876,039	\$158,085,168
PROGRAMS					
Mid County Sewer		20,830,866	\$34,530,055	\$34,223,235	\$33,723,235
<i>Positions</i>		45	45	43	43
Environmental Management		24,662,809	32,783,158	40,010,696	42,900,696
<i>Positions</i>		88	89	89	89
Sewerage System		50,014,688	56,038,671	57,383,315	61,772,515
<i>Positions</i>		173	165	166	166
Industrial and Solid Waste		2,983,568	6,683,374	15,076,288	7,476,288
<i>Positions</i>		35	50	53	53
Business Operations		9,444,212	9,509,022	11,181,665	11,211,594
<i>Positions</i>		37	43	42	42
Office of the Director		934,750	909,303	1,000,840	1,000,840
<i>Positions</i>		12	8	9	9
TOTAL PROGRAMS		\$108,870,893	\$140,453,583	\$158,876,039	\$158,085,168
<i>Positions</i>		390	400	402	402

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Environmental Services is responsible for providing sanitary sewage and stormwater drainage services to approximately 119,000 residential customer accounts, 12,200 commercial accounts, and six wholesale customers, in addition to taking the lead in addressing environmental problems and meeting federal and state mandates regarding water quality. Including the wholesale contracts, the Bureau provides sanitary sewer service to a population of about 450,000 in the metropolitan area, with another 50,000 people to be added as properties in the Mid-Multnomah County area continue to be connected to the system over the next five years. The Bureau's activities are supported through sewer and drainage charges, wholesale contracts with other jurisdictions, reimbursements to services provided to other bureaus, and reimbursements from the Sewer Construction Fund for capital expenses incurred directly by the Sewer Operating Fund. The Bureau is also responsible for managing the City's solid waste and recycling functions. Those functions are discussed under the Refuse Disposal Fund, but their management objectives and effectiveness/efficiency measures are included below with the Bureau as a whole.

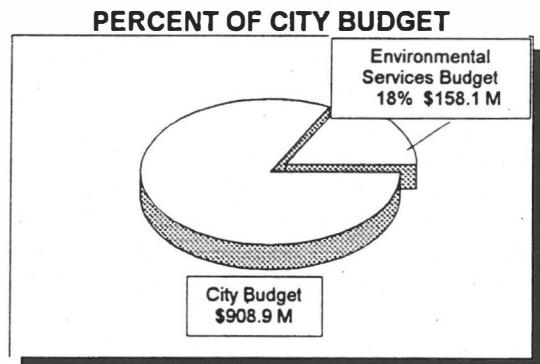
The Bureau of Environmental Services FY 94-95 Adopted Budget reflects funding for programs and services designed to protect Portland's surface and groundwater resources. It is guided by the Clean River Program resolution adopted by City Council in April 1990 as well as Council directives calling for improvements in stormwater and basin management. The adopted budget also reflects Oregon Environmental Quality Commission compliance orders affecting Mid County and combined sewer overflows.

In addition to clean water goals, the Bureau is implementing solid waste recycling improvements, in compliance with the Oregon Recycling and Packaging Bill of 1991 (see discussion under Refuse Disposal Fund).

Bureau Overview/Significant Features of Adopted Budget

The 1994-95 Adopted Budget of the Bureau of Environmental Services reflects a reduction in funding for operating programs, in part to allow funding for capital improvements mandated by law or required to maintain the City's investment in its sewer and drainage utility. The budget proposal continues the Bureau's efforts towards implementing CSO cornerstone projects, completing construction of mid county collector sewers, and making further progress in improving water quality within individual watersheds in Portland, including Johnson Creek, Fanno Creek, Balch Creek, and the Columbia Slough. It shifts funding among existing programs to provide additional support to pollution prevention services within the industrial waste program.

The capital improvement program budget reflects the four-part strategy adopted last fiscal year. Mid County construction continues to be fast-tracked, CSO construction follows the plan approved by City Council to complete the "cornerstone" projects first, maintenance projects are being scaled back pending completion of maintenance management studies, and the balance of CIP projects are focused on pollution prevention and creating operating efficiencies. Staffing requests for increased CIP activity over the biennium have been held back, pending final decisions on CIP program management within the CSO program, expected later in the spring.



Forecast rate increases over the next two years are 13% in each year. Rate increases are driven primarily by funding requirements for the Bureau's capital improvement program and by the need to set aside funds in the Rate Stabilization Fund, to offset required rate increases in future years that would otherwise

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

exceed 13% per year. Capital charges are anticipated to declines substantially from levels over the past two years, due to the conclusion of the Mid County Financial Assistance Program and the end of the prepayments associated with that program.

DESCRIPTION OF PROGRAMS

Mid County Sewer

Portland continues to meet the obligations of the 1986 Oregon Environmental Quality Commission (EQC) Order to install sanitary sewers in mid Multnomah County (Mid County). The Mid County Group fulfills Portland's obligations to the Order, which specifically include:

- > The design and installation of approximately 400 miles of sewer lines.
- > Administering the connection of 43,000 properties to the new sewers.
- > Completion of the project by 2005.

To accomplish these objectives, project engineers and drafting specialists design the sewer systems with assistance from the Office of Transportation for survey and right-of-way assistance. After sewer design, the plans are bid on by private sewer construction contractors. The construction management section then monitors and inspects the new sewer construction to guarantee the contractor builds the sewer as designed at the agreed to price. The Customer Service/Finance staff works with the property owners throughout the process to provide information and answer questions. After construction is complete, they administer sewer connection, sewer payment, and a safety net program for low income property owners.

A financial assistance program adopted by City Council in March 1992 provided financial assistance to eligible owners of developed single family residential property who had already paid for sewers, or who were scheduled for future sewer construction. Customers who had already paid for sewers received financial assistance in the form of a refund. The assistance for those scheduled for future sewer construction was made available if charges were prepaid or financed by December 31, 1993. Over 91% of eligible property owners have taken advantage of the financial assistance program.

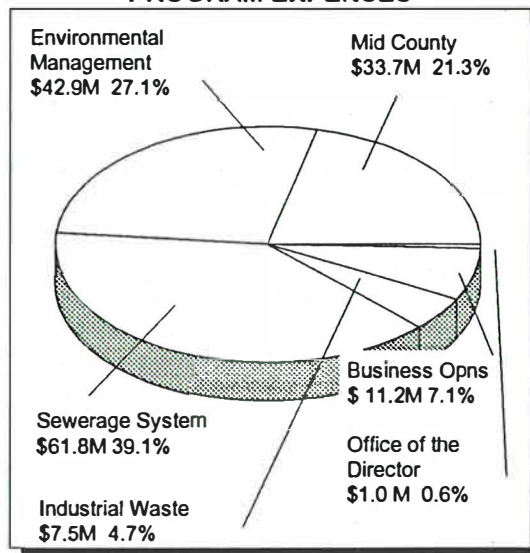
The FY 1994-95 Adopted Budget for this program is \$33,723,235 for capital projects. There are no operating program costs.

Environmental Management

The Environmental Management Group's FY 1994-95 Adopted Budget continues implementation of the Clean River Program while addressing requirements of state and federal regulations and growth-related demands on existing facilities. The Adopted Budget for fiscal year 1994-95 is \$3,918,107 for operating services and \$38,982,589 for capital projects.

The Group has three divisions: The Combined Sewer Overflow Division, Development Engineering Division, and the Stormwater/ Watershed Management Division.

PROGRAM EXPENSES



BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Environmental Management (continued)

Combined Sewer Overflow Division:

The Combined Sewer Overflow Division (CSO) mission is to control untreated wastewater overflowing to the Willamette River and the Columbia Slough through the implementation of the CSO Management Plan. That plan defines the required facilities and necessary actions to meet the City's court-mandated obligations by the year 2011.

Development Engineering Division:

The Development Engineering Division provides design and construction engineering, material testing, private development plan review services, and overall project management for sanitary and stormwater collection and conveyance system capital improvements.

Stormwater/Watershed Management Division:

The Stormwater/Watershed Management Division provides leadership, planning, and expertise for stormwater quantity and quality management to protect public safety, health and water resources; to conserve, and where possible enhance or restore, the natural drainage systems of the City; and, to involve the public in the decisions and activities of the division. The Stormwater/Watershed Management Division also provides stormwater program planning and management for the Stormwater NPDES (federal National Pollution Discharge Elimination System) Permit process. Major watersheds with tributary areas within the city include the Columbia Slough, Willamette River, Balch Creek, Fanno Creek (Tualatin River), Johnson Creek, and miscellaneous smaller creeks primarily in the West Hills.

These three Divisions have responsibility for conducting the following activities:

Modify and modernize the system's pump stations to prevent sewage back-ups or spills. Such modifications also reduce operating costs and provide capacity for anticipated growth.

Install storm sewers to provide adequate drainage.

Install sanitary sewers and construct new pump stations to provide expanded sewer service to our customers.

Plan, design and implement water quality facilities including sedimentation ponds, oil separators, wetlands, stream channel restorations, demonstration projects such as leaf compost water quality treatment.

Install stormwater sumps, separate storm and sanitary sewers, divert creeks out of the sanitary system, increase the size and capacity of storm sewers to reduce combined sewer overflows.

Design and construct projects within Johnson Creek and Balch Creek watersheds to improve water quality and protect the creeks and adjacent properties from flooding.

Develop public involvement and education programs throughout all phases of planning, design, and construction which may include school programs, advisory groups, meetings, interpretive areas, notifications and public access of facilities.

Provide materials testing services for the city which include soil testing and exploration, and testing of construction materials to assure that facilities are constructed to city quality standards.

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Environmental Management (continued)

Determine current condition of surface waters within the city for trends and potential health and ecological problems.

Provide technical information to citizens and developers, private development plan review and permitting, construction inspection to assure quality and conformance to the city's standards.

In conducting the activities mentioned above, efforts are also made to promote wildlife, educational, recreational, youth employment, neighborhood enhancement, and other multiple benefits.

Sewerage System

The Sewerage System program is responsible for maintaining and operating Portland's sewage collection, transportation and treatment system in a manner to optimize environmental benefits. The system includes two sewage treatment plants: the Columbia Boulevard Wastewater Treatment Plant (CBWTP), located in north Portland, which treats an average of 69 million gallons of sewage per day and the Tryon Creek Wastewater Treatment Plant (TCWTP), located in Lake Oswego, which treats an average of 8 million gallons per day. The City's sewage collection and transportation system includes 1,825 miles of sewer lines, ranging in size between 8 inches to 10 feet in diameter, and 95 pump stations. Drainage facilities maintained through this program include an extensive system of open drainage ditches, pipes and culverts, manholes, inlet structures and approximately 5,200 stormwater sumps.

This program's Adopted Budget is \$26,037,670 for operating services and \$35,734,845 for capital projects in fiscal year 1994-95.

Specific program objectives include:

To protect the City's environment and public health by meeting all applicable requirements of Portland's National Pollution Discharge Elimination System (NPDES) permits and other legal mandates. This serves to insure that sewage is collected and treated in a manner which protects the environment and public health.

To address problems associated with obsolete, aging or dysfunctional collection and treatment facilities. A high level of maintenance effort is required to meet environmental and public health standards and to avoid the higher cost of repair resulting from deferred maintenance.

To prepare for future regulatory requirements concerning sludge management, clean air, water quality and worker safety.

To identify and implement projects within the sewage and drainage collection systems that address maintenance and reliability issues, including flooded basements, hydraulic overloads, structural defects and infiltration and inflow.

To upgrade treatment efficiency and improve productivity through automation and modernization of existing process units.

To reuse sewage sludge through composting and land application.

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Industrial & Solid Waste

The Industrial and Solid Waste Program includes four functional areas within the Bureau: 1) Source Control, 2) Environmental Investigations, 3) Environmental Compliance and Enforcement, and 4) Solid Waste and Recycling, and Environmental Remediation (discussed in Refuse Disposal Fund and Environmental Remediation Fund).

For programs pertaining to the City's sewer and drainage systems, the Adopted Budget for next fiscal year is \$4,285,955 for operating services and \$3,190,333 for capital projects.

Source Control Division:

The Source Control Division provides industrial permitting, standards development, and enforcement services to protect the environment by controlling or eliminating sources of pollution that enter the City's sewer and drainage systems. By providing these services, the Bureau can reduce or eliminate harmful substances from industrial sources that can:

- Impair the water quality of Portland's streams and rivers.
- Damage or cause interference with the collection and wastewater treatment systems.
- Obstruct the biosolids (sludge/compost) treatment, reclamation, and delivery systems.
- Expose the system workers and the public to toxic chemicals or endanger wildlife.

The Source Control Division achieves these environmental benefits through a permit based program that limits or eliminates industrial pollutants at the source. Consequently, pollutant sources are sufficiently controlled so that they do not pose a threat to human health and the environment.

Environmental Investigations Division:

The Environmental Investigations Division provides laboratory, data acquisition and management, environmental emergency/spill management and investigative services for the Bureau. Laboratory services are provided to the Source Control Division in support of the Pretreatment Program, and to the CSO, Biosolids Management and Stormwater programs. Data acquisition and management services are comprised of managing the Bureau's Hydrological Data Retrieval and Alarm (HYDRA) system which provides remote telemetry sensing of sewer flows, rainfall and pump station operations throughout the City.

Services provided directly to the public by the Environmental Investigations Division include:

1. The Water Pollution Control Laboratory, which supports regulation of industrial discharges. The Lab also protects the public from exposure to hazardous chemical spills. It supports spill control and isolation programs through analysis of materials to determine if they are hazardous wastes.
2. The Data Acquisition and Management (DAM) Section monitors over 80 sewage pump stations for operational failures. The alarms ensure that maintenance personnel respond quickly to prevent sewage back-ups into homes and businesses. DAM also monitors combined sewer overflows (CSO) and notifies the Maintenance Bureau of maintenance needs. This early notification allows Maintenance to fix the problem and limit or avoid raw discharges to the river.

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Industrial & Solid Waste (continued)

3. The Spill Response and Pollution Prevention (SR/PP) Section and the Investigation and Monitoring (I&M) Section provide services which protect public health and control costs related to hazardous and/or dangerous chemicals, including:

Respond to spills that threaten the sewerage system or surface waters of the City
Investigate to determine the source of on-going chemical releases to the sewer system and surface waters

Work with those who spill to clean-up hazardous and dangerous materials threatening the City's sewer system and surface waters

Monitor solids destined for disposal to ensure they are disposed of in appropriate locations.

The Division develops emergency response plans and coordinates the Bureau's response to environmental and natural emergencies in support of City's Emergency Management Plan. The Division also provides plans and supervises the remediation of environmental hazards impacting Bureau operations.

Environmental Compliance and Enforcement Division:

The Environmental Compliance and Enforcement Division manages the Bureau's Industrial Pretreatment enforcement process, provides environmental regulatory information and conducts compliance auditing and monitoring of the Bureau's operations. The enforcement process is coordinated with the Source Control Division's industrial permitting program and consists of bringing enforcement actions against industries violating permit and code requirements.

Enforcement actions may involve the levying of civil penalties, imposition of compliance orders and initiation of civil or criminal actions depending on the severity of the violation. Internal environmental compliance information and monitoring is provided by the Division in order to assure that the Bureau understands its legal obligations and is operating in accordance with those obligations.

The objectives of the Environmental Compliance and Enforcement Division include:

Managing a fair and equitable code, administrative rule and permit enforcement process in compliance with state and federal law.

Providing accurate regulatory information concerning the environmental obligations of the Bureau and effectively monitor the Bureau's operations to insure ongoing and timely compliance.

Business Operations

The Business Operations Group provides five central administrative and direct support services: Customer Services, Human Resources, Facilities Management, Information Services, and Financial Management. The Adopted Budget for this program for fiscal year 1994-95 is \$9,897,326 for operating programs and \$1,314,268 for capital programs.

BUREAU OF ENVIRONMENTAL SERVICES (145)

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Business Operations (continued)

Customer Services Division:

The Customer Services Division informs customers about sewer service in the City and assists in rate calculations, billing information and building plan reviews. The division applies rates and charges to all new and existing sewer and drainage customers. The division also supports new programs and projects, such as the stormwater drainage credit program, the roof drain disconnect program, metered billing for residential customers and acquiring a new customer billing and information system in conjunction with the Water Bureau.

Customer Services objectives include:

Provide prompt, accurate, useful information to customers.

Identify customer needs and assist in developing improved customer equity

Human Resources Division:

Human Resource Management programs include Affirmative Action outreach recruitment; development of a Bureau staffing plan, training and development programs; loss control and safety programs; overseeing performance evaluation systems within the Bureau; managing a labor relations program and providing advisory services for employees and supervisors.

Human Resources Division objectives include the following:

Recruit highly qualified women and minority applicants to assist program managers in achieving Affirmative Action goals.

Support the efficiency and productivity of bureau employees with progressive personnel policies and practices, including training programs, performance appraisal systems, and personnel forecasting and staffing plans.

Minimize loss control expenses and promote programs that maximize the health and safety of bureau employees.

Assist managers in planning for future changes in bureau programs and priorities that affect bureau personnel.

Facilities Management Division :

Facilities Services Division includes the coordination and management of Bureau-wide administrative services, including interagency agreements not directly accountable to specific projects or programs such as telecommunications, fleet, space acquisition and facilities planning.

Facilities Management Division objectives are to provide support services in a timely and cost effective manner that helps bureau employees and programs achieve maximum productivity.

Information Services Division:

This Division coordinates the Bureau-wide evaluation of information management requirements and of appropriate technological solutions and manages the Bureau's computer systems and applications.

BUREAU OF ENVIRONMENTAL SERVICES (145)

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Business Operations (continued)

The mission of Information Systems is to provide the Bureau with computer support to accomplish program objectives, to assure that the users are trained to use the tools that are available and to meet needs in a cost effective manner, on schedule and within budget.

Information Services Division objectives include:

- Reduce time and expense of data storage and retrieval.
- Improve accuracy and timeliness of critical information.
- Coordinate information systems planning with other bureaus.
- Provide comprehensive data sharing network capabilities.
- Upgrade information tools as needed to meet Bureau needs.

Financial Management Division:

Financial Management Division is responsible for all financial operations within the Bureau, including accounting, operating and capital budget development, financial planning and forecasting, grants and wholesale service contract management, debt management, and user fee and system development charge rate-making.

The Division is also responsible for developing policies governing financial management of Bureau services and cost recovery methodologies. Division staff participate in policy-making with other financial managers within the City regarding debt management, inter-bureau services, and general financing issues affecting City services.

Financial Management Division objectives include:

- Ensure Bureau programs are adequately supported in a fiscally sound manner consistent with adopted financing strategies and program goals.
- Develop and implement least cost financing programs in support of environmental improvement needs.
- Ensure equity in the establishment of fees and charges for sewer system and solid waste services.
- Provide accurate, timely and useful financial information to Bureau managers to enable and encourage efficient use of financial resources.
- Assist Bureau managers in developing operating and capital budgets that reflect wise use of resources and established program objectives and goals, by conducting cost benefit analyses.

Office of the Director

The Office of the Director manages the Bureau of Environmental Services, coordinates activities of the Bureau's five operating groups, and assures timely and appropriate response to the public, the ratepayers and regulatory agencies. These activities include providing policy direction to the Bureau budget and projects and programs offered by the Bureau. The Bureau Director works closely with other City bureaus and government agencies to develop policy recommendations for review by the City Council in regard to environmental issues. The operating program budget for this program for next fiscal year is \$1,000,840.

The Director conducts the immediate supervision of the Bureau's Intergovernmental Programs Manager and the Communications Division.

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS (continued)

Office of the Director (continued)

The Intergovernmental Programs Manager is responsible for coordinating and managing the Bureau's policy, legislative, and regulatory agendas and agency contacts on regional, state and federal levels.

The Communications Division conducts a comprehensive communications program to provide information to the public about the Bureau's activities and services. The division maintains contacts with the public, media, government, business and community organizations in support of Bureau goals. The division provides writing, editing, graphic design and illustration services for all operating programs within the Bureau.

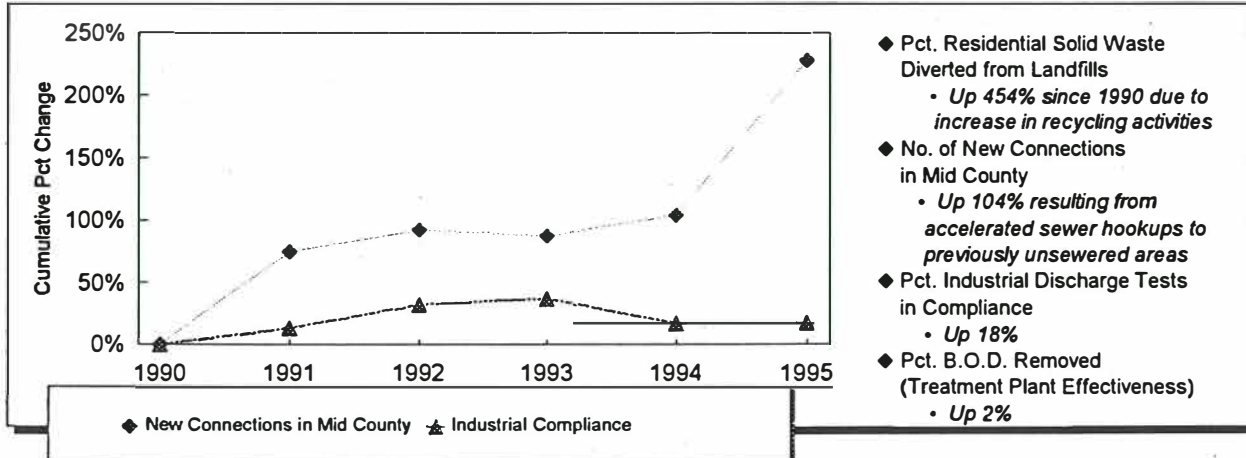
BUREAU OF ENVIRONMENTAL SERVICES

Service Area: Public Utility

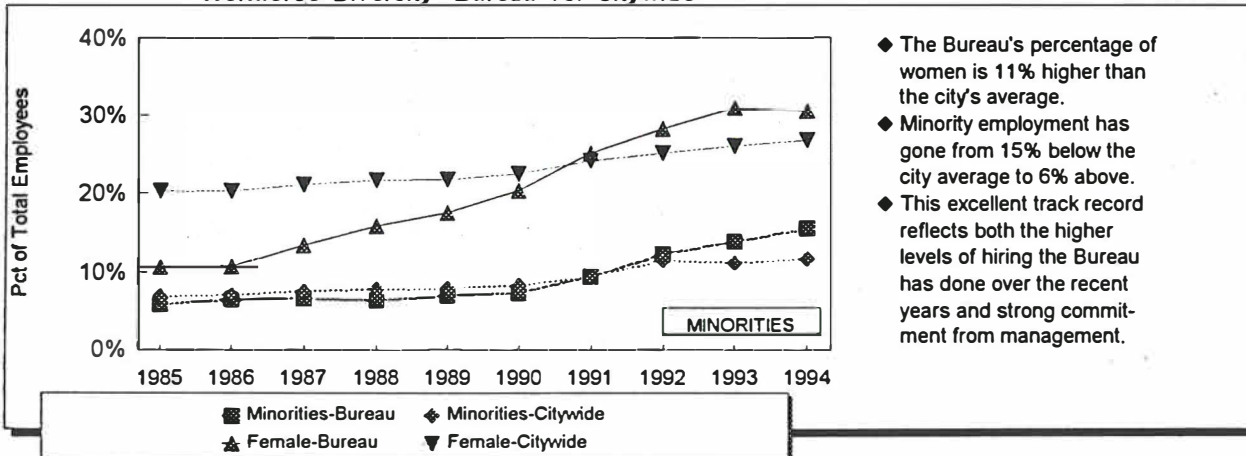
Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

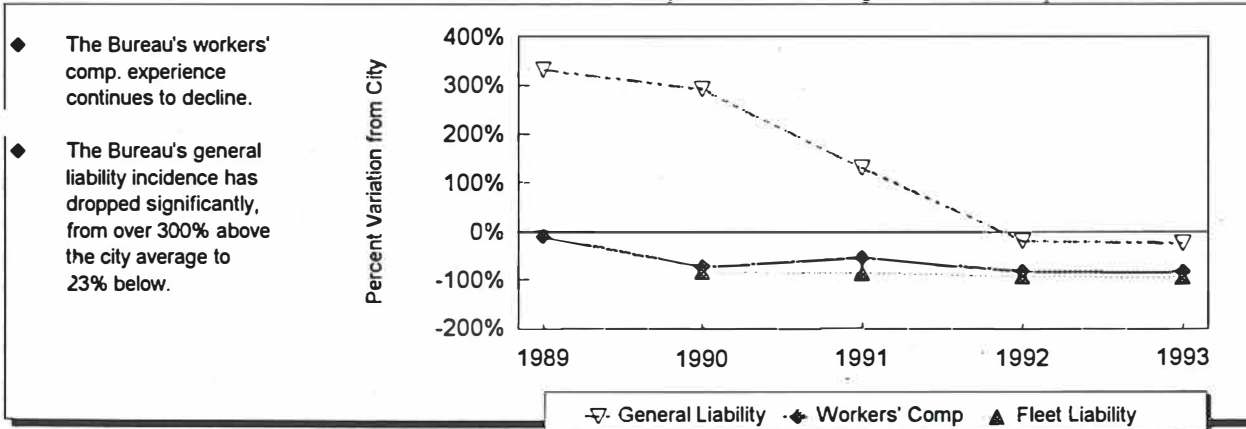
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Protect natural environment and public health from deterioration by
 - a. Meet all regulations and NPDES permit requirements
 - b. Complete construction of 57 miles of sanitary sewer in Mid County
 - c. Disconnect 4,500 cesspools in Mid County
 - d. Treat 28 billion gallons of wastewater, remove 14,000 tons of TSS and 15,000 tons of BOD
 - e. Inspect 95 pump stations and repair 22,000 lineal feet of sewers
 - f. Inspect 300 major industrial/commercial facilities and assure that all are in compliance or under an appropriate compliance schedule for industrial waste and stormwater discharges
 - g. Implement maintenance management programs for sewage collection systems, treatment systems and drainage systems

2. Enhance the quality of Portland's streams, rivers and groundwater
 - a. Advance the Clean River Program adopted by City Council
 - (1) Finalize Combined Sewer Overflow Facilities Plan Quality (FY 94)
 - (2) Implement NPDES Stormwater Permit upon approval by DEQ
 - (3) Implement Columbia Slough Management Plan
 - (4) Design and construct cornerstone CSO projects

- B. Solid Waste Objectives
 1. Sustain monthly participation in residential recycling at 75%.
 2. Through curbside collection, divert 550 pounds of recyclable material and 300 pounds of yard debris per customer per year
 3. Recover 100 pounds per customer per year of scrap paper.
 4. Increase garbage and recycling service subscription to 90%.

- C. Customer Service Objectives
 1. Provide useful, clear information to all customers about sewer service, solid waste and recycling service and water quality programs.
 2. In coordination with the Water Bureau, implement low income assistance programs.
 3. Eliminate all backlogs within stormwater mitigation discount program.
 4. In coordination with the Water Bureau, assist in implementing CBIS improvements.

- D. Fiscal Management Objectives
 1. Administer fair, equitable rates and charges based on cost-of-service, consistent with other City policies.
 2. Manage financial operations in a manner that supports the sewer system's bond rating.
 3. Operate efficient financial reporting systems that support program and project managers in maintaining effective cost control.
 4. Ensure timely completion of budget and reporting processes.

BUREAU OF ENVIRONMENTAL SERVICES (145)

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SUMMARY OF BUREAU EXPENSES

	<i>Actual</i> FY 1992-93	<i>Revised Budget</i> FY 1993-94	<i>Proposed</i> FY 1994-95	<i>Adopted</i> FY 1994-95
<u>EFFECTIVENESS MEASURES</u>				
Percent Participation of Residential Recycling	74%	75%	75%	75%
Percent Waste Diverted From Landfills Through Residential Recycling	28%	36%	37%	37%
Percent BOD (Biological Oxygen Demand) Removed:				
Columbia Boulevard Treatment Plant	89%	85%	85%	85%
Tryon Creek Treatment Plant	94%	90%	90%	90%
Mid County Properties with Cesspools Disconnected Since 7/1/87, as % of Original Number of Properties with Cesspools in Affected Area	28%	34%	45%	45%
Percent of Industrial Discharge Enforcement Samples in Full Compliance (Data collected is reported on Calendar Year Basis; So FY 92-93 = 1991 Results, FY 93-94 = 1993 Results, etc.)	93%	80%	80%	80%
Number of Pump Station Bypasses Due to System Failures	1	0	0	0
Percent of Women in Bureau Workforce	31%	31%	35%	35%
Percent of Minorities in Bureau Workforce	14%	13%	16%	16%
<u>EFFICIENCY MEASURES</u>				
Time-loss Hrs.(injuries) per 1000 Hrs. Worked	0.07	0.54	0.09	0.09
Percent Sewer Sludge Composted	76%	50%	50%	50%
Percent Composter Capacity Utilized	70%	70%	70%	70%
Treatment Plant Energy Consumption (Kilowatt Hrs.) per Million Gallons of Sewage Treated	1,162	1,163	1,163	1,163
<u>WORKLOAD MEASURES</u>				
Number of New Connections in Mid County	2,568	2,800	4,500	4,500
Miles of Sanitary Sewer Completed in Mid County	33	53	57	57
Number of Roof Drains Disconnected	N/A	1,000	5,300	5,300
Implementation of NPDES Permit Requirements	N/A	35%	20%	20%
Volume of Secondary Treatment Flow (million gallons)	26,793	28,000	28,000	28,000
Length of Pipe Cleaned (lineal feet)	1,178,272	1,300,000	1,300,000	1,300,000
Number of Industrial Permits Managed Annually	203	200	200	200
Number of Enforcement Actions Taken Annually	677	200	200	200
Number of Network Users Supported	325	360	375	375

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$12,469,825	\$13,876,628	\$15,291,025	\$16,155,830	\$16,155,830
512000 Part-Time/Limited-Term	629,802	899,479	869,041	1,007,817	1,007,817
514000 Overtime	680,528	780,387	407,223	418,581	449,817
515000 Premium Pay	173,862	188,049	202,674	208,300	177,064
517000 Benefits	4,970,976	5,336,975	5,934,815	6,538,015	6,538,015
Total Personal Services	\$18,924,993	\$21,081,518	\$22,704,778	\$24,328,543	\$24,328,543
521000 Professional Services	\$13,320,797	\$12,887,541	\$16,688,513	\$15,957,849	\$17,022,849
522000 Utilities	3,789,192	4,017,532	3,846,725	4,228,900	4,228,900
523000 Equipment Rental	36,548	712,842	58,123	6,225	6,225
524000 Repair & Maintenance	345,354	431,491	698,215	559,797	559,797
528000 Local Match Payment	74,846	0	14,000	14,000	14,000
529000 Miscellaneous Services	194,006	392,086	560,638	1,725,949	1,725,949
531000 Office Supplies	174,647	165,004	130,151	179,592	179,592
532000 Operating Supplies	1,085,363	1,939,182	1,475,650	1,869,904	1,869,904
533000 Repair & Maint. Supplies	1,262,223	775,153	1,130,019	788,210	788,210
534000 Minor Equipment	318,816	432,377	201,535	235,983	235,983
535000 Clothing	36,609	37,275	42,813	46,825	46,825
539000 Other Commodities	(99,902)	12,472	4,738	4,988	4,988
541000 Education	139,747	149,348	185,382	190,684	190,684
542000 Local Travel	5,980	4,225	8,330	9,323	9,323
543000 Out-of-Town Travel	47,361	58,933	91,724	66,335	66,335
544000 External Rent	60,732	58,225	60,516	63,500	63,500
545000 Interest	0	3,041	0	0	0
546000 Refunds	65,808	(11,099)	1,000	1,000	1,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	356,678	536,380	1,567,468	2,767,379	2,767,379
Subtotal External Materials & Services	\$21,214,805	\$22,602,008	\$26,765,540	\$28,716,443	\$29,781,443
551000 Fleet Services	\$490,095	\$519,856	\$452,413	\$470,895	\$470,895
552000 Printing/Distribution	445,835	543,876	503,443	555,861	555,861
553000 Facilities Services	669,884	882,314	748,139	755,724	755,724
554000 Communications	476,911	563,032	408,028	509,643	509,643
555000 Data Processing	353,246	118,272	157,484	135,525	135,525
556000 Insurance	598,068	631,054	588,211	467,310	467,310
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	15,604,985	16,170,408	18,303,397	16,343,446	16,373,375
Subtotal Internal Materials & Services	\$18,639,024	\$19,428,812	\$21,161,115	\$19,238,404	\$19,268,333
Total Materials & Services	\$39,853,829	\$42,030,820	\$47,926,655	\$47,954,847	\$49,049,776
561000 Land	\$666,136	\$900,302	\$1,903,000	\$1,235,025	\$1,235,025
562000 Buildings	1,546,439	3,944	0	0	0
563000 Improvements	20,550,918	43,698,283	65,904,603	79,380,564	79,094,764
564000 Equipment	1,159,471	1,078,008	1,974,247	5,171,060	3,571,060
Total Capital Outlay	\$23,922,964	\$45,680,537	\$69,781,850	\$85,786,649	\$83,900,849
573000 Cash Transfers-Equipment	\$184,272	\$78,018	\$40,300	\$806,000	\$806,000
Total Bureau Expenses	\$82,886,058	\$108,870,893	\$140,453,583	\$158,876,039	\$158,085,168

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.		No.		No.	
2018	Environmental Services Director	1	0	1	79,240	1	\$75,627	1	\$75,627
982	Director Of Environmental Services	1	1	0	0	0	0	0	0
7492	Community Relations Specialist	0	0	2	40,020	2	83,449	2	83,449
7490	Community Relations Assistant	0	0	1	0	1	29,058	1	29,058
3359	Public Works Project Manager	0	0	2	108,862	3	134,976	3	134,976
3359	Senior Projects Coordinator	2	2	0	0	0	0	0	0
3283	Water Lab Supervisor	2	2	2	78,347	2	80,638	2	80,638
3281	Water Lab Tech/Lead	1	1	1	34,034	1	35,037	1	35,037
3280	Water Lab Tech	11	11	11	359,030	12	401,741	12	401,741
3271	Graphics Illustrator II	1	1	1	39,756	1	30,383	1	30,383
3261	Instrument Tech/Lead	0	0	1	41,363	1	42,574	1	42,574
3261	Lead Instrument Tech	1	1	0	0	0	0	0	0
3260	Instrument Tech	4	4	4	157,684	4	162,280	4	162,280
3194	Environmental Specialist	8	9	10	372,917	10	440,768	10	440,768
3190	Electronic Systems Specialist	0	0	4	142,729	4	150,210	4	150,210
3171	Chief Engineer	2	2	1	55,395	1	57,378	1	57,378
3169	Principal Engineer	6	7	6	302,879	5	324,584	5	324,584
3167	Supv Engineer	3	2	5	344,659	3	186,104	3	186,104
3166	Senior Engineer	14	14	12	544,204	12	687,305	12	687,305
3164	Engineer	3	3	6	159,858	6	327,827	6	327,827
3163	Sr Engineering Assoc	0	0	19	1,053,862	19	928,996	19	928,996
3163	Sr Engineering Assoc B	21	23	0	0	0	0	0	0
3153	Engineering Assoc	0	0	16	738,746	16	661,782	16	661,782
3153	Engineering Assoc A	19	19	0	0	0	0	0	0
3152	Constr. Project Mgr.	0	0	2	98,220	2	105,973	2	105,973
3152	Public Wks Insp III	1	2	0	0	0	0	0	0
3151	Public Wks Insp II	10	10	11	435,936	11	505,379	11	505,379
3150	Public Wks Insp I	15	15	13	519,223	12	493,387	12	493,387
3149	Public Works Insp Trainee	0	0	2	0	2	49,279	2	49,279
3148	Construction Project Coordinator	1	1	0	0	0	0	0	0
3132	CAD Manager	0	0	1	47,782	1	51,548	1	51,548
3132	Chief Drafting Specialist	2	2	0	0	0	0	0	0
3129	Drafting Technician	1	1	0	0	0	0	0	0
3109	Technician III	4	6	3	180,124	5	241,717	5	241,717
3108	Technician II	32	34	33	1,228,694	36	1,386,647	36	1,386,647
3107	Technician I	11	13	17	415,439	18	467,667	18	467,667
2550	Info Systems Manager	0	0	1	57,284	1	59,738	1	59,738
2546	Info Systems Supervisor	0	0	1	83,002	1	45,637	1	45,637
2544	Senior MIS Support Analyst	0	0	1	43,284	1	46,688	1	46,688
2542	MIS Support Analyst	0	1	2	66,223	4	149,334	4	149,334
2540	MIS Support Technician	0	0	2	32,802	2	71,559	2	71,559
2534	Sr. Programmer Analyst	0	0	2	49,444	2	102,438	2	102,438
2532	Programmer Analyst	0	0	1	40,309	1	43,472	1	43,472
2522	Sr Systems Programmer	0	0	1	0	1	43,952	1	43,952
2212	Supervising Field Rep	1	1	0	38,955	0	0	0	0
2210	Field Representative	3	3	4	146,585	4	115,627	4	115,627
2034	Laboratory Manager	0	0	1	50,002	1	\$53,949	1	\$53,949
2032	Env Resources Manager	0	0	1	58,276	1	\$62,870	1	\$62,870
2014	Chief Environ Services	0	0	2	149,000	1	\$77,152	1	\$77,152
2012	Sr. Env Services Mgr.	0	0	4	252,112	4	\$271,762	4	\$271,762
2010	Env Services Mgr	0	0	2	110,925	2	\$120,988	2	\$120,988
1954	Public Works Superintendent	0	0	2	116,394	2	\$125,571	2	\$125,571
1952	Public Works Manager	0	0	8	388,550	8	412,800	8	412,800
1950	Public Works Supervisor	0	0	1	36,206	1	\$38,064	1	\$38,064
1831	Solid Waste Director	1	1	0	0	0	0	0	0
1829	Env Svcs Ops Director	4	4	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		186	196	223	9,298,356	228	9,983,915	228	9,983,915

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		186	196	223	9,298,356	228	9,983,915	228	9,983,915
1828	Wastewater Ops Supervisor	1	1	0	0	0	0	0	0
1827	Wastewater Maint Supervisor	1	1	0	0	0	0	0	0
1819	Maintenance Analyst	1	1	0	0	0	0	0	0
1818	Wastewater Manager	3	2	0	0	0	0	0	0
1817	Waste Wtr Maint Supervisor	3	3	0	0	0	0	0	0
1816	Wastewater Ops. Supv	4	4	0	0	0	0	0	0
1815	Waste Wtr. Ops. Specialist	3	3	3	111,438	3	114,693	3	114,693
1813	Waste Wtr Mechanic II	22	22	23	745,317	23	809,229	23	809,229
1812	Waste Wtr Mechanic I	3	7	7	205,077	7	215,586	7	215,586
1811	Waste Wtr Oper II	39	38	38	1,342,250	38	1,356,989	38	1,356,989
1810	Waste Wtr Opr I	23	23	22	718,104	22	677,556	22	677,556
1809	Waste Wtr Mechanic Trainee	4	0	0	0	0	0	0	0
1775	Laboratory Manager	1	1	0	0	0	0	0	0
1610	PW Operations Foreman	0	1	0	0	0	0	0	0
1520	Maint Machinist	1	1	1	34,577	1	35,600	1	35,600
1457	Supv Electrician	1	1	0	43,472	0	0	0	0
1455	Electrician Supv.	1	1	0	0	0	0	0	0
1453	Electrician	8	8	9	315,368	9	368,032	9	368,032
1443	Painter	2	2	1	34,577	1	35,600	1	35,600
1331	Dredge Operator II	1	0	0	0	0	0	0	0
1330	Dredge Operator I	1	1	0	0	0	0	0	0
1313	Auto Equip Oper III	3	2	2	64,560	2	65,960	2	65,960
981	Water Quality Admin.	1	1	0	0	0	0	0	0
980	Sewerage Sys Admin	1	1	0	0	0	0	0	0
978	Source Control Officer	1	1	0	0	0	0	0	0
976	Env. Compliance Officer	1	1	0	0	0	0	0	0
970	Program Manager II	0	0	1	44,055	1	47,532	1	47,532
968	Program Manager I	0	0	7	243,613	6	297,833	6	297,833
966	Program Coordinator	0	0	4	168,549	4	173,594	4	173,594
964	Program Specialist	0	0	5	196,429	5	164,694	5	164,694
962	Assist. Program Specialist	0	0	1	33,178	1	36,540	1	36,540
943	Economist II	1	1	1	47,662	1	51,434	1	51,434
942	Economist I	0	1	1	38,691	1	42,470	1	42,470
928	Bureau Admin Manager	0	0	1	60,698	1	62,870	1	62,870
924	Admin Superv III	0	0	1	45,409	1	48,988	1	48,988
873	Neigh Assoc Coordinator	1	1	0	0	0	0	0	0
852	Loss Control Officer	1	1	0	0	0	0	0	0
847	Comm Svcs Dir	1	1	0	0	0	0	0	0
846	Communications Specialist	2	2	0	0	0	0	0	0
846	Risk Specialist	0	0	0	0	1	39,161	1	39,161
829	Financial Analyst	2	3	0	0	0	0	0	0
828	Sr. Financial Analyst	0	0	1	49,444	1	51,219	1	51,219
828	Sr Mgmt Analyst	3	3	0	0	0	0	0	0
827	Financial Analyst	0	0	3	173,681	3	137,948	3	137,948
827	Management Analyst	5	5	0	0	0	0	0	0
819	Admin Asst I	3	4	3	105,610	2	\$72,979	2	\$72,979
816	Sr. Admin Spec.	0	0	1	53,679	1	\$29,420	1	\$29,420
816	Admin Analyst Tech	2	1	0	0	0	0	0	0
815	Admin Specialist	0	0	1	26,706	1	27,666	1	27,666
TOTAL FULL-TIME POSITIONS		337	346	360	14,200,500	364	14,947,508	364	14,947,508

BUREAU OF ENVIRONMENTAL SERVICES (145)

Service Area: Public Utility

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		337	346	360	14,200,500	364	14,947,508	364	14,947,508
812	Intergov Prog Coor	0	0	1	44,354	1	\$49,700	1	\$49,700
812	Intergov Prog Mgr	1	1	0	0	0	0	0	0
808	Intergov Specialist	0	0	0	0	0	0	0	0
614	Human Resources Coor	0	0	1	52,701	1	54,017	1	54,017
660	Human Resources Officer	1	1	0	0	0	0	0	0
612	Sr. Human Resources Officer	0	0	3	130,845	2	92,374	2	92,374
650	Training & Development Officer	1	1	0	0	0	0	0	0
548	Admin Services Dir	1	1	0	0	0	0	0	0
544	Admin Svcs Officer I	2	3	0	0	0	0	0	0
531	Accounting Sup. II	0	0	1	46,674	1	50,342	1	50,342
531	Accounting Sup. I	0	0	1	0	1	39,519	1	39,519
517	Utilities Acct	1	1	0	0	0	0	0	0
516	Principal Acct	1	1	0	0	0	0	0	0
515	Sr Accountant	2	2	3	105,172	3	98,325	3	98,325
514	Associate Accountant	2	2	2	54,246	2	65,020	2	65,020
510	Acctg Asst	1	2	2	47,388	2	48,223	2	48,223
414	Sr Stores System Mgr	0	0	1	0	1	46,719	1	46,719
413	Stores System Mgr	1	1	1	42,129	1	38,064	1	38,064
410	Storekeeper	0	0	5	121,481	5	157,020	5	157,020
410	Senior Storekeeper	1	1	0	0	0	0	0	0
409	Senior Storekeeper	0	0	1	32,761	1	33,163	1	33,163
409	Storekeeper	4	4	0	0	0	0	0	0
380	Mgmt Info Systems Analyst	1	1	0	0	0	0	0	0
379	Asst Mgt Info Sys Analyst	1	1	0	0	0	0	0	0
374	Sys And Prog Mgr	1	1	0	0	0	0	0	0
372	Programmer Analyst	1	1	0	0	0	0	0	0
221	Secretarial Clerk II	4	3	2	46,771	2	49,736	2	49,736
220	Secretarial Clerk I	2	2	2	46,354	2	47,732	2	47,732
118	Customer Svcs Rep	3	3	4	71,657	4	100,187	4	100,187
116	Office Manager	0	0	0	0	1	28,869	1	28,869
115	Supervising Clerk	1	1	1	25,627	0	0	0	0
114	Clerical Specialist I	10	10	9	222,365	8	209,312	8	209,312
TOTAL FULL-TIME POSITIONS		380	390	400	15,291,025	402	16,155,830	402	16,155,830

SEWER SYSTEM OPERATING FUND (151)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenue					
Permits & Licenses					
Sewer Permits	\$183,916	\$178,390	\$206,834	\$215,314	\$215,314
Service Charges					
Sewer Rate Revenue	44,860,939	53,479,692	60,694,171	66,653,179	66,653,179
Connection Charges	3,644,074	35,351,057	10,430,580	6,644,665	6,644,665
Interest on liens -Mid Co	0	700,512	0	0	0
SDC Safety Net Payments	0	218,702	0	0	0
Wholesale Contracts	1,230,616	1,608,610	1,400,000	1,477,000	1,477,000
Other Utility Charges	39,760	431,059	624,670	186,641	186,641
Rents & Reimbursements	95,508	207,508	171,996	179,048	179,048
Misc. Service Charges	550	0	0	0	0
	49,871,447	91,997,141	73,321,417	75,140,533	75,140,533
Miscellaneous Revenues					
Sales of Equipment	100	55,010	0	0	0
Sales - Miscellaneous	475,929	139,645	22,337	17,843	17,843
Refunds	10,511	41,367	23,419	24,379	24,379
Interest on Investments	604,880	847,662	488,232	245,044	245,044
Assessment Collections	(13,304)	0	0	0	0
Loan Repayments	363,557	0	0	0	0
Assessment Bond Sales	0	0	0	0	0
Other Misc. Revenues	79,219	170,838	133,791	139,276	139,276
	1,520,892	1,254,522	667,779	426,542	426,542
Total External Revenue	51,576,255	93,430,053	74,196,030	75,782,389	75,782,389
Interfund Cash Transfers					
Computer Services	31,582	5,264	5,264	5,264	5,264
Environmental Remediation	0	0	0	103,000	103,000
Federal Grants	0	416	12,584	0	0
LID Construction	4,113,601	0	0	0	0
Refuse Disposal	66,532	123,601	127,500	132,600	132,600
Sewer Construction	1,741,431	3,177,525	96,106,491	119,712,787	118,891,987
Sewer Rate Stabilization	7,300,000	5,448,390	5,000,000	5,000,000	5,000,000
Transportation	141,391	0	141,391	0	0
	13,394,537	8,755,196	101,393,230	124,953,651	124,132,851
Interfund Service Reimbursements					
General	2,247	0	0	0	0
Facilities Services	25,073	43,318	0	0	0
Maintenance (Stock)	0	4,806	0	0	0
Parks System Improvements	1,741	1,174	0	0	0
Parks	0	443	0	0	0
Portland Intern'l Raceway	826	4,000	0	0	0
Refuse Disposal	67,276	53,868	53,802	58,192	58,192
Sewer Construction	34,513,272	70,280,142	0	0	0
Transportation	218,328	410,117	445,101	310,850	310,850
Water	78,391	89,145	66,200	49,899	49,899
	34,907,154	70,887,013	565,103	418,941	418,941
Beginning Fund Balance	5,923,566	1,881,559	8,906,456	4,715,000	4,715,000
TOTAL RESOURCES	\$105,801,512	\$174,953,821	\$185,060,819	\$205,869,981	\$205,049,181

SEWER SYSTEM OPERATING FUND (151)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$18,924,993	\$21,081,518	\$22,704,778	\$24,328,543	\$24,328,543
<i>External Materials & Svcs</i>	21,214,805	22,602,008	26,765,540	28,716,443	29,781,443
<i>Internal Materials & Svcs</i>					
<i>General Fund</i>	841,157	1,090,790	1,244,507	1,111,366	1,141,295
<i>Autoport</i>	63,885	66,961	75,600	79,200	79,200
<i>Buildings</i>	91,994	115,811	158,620	58,620	58,620
<i>Communication Svcs</i>	476,911	563,032	408,028	509,643	509,643
<i>Computer Services</i>	353,246	118,272	157,484	135,525	135,525
<i>Facilities Services</i>	669,884	882,314	748,139	755,724	755,724
<i>Fleet Services</i>	490,095	519,856	452,413	470,895	470,895
<i>Golf</i>	79,025	0	0	0	0
<i>Insurance & Claims</i>	190,393	255,091	225,069	230,387	230,387
<i>LID Construction</i>	17,500	18,550	19,403	25,550	25,550
<i>Printing & Distribution</i>	445,835	543,876	503,443	555,861	555,861
<i>Transportation</i>	12,945,403	12,730,148	14,447,278	12,050,760	12,050,760
<i>Water</i>	1,566,021	2,148,148	2,387,989	3,017,950	3,017,950
<i>Workers' Compensation</i>	407,675	375,963	333,142	236,923	236,923
	18,639,024	19,428,812	21,161,115	19,238,404	19,268,333
<i>Capital Outlay</i>	23,922,964	45,680,537	69,781,850	85,786,649	83,900,849
<i>Equipment Cash Transfers</i>					
<i>Printing & Distribution</i>	13,072	6,120	0	0	0
<i>Communication Svcs</i>	11,200	48,498	0	0	0
<i>Fleet Services</i>	160,000	23,400	40,300	46,000	46,000
<i>Transportation Operating</i>	0	0	0	760,000	760,000
	184,272	78,018	40,300	806,000	806,000
Total Bureau Expenses	82,886,058	108,870,893	140,453,583	158,876,039	158,085,168
Fund Requirements					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	0	0	3,886,724	4,772,585	4,742,656
<i>Compensation Adjust.</i>	0	0	725,922	861,037	861,037
	0	0	4,612,646	5,633,622	5,603,693
<i>Interfund Cash Transfers</i>					
<i>General Fund Overhead</i>	1,782,841	1,936,883	2,208,016	2,692,061	2,692,061
<i>Gen. Fund Utility License</i>	3,290,206	3,922,029	4,536,539	5,212,279	5,212,279
<i>Communication Svcs.</i>	0	71,550	16,818	0	0
<i>Fleet Operating</i>	0	47,969	0	0	0
<i>Fleet Services</i>	0	0	0	0	0
<i>Health Insurance</i>	0	104,656	0	0	0
<i>Public Arts Trust</i>	0	0	5,000	0	0
<i>Refuse Disposal</i>	0	0	37,050	0	0
<i>Sewer Construction</i>	4,113,601	8,835,256	6,472,251	3,987,000	3,987,000
<i>Sewer Debt Redemption</i>	8,119,260	13,822,427	14,560,707	17,968,980	17,968,980
<i>Sewer Rate Stabilization</i>	3,473,350	9,000,000	7,766,818	11,500,000	11,500,000
<i>Sewer Revolving Loan</i>	0	2,000,000	0	0	0
<i>Transportation</i>	254,637	22,065	391,391	0	0
	21,033,895	39,762,835	35,994,590	41,360,320	41,360,320
<i>Inventory Account Increases</i>	0	0	0	0	0
<i>Ending Balance/Reserves</i>	1,881,559	26,320,093	4,000,000	0	0
Total Fund Requirements	22,915,454	66,082,928	44,607,236	46,993,942	46,964,013
TOTAL REQUIREMENTS	\$105,801,512	\$174,953,821	\$185,060,819	\$205,869,981	\$205,049,181

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The purpose of the Sewer System Operating Fund is to account for revenues and expenses associated with the development, maintenance, and operation of the City's sanitary sewer and storm drainage system.

RESOURCES

The Unencumbered Beginning Fund Balance is projected to be not less than 10% of operating expenses for the current year, according to financial management guidelines for sewer enterprise funds. Monthly Sewer Charges are forecasted to increase to \$66,653,179 for FY 1994-95, based on an average rate increase of 13%, an increase of 1.7% in the number of customer accounts, and a decrease in forecast usage per customer. Sewer System Connection Charge receipts are projected to be \$6,644,665 in FY 1994-95. The decrease from the revised appropriation for the current year reflects the end of the Mid County Financial Assistance Program, and associated prepayments from residential customers. Interest on Investments is projected to be \$245,044 in FY 1994-95, reflecting lower interest earnings rates and a lower projected average fund balance.

REQUIREMENTS

Internal Materials and Services are budgeted at \$19,268,333 for FY 1994-95. The decrease from the revised appropriation for the current year reflects a reduction in the interagency agreement with the Bureau of Transportation. Funding for certain services primarily of benefit to the transportation system is not included in the Adopted Budget. Cash Transfers to Other Funds are forecasted to be \$41,360,320 for FY 1994-95. Reasons for the increase from the revised appropriation of \$35,994,590 for the current year include:

Transfers to the General Fund for Utility Franchise Fees are forecasted to be \$5,212,279 for FY 1994-95, versus the \$4,536,539 revised appropriation for the current year.

Transfers to the Sewer System Construction Fund are budgeted at \$3,987,000 for FY 1994-95. The decrease from the revised appropriation for the current year is offset by higher planned transfers to the Rate Stabilization Fund.

Transfers to the Sewer System Debt Redemption Fund are budgeted at \$17,968,980 for FY 1994-95. The increase from the revised appropriation for the current year reflects increases in principal and interest payments from revenue bond sales of \$17,000,000 in FY 1993-94.

Transfers to the Sewer System Rate Stabilization Fund are budgeted at \$11,500,000 for FY 1994-95. The Rate Stabilization Fund balance will be used to offset rate increases in future years.

ENVIRONMENTAL REMEDIATION (161)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Permits & Licenses					
Public Works/Utility Charge	\$0	\$0	\$525,000	\$559,085	\$559,085
Rents & Reimbursements	0	0	0	514,700	514,700
	0	0	525,000	1,073,785	1,073,785
Service Charges					
	0	0	0	0	0
Miscellaneous Revenues					
Interest on Investment	0	0	0	52,605	52,605
Bond and Note Sales	0	0	6,000,000	0	0
Other Miscellaneous	0	0	0	0	0
	0	0	6,000,000	52,605	52,605
Total External Revenue	0	0	6,525,000	1,126,390	1,126,390
Interfund Cash Transfers					
Refuse Disposal	0	0	390,000	0	0
	0	0	390,000	0	0
Interfund Service Reimbursements					
	0	0	0	0	0
Beginning Fund Balance	0	0	0	3,288,308	3,288,308
TOTAL RESOURCES	\$0	\$0	\$6,915,000	\$4,414,698	\$4,414,698

REQUIREMENTS

Bureau Expenses

Personal Services	\$0	\$0	\$74,098	\$40,278	\$40,278
External Materials & Svcs	0	0	191,600	51,550	51,550
Internal Materials & Svcs					
Facilities	0	0	0	141,716	141,716
Environmental Services	0	0	0	103,000	103,000
	0	0	0	244,716	244,716
Capital Outlay	0	0	4,976,000	1,430,000	1,430,000
Equipment Cash Transfers					
	0	0	0	0	0
Total Bureau Expenses	0	0	5,241,698	1,766,544	1,766,544

Fund Requirements

Contingency

Gen Oper Contingency	0	0	837,302	1,445,644	1,445,644
Compensation Adjust.	0	0	0	1,456	1,456
	0	0	837,302	1,447,100	1,447,100

ENVIRONMENTAL REMEDIATION (161)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	245,000	245,000
<i>Interest</i>	0	0	236,000	352,761	352,761
	0	0	236,000	597,761	597,761
<i>Interfund Cash Transfers</i>					
<i>General Fund - OH</i>	0	0	0	27,793	27,793
	0	0	0	27,793	27,793
<i>Inventory Account Increases</i>	0	0	0	0	0
<i>Ending Balance/Reserves</i>	0	0	600,000	575,500	575,500
Total Fund Requirements	0	0	1,673,302	2,648,154	2,648,154
TOTAL REQUIREMENTS	\$0	\$0	\$6,915,000	\$4,414,698	\$4,414,698

Line item Detail AU -150

Personal Services					
511000 Full Time	0	0	49,646	29,169	29,169
5170000 Benefits	0	0	24,452	11,109	11,109
External Materials & Services					
521000 Professional Services	0	0	20,000	36,000	36,000
541000 Education	0	0	500	250	250
543000 Out of Town Travel	0	0	600	300	300
549000 Miscellaneous	0	0	170,500	15,000	15,000
Internal Services					
553000 Facilities Services	0	0	0	141,716	141,716
559000 Other Fund Services	0	0	0	103,000	103,000
Capital Outlay					
561000 Land	0	0	1,565,000	0	0
562000 Buildings	0	0	1,770,000	0	0
564000 Equipment	0	0	1,641,000	1,430,000	1,430,000
TOTAL Bureau Expenses	0	0	5,241,698	1,766,544	1,766,544

FULL TIME POSITIONS

<i>Class</i>	<i>Title</i>	<i>Actual FY 1992 No.</i>	<i>Actual FY 1993 No.</i>	<i>Revised Budget FY 1993-94 No.</i>	<i>Proposed FY 1994-95 No.</i>	<i>Adopted FY 1994-95 No.</i>
3359	PW Project Manager	0	1	49,646	0	0

This fund was created in the Fall of 1993-94 to provide for Environmental Remediation (purchase and clean-up) of property at Guilds Lake in Northwest Portland. This property was formerly a municipal incinerator and landfill. Between about 1927 and 1948, the City deposited its incinerator ash at the site and covered the ash with used oil to prevent it from blowing away. As a result of this practice, soil samples in 1989 showed the presence of hazardous substances such as lead, heavy metals, and hydrocarbons from the oil. The 1993-94 budget included funds for the purchase of this property and cleanup of the soil. This was funded by

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (con't)

a 13-year taxable bond issue, to be repaid by a special solid waste surcharge imposed on haulers and by lease income from the property. The purchase-and-cleanup option is less expensive to the haulers (and, therefore, the ratepayers) than simply cleaning up the site under existing private ownership. The reason is that if the City owns the property and can therefore control its use, the cleanup process required by the State Department of Environmental Quality (DEQ) is not as extensive, since the City will be able to ensure that no one digs into the contaminated soil. The FY 1994-95 budget includes funds for the continuation of improvements on the Marathon property. Associated principal and interest costs for the 13-year bond issued last year is now reflected in this year's budget. Costs and Revenue for the Marathon remediation were formerly budgeted within the Refuse Disposal Fund.

Two principal funding sources support the Environmental Remediation Fund and will pay operating and debt service costs. The first source is a \$1.50 per ton remedial action surcharge (authorized under ORS 459.311 and City Code Chapter 17.102.170) imposed on all solid waste collected within the City. This surcharge is collected from franchised and commercially permitted solid waste haulers. The second funding source is lease income from the current tenants on the City owned Guilds Lake site. These two revenue sources, along with the Fund's interest earnings and any other Fund revenues, can only be legally used for the Guilds Lake remediation project.

The FY 1994-95 Adopted Budget of public works/utility charges (the \$1.50 per ton remedial action surcharge) of \$559,085 is based on commercial and residential solid waste tonnages projected to be collected within the City. The rents and reimbursements revenue of \$514,700 is based on the collection of lease income in the amount of \$460,800 from the four tenants on the site, and recovery of \$53,900 in property taxes and utility expenses paid by City and reimbursed from the tenants.

FY 1994-95 scheduled debt service payments for the outstanding environmental remediation bonds will be \$597,761. Additionally, the bond financing was structured to permit the City to annually redeem outstanding bonds with available contingency revenues in the Fund. The bond ordinance specifies these annual redemptions must occur on each November 1 of the year. A financial analysis to determine how much to redeem in bonds in FY 1994-95 will be undertaken in July pending a determination of all final costs for the remediation at the Guilds Lake site. It is anticipated that up to \$850,000 in contingency will be available to redeem outstanding bonds on November 1, 1994.

**ENVIRONMENTAL REMEDIATION (161)
DEBT SERVICE**

Revenue Bonds

DEBT REDEMPTION SCHEDULE

In 1993 the City issued revenue bonds for the purpose to finance environmental remediation projects of the City pursuant to ORS 465.200. The Bonds are payable and secured by surcharges imposed pursuant to state statute and City Code, and lease and rental income from the property the City has acquired to conduct remediation actions. The City is authorized to collect under ORS 459.311 and City Code 17.102.170 to collect a surcharge to be used for conducting remedial actions for which the City is The surcharge is imposed on all persons who dispose of solid waste, excluding source separated recyclable material, collected within the City's Urban Services Boundary. The surcharge is currently collected from solid waster haulers authorized to perform residential and commercial collection services within the City.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
1993 Series A	\$6,000,000	11/01/93	11/01/94	3.900%	\$245,000	\$245,000	\$5,574
			11/01/95	4.400%	255,000		11,220
			11/01/96	4.850%	270,000		13,095
			11/01/97	5.250%	285,000		14,963
			11/01/98	5.500%	300,000		16,500
			11/01/99	5.650%	320,000		18,080
			11/01/05	6.375%	4,325,000		275,719
TOTAL Environmental Remediation Debt Service (cash basis)					\$6,000,000	\$245,000	\$355,150

INTEREST ACCRUALS:

TOTAL Environmental Remediation Bond Bond Interest Due FY 94-95 (cash basis)	\$355,150
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(89,783)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	87,394
Net Interest Accrual	(2,389)
TOTAL Interest Appropriation for FY 94-95	\$352,761

SEWER SYSTEM CONSTRUCTION (552)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenues					
<i>Public Utility Charges</i>					
Connection Charges	\$0	\$0	\$21,331,781	\$1,560,345	\$1,560,345
Permit Fees	156,736	512,484	296,456	433,423	433,423
Bond Surety Payment	0	625,000	0	0	0
	156,736	1,137,484	21,628,237	1,993,768	1,993,768
<i>Miscellaneous Revenues</i>					
Bond Sales	0	0	86,455,472	108,452,750	107,631,950
State Loans	0	0	8,125,000	0	0
Interest on Investments	334,253	42,390	1,757,332	976,999	976,999
	334,253	42,390	96,337,804	109,429,749	108,608,949
Total External Revenues	490,989	1,179,874	117,966,041	111,423,517	110,602,717
Cash Transfers from Other Funds					
Sewer System Operating	4,113,601	8,835,256	6,472,251	3,987,000	3,987,000
Federal Grants	239,277	210,317	112,063	0	0
LID Construction	0	46,216,915	5,860,000	6,000,000	6,000,000
Sewer System Debt Proceeds	28,594,335	75,804,865	0	0	0
	32,947,213	131,067,353	12,444,314	9,987,000	9,987,000
Interfund Service Reimbursements					
LID Construction	2,560,655	64,425	44,672	0	0
Transfer of Residual Equity from					
Sewer System Debt Proceeds	0	2,378,779	0	0	0
Beginning Fund Balance	1,322,821	(932,536)	31,182,184	535,000	535,000
TOTAL RESOURCES	\$37,321,678	\$133,757,895	\$161,637,211	\$121,945,517	\$121,124,717
REQUIREMENTS - AU 172					
External Materials and Svcs					
	\$0	\$720,262	\$4,048,117	\$1,602,750	\$1,602,750
Internal Materials and Svcs					
Sewer System Operating	34,513,271	69,148,910	0	0	0
LID Construction	1,686,755	0	0	52,621	52,621
	36,200,026	69,148,910	0	52,621	52,621
Capital Outlay	136,462	\$8,754,034	0	0	0
Total Bureau Expenses	\$36,336,488	\$78,623,206	\$4,048,117	\$1,655,371	\$1,655,371
Contingency					
General Operating Contingency	0	0	4,549,648	462,379	462,379
Gain/Loss on Bond Call	0	0	5,482,355	0	0

SEWER SYSTEM CONSTRUCTION (552)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Cash Transfers to Other Funds					
<i>Sewer System Operating</i>	1,741,432	3,177,525	96,106,491	119,712,787	118,891,987
<i>Sewer System Debt Proceeds</i>	0	18,985,000	0	0	0
<i>Sewer System Debt Redemption</i>	0	0	49,325,000	0	0
<i>Sewer System Revolving Loan</i>	0	0	2,000,000	0	0
<i>LID Construction</i>	176,294	5,231,390	125,600	114,980	114,980
	1,917,726	27,393,915	147,557,091	119,827,767	119,006,967
Ending Balance/Reserves	(932,536)	27,740,774	0	0	0
TOTAL REQUIREMENTS	\$37,321,678	\$133,757,895	\$161,637,211	\$121,945,517	\$121,124,717
Line Item Detail - AU 172					
External Materials and Services					
544000 Refunds	\$0	\$0	\$2,900,000	\$0	\$0
545000 Interest	0	720,262	0	0	0
549000 Miscellaneous	0	0	1,148,117	1,602,750	1,602,750
Internal Materials and Services					
559145 Environmental Services	34,513,271	69,148,910	0	0	0
559742 LID Construction	1,686,755	0	0	52,621	52,621
Capital Outlay					
563000 Improvements	136,462	8,754,034	0	0	0
TOTAL Bureau Expenses	\$36,336,488	\$78,623,206	\$4,048,117	\$1,655,371	\$1,655,371

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Sewer Construction Fund is a vehicle for segregating the revenues that are dedicated to sewer system capital projects. The fund does not show direct expenditures on capital projects. Since FY 1990-91, direct expenditures for sewer system capital projects have been budgeted and incurred in the Sewer System Operating Fund along with the operating budget, and the capital expenses are reimbursed from the Sewer System Construction Fund. The major revenue source for this fund has traditionally been the proceeds from the sale of long-term bonds (shown in the fund summary as a cash transfer from the Debt Proceeds Fund until 1993-94, when the Proceeds Fund was combined into the Construction Fund).

RESOURCES

The Unencumbered Beginning Fund Balance is based upon forecast capital construction activity, and reflects the receipt of \$13,000,000 in Special Assessment Bond proceeds by the end of the current fiscal year.

Connection Charges are budgeted at \$1,560,345 for FY 1994-95. The decrease from the revised appropriation for the current fiscal year reflects the end of the Mid County Financial Assistance Program and associated prepayments of connection charges and in-lieu-of-assessment charges by qualifying residential customers. Bond Sales are budgeted at \$107,631,950 for FY 1994-95 reflecting increases in the Bureau's forecast capital improvements. Interest on Investments is budgeted at \$976,999 for FY 1994-95. The decrease from the revised appropriation for the current fiscal year reflects a lower forecast average fund balance and a lower rate of interest earnings on fund balances.

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (continued)

REQUIREMENTS

External Materials and Services are budgeted at \$1,602,750 for FY 1994-95. The revised appropriation for the current year reflects refunds under the Mid County Financial Assistance Program, which has since ended. Transfers to the Operating Fund from the Construction Fund are budgeted at \$118,891,987 for FY 1994-95, reflecting increases in the Bureau's forecast capital improvements. Transfers to the Debt Redemption Fund from the Construction Fund are budgeted at zero for FY 1994-95. The revised appropriation for the current year reflects the refunding of the Series 1990 Sewer System Revenue Bonds. No refunding is anticipated for FY 1994-95. Transfers to the Revolving Loan Fund from the Construction Fund are budgeted at zero for FY 1994-95. The decrease from the revised appropriation for the current year reflects a higher than forecast balance in the Revolving Loan Fund, resulting from lower demand for private plumbing loans by Mid County residential properties.

SEWER SYSTEM DEBT REDEMPTION (351)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$14,625	\$58,841	\$269,226	\$336,518	\$336,518
Cash Transfers from Other Funds					
<i>Sewer System Operating</i>	8,119,260	13,822,427	14,560,707	17,968,980	17,968,980
<i>Sewer System Construction</i>	0	18,985,000	49,325,000	0	0
<i>Sewer System Debt Proceeds</i>	0	19,175,000	0	0	0
	8,119,260	51,982,427	63,885,707	17,968,980	17,968,980
Beginning Fund Balance	(347,464)	(2,116,457)	3,826,456	5,750,000	5,750,000
TOTAL RESOURCES	\$7,786,421	\$49,924,811	\$67,981,389	\$24,055,498	\$24,055,498
REQUIREMENTS - AU 214					
Contingency					
<i>General Operating Contingency</i>	0	0	10,000	10,000	10,000
Debt Service					
<i>Principal</i>	2,170,000	40,540,000	52,858,161	6,385,974	6,385,974
<i>Interest</i>	7,732,878	8,657,242	9,706,290	9,659,524	9,659,524
	9,902,878	49,197,242	62,564,451	16,045,498	16,045,498
Ending Balance/Reserves	(2,116,457)	727,569	5,406,938	8,000,000	8,000,000
TOTAL REQUIREMENTS	\$7,786,421	\$49,924,811	\$67,981,389	\$24,055,498	\$24,055,498

This fund pays the principal and interest on revenue bonds, notes and State loans issued to finance sewer system improvements. The debt service is paid from user charges for sewer and drainage services and other revenues of the sewer system. In fiscal years 1992-93 and 1993-94, the City refunded \$19.2 million and \$49.3 million, respectively, of existing debt, to take advantage of historically low interest rates. The projected savings over the life of the new bonds from these refundings will be \$975,000 and \$4.4 million, respectively.

SEWAGE DISPOSAL DEBT REDEMPTION FUND (351)

Revenue/Assessment Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on revenue bonds issued to finance improvements to the City's sewer system. The debt service is paid by charges to customers of the sewer system. In 1992 and 1993, the City refunded the majority of its outstanding revenue bonds issued in 1987 and 1990 to take advantage of lower interest rates. The projected savings to City sewer system customers over the life of the issue approximately will be \$5.4 million. This schedule shows the remaining payments for principal and interest the City owes to holders of the refunding bonds, plus the anticipated interest on other notes and bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1987	\$25,070,000	10/15/87	04/01/95	7.400%	\$1,395,000	\$1,395,000	\$103,230
					1,395,000	1,395,000	103,230
Series 1990	\$59,240,000	04/01/90	03/01/95	6.450%	1,235,000	1,235,000	79,658
			03/01/96	6.550%	1,315,000		86,133
			03/01/97	6.600%	1,400,000		92,400
			03/01/98	6.700%	1,490,000		99,830
					5,440,000	1,235,000	358,020
1992 Series A	\$75,590,000	10/15/92	10/01/94	5.400%	1,845,000	1,845,000	49,815
			10/01/95	5.400%	1,955,000		105,570
			10/01/96	5.400%	2,060,000		111,240
			10/01/97	5.400%	2,180,000		117,720
			10/01/98	5.400%	1,815,000		98,010
			10/01/99	5.400%	1,915,000		103,410
			10/01/00	5.400%	2,015,000		108,810
			10/01/01	5.400%	2,130,000		115,020
			10/01/02	5.500%	2,255,000		124,025
			10/01/03	5.500%	2,380,000		130,900
			10/01/04	5.625%	2,520,000		141,750
			10/01/05	5.750%	2,565,000		147,488
			10/01/06	5.875%	2,720,000		159,800
			10/01/07	6.000%	2,890,000		173,400
			10/01/08	6.000%	3,065,000		183,900
			10/01/09	6.000%	3,260,000		195,603
			10/01/12	6.000%	37,715,000		2,262,903
					75,285,000	1,845,000	4,329,364

SEWAGE DISPOSAL DEBT REDEMPTION FUND (351) - continued

Revenue/Assessment Bonds

DEBT REDEMPTION SCHEDULE

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
1992 Series B	\$21,860,000	10/15/92	04/01/95	4.600%	\$365,000	\$365,000	\$16,790
			04/01/96	4.600%	1,875,000		86,250
			04/01/97	4.600%	1,965,000		90,390
			04/01/98	4.800%	2,055,000		98,640
			04/01/99	4.900%	2,150,000		105,350
			04/01/00	5.100%	2,260,000		115,260
			04/01/01	5.250%	2,375,000		124,688
			04/01/02	5.400%	2,500,000		135,000
			04/01/03	5.500%	2,640,000		145,200
			04/01/04	5.500%	2,780,000		152,900
			04/01/05	5.500%	475,000		26,125
					<u>21,440,000</u>	<u>365,000</u>	<u>1,096,593</u>
Series 1993	\$54,520,000	07/15/93	03/01/95	3.150%	440,000	440,000	13,860
			03/01/96	3.550%	450,000		15,975
			03/01/97	3.850%	470,000		18,095
			03/01/98	4.000%	485,000		19,400
			03/01/99	4.250%	2,100,000		89,250
			03/01/00	4.400%	2,185,000		96,140
			03/01/01	4.500%	2,285,000		102,825
			03/01/02	4.600%	2,385,000		109,710
			03/01/03	4.700%	2,485,000		116,795
			03/01/04	4.800%	2,610,000		125,280
			03/01/05	4.900%	5,190,000		254,310
			03/01/06	5.000%	6,040,000		302,000
			03/01/07	5.100%	6,345,000		323,595
			03/01/08	5.150%	6,665,000		343,248
03/01/09	5.200%	7,010,000	364,520				
03/01/10	5.250%	7,375,000	387,188				
					<u>54,520,000</u>	<u>440,000</u>	<u>2,682,190</u>
TOTAL Sewer System Revenue Bonds					<u>\$158,080,000</u>	<u>\$5,280,000</u>	<u>\$8,569,396</u>
Revolving Loan					<u>\$13,682,221</u>	<u>\$423,161</u>	<u>\$0</u>
Sewer Notes	\$40,000,000	04/15/94	09/01/94	3.250%	<u>\$40,000,000</u>	<u>\$682,813</u>	<u>\$1,090,128</u>
Proposed	\$250,000,000	07/15/94	07/01/94		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

SEWAGE DISPOSAL DEBT REDEMPTION FUND (351) - continued

Revenue/Assessment Bonds

DEBT REDEMPTION SCHEDULE

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
TOTAL Sewer System Debt Redemption Fund (cash basis)	\$211,762,221					\$6,385,974	\$9,659,524

INTEREST ACCRUALS:

TOTAL Sewer System Bond Interest Due FY 94-95 (cash basis)	\$9,659,524
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(1,877,347)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	1,877,347
Net Interest Accrual	0
TOTAL Interest Appropriation for FY 94-95	\$9,659,524

SEWER SYSTEM RATE STABILIZATION (632)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$311,331	\$102,524	\$236,674	\$650,000	\$650,000
Total External Revenues	311,331	102,524	236,674	650,000	650,000
Cash Transfers from Other Funds					
<i>Sewer System Operating</i>	3,473,350	9,000,000	7,766,818	11,500,000	11,500,000
Beginning Fund Balance	9,658,829	6,143,510	1,444,562	9,600,000	9,600,000
TOTAL RESOURCES	\$13,443,510	\$15,246,034	\$9,448,054	\$21,750,000	\$21,750,000
REQUIREMENTS - AU 218					
Contingency					
<i>General Operating Contingency</i>	0	0	4,448,054	16,750,000	16,750,000
Cash Transfers to Other Funds					
<i>Sewer System Operating</i>	7,300,000	5,448,390	5,000,000	5,000,000	5,000,000
Ending Balance/Reserves	6,143,510	9,797,644	0	0	0
TOTAL REQUIREMENTS	\$13,443,510	\$15,246,034	\$9,448,054	\$21,750,000	\$21,750,000

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Rate Stabilization Fund was created in 1988-89 to allow for better financial management by enabling the Bureau of Environmental Services to level the natural fluctuation of sewer system revenues (primarily connection charges) from year to year. In years of high connection fee revenues, transfers from the Sewer System Operating Fund are made to the Rate Stabilization Fund; for purposes of compliance with bond covenants, these transfers out are treated as operating expenses. Transfers to the Operating Fund are classified as gross revenues. This financial management tool keeps debt coverage ratios safely within levels required by bond covenants, and enables the Bureau to smooth the pattern of increases in sewer rates.

RESOURCES

The Beginning Fund Balance for the current fiscal year was \$9,797,644. Forecast transfers to the Operating Fund are \$5,000,000 for the current fiscal year, and forecast transfers from the Operating Fund are \$4,353,997. Adding forecast interest earnings of \$448,359 for the current fiscal year yields the budgeted beginning balance of \$9,600,000.

REQUIREMENTS

Cash Transfers from the Sewer Operating Fund, net of Cash Transfers to the Operating Fund are budgeted at \$6,500,000 to increase the balance of the Stabilization Fund to offset anticipated rate increases in future years.

SEWER REVOLVING LOAN (636)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenues					
Miscellaneous Revenues					
Interest on Investment	0	184	0	50,000	50,000
Loan Repayments	0	0	0	0	0
	0	184	0	50,000	50,000
Total External Revenues	0	184	0	50,000	50,000
Cash Transfers from Other Funds					
Sewer System Construction	0	0	2,000,000	0	0
Sewer System Operating	0	2,000,000	0	0	0
	0	2,000,000	2,000,000	0	0
Beginning Fund Balance	0	0	0	1,800,000	1,800,000
TOTAL RESOURCES	\$0	\$2,000,184	\$2,000,000	\$1,850,000	\$1,850,000
REQUIREMENTS - AU 225					
External Materials & Svcs	0	2,215	2,000,000	250,000	250,000
	0	2,215	2,000,000	250,000	250,000
Total Bureau Expenses	\$0	\$2,215	\$2,000,000	\$250,000	\$250,000
Fund Requirements					
Contingency					
General Operating Contingency	0	0	0	1,600,000	1,600,000
Ending Balance/Reserves	0	1,997,969	0	0	0
TOTAL REQUIREMENTS	\$0	\$2,000,184	\$2,000,000	\$1,850,000	\$1,850,000
Line Item Detail - AU 225					
External Materials & Services					
549300 Disbursements to Property Owne	0	0	0	250,000	250,000
TOTAL Bureau Expenses	\$0	\$0	\$0	\$250,000	\$250,000

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

This fund was established in FY 1992-93 for the purpose of administering the private plumbing loan program contained in the Mid County Financial Assistance Program passed by the City Council in March 1992. The initial seed money for these loans came from the Sewer System Operating Fund, to be used for loans to assist eligible property owners in financing the private plumbing costs associated with their required connection to the City sewer system. The interest rate charged on the loans will reflect the Bureau's cost of obtaining funds, including an allowance for delinquencies and administrative costs, resulting in no ratepayer subsidy involved. The level of loans have not been sufficient to warrant additional transfers from the Sewer System Construction Fund in FY 1994 or FY 1995.

SEWER SYSTEM SAFETY NET (633)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
Interest on Investments	\$14,157	\$0	\$82,500	\$50,000	\$50,000
Assessment Payments	340,964	763,406	0	0	0
Loan Repayments	7,918	31,894	100,000	450,000	450,000
	363,039	795,300	182,500	500,000	500,000
<i>State Sources</i>					
Assessment Loans	0	0	3,000,000	0	0
Total External Revenues	363,039	795,300	3,182,500	500,000	500,000
Beginning Fund Balance	1,249,731	997,592	0	1,625,000	1,625,000
TOTAL RESOURCES	\$1,612,770	\$1,792,892	\$3,182,500	\$2,125,000	\$2,125,000
REQUIREMENTS - AU 214					
External Materials and Svcs					
	\$615,178	\$853,206	\$3,182,500	\$2,125,000	\$2,125,000
Total Bureau Expenses	\$615,178	\$853,206	\$3,182,500	\$2,125,000	\$2,125,000
Contingency					
General Operating Contingency	0	0	0	0	0
Ending Balance/Reserves	997,592	939,686	0	0	0
TOTAL REQUIREMENTS	\$1,612,770	\$1,792,892	\$3,182,500	\$2,125,000	\$2,125,000
Line Item Detail - AU 888					
External Materials and Services					
545000 Interest	\$0	\$0	\$82,500	\$50,000	\$50,000
546000 Refunds	0	0	100,000	450,000	450,000
549000 Miscellaneous	615,178	0	3,000,000	1,625,000	1,625,000
TOTAL Bureau Expenses	\$615,178	\$0	\$3,182,500	\$2,125,000	\$2,125,000

This fund was established in 1988-89 for the deposit of monies from the State Assessment Deferral Loan Fund, established under provision of Senate Bill 878 (Chapter 695, Oregon Laws 1987). Monies in this fund will be used to pay assessments for sewer improvements of those low-income homeowners within the boundaries of the Mid County Sewer Project who qualify for participation in the Safety Net Program. Under this program, qualifying property owners have their sewer assessments deferred until the property ownership changes, at which time the deferred assessment is repaid to the Safety Net Fund.

BUREAU OF HYDROELECTRIC POWER (637)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$168,791	\$141,875	\$184,300	\$195,250	\$195,250
<i>External Materials & Svcs.</i>	50,927	49,808	107,000	120,306	120,306
<i>Internal Materials & Svcs.</i>	125,245	110,605	143,935	133,348	133,348
<i>Minor Capital Outlay</i>	4,653	2,840	0	4,000	4,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
Total Operating Budget	\$349,616	\$305,128	\$435,235	\$452,904	\$452,904
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$349,616	\$305,128	\$435,235	\$452,904	\$452,904
<i>Allocated Overhead Costs</i>			49,338	56,894	56,894
<i>Total Cost with Allocated Overhead</i>			\$484,573	\$509,798	\$509,798
Authorized Full-Time Positions					
<i>Total</i>	3	3	3	3	3
SOURCE OF FUNDING					
Hydroelectric Power Operating Fund (152)		\$305,128	\$435,235	\$452,904	\$452,904
PROGRAMS					
Hydroelectric Power Administration		\$305,128	\$435,235	\$452,904	\$452,904
<i>Positions</i>		3	3	3	3
TOTAL PROGRAMS		\$305,128	\$435,235	\$452,904	\$452,904
<i>Positions</i>		3	3	3	3

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Hydroelectric Power manages the ongoing operation of the City's Portland Hydroelectric Project which is located 25 miles east of Portland in the Bull Run Watershed. This project was constructed between 1979 and 1981 and includes the following primary facilities: one powerhouse located downstream of each of the two major Bull Run water supply dams; a multi-level water intake structure at Bull Run Dam No.1; and a ten-mile long power transmission line which links the two City powerhouses with the Portland General Electric (PGE) power system grid. The full power output from this project is sold locally to PGE thus providing the region with a renewable energy source while at the same time providing the City with an ongoing revenue stream .

The Adopted FY 1994-95 Budget for the Bureau of Hydroelectric Power is \$452,904 which amounts to 0.05% of the total City Budget. This funding level supports the City's administrative and operational costs associated with the Portland Hydroelectric Project and maintains the current service level. The three full-time positions include the following existing staff: one Supervising Engineer, one Sr. Programmer Analyst, and one Clerical Specialist.

DESCRIPTION OF PROGRAM

Hydroelectric Power Administration:

As in the past, this Bureau has only one program, Hydroelectric Power Administration. This program provides for the administrative and operational activities that are mandated for the City's Portland Hydroelectric Project through the following contractual or regulatory documents: Power Sales Agreement between the City and Portland General Electric Company (PGE); Hydroelectric Power Revenue Bond Trust Indentures; project license from the Federal Energy Regulatory Commission; and permits from both the U.S. Forest Service and the Oregon Water Resources Department.

BUREAU OF HYDROELECTRIC POWER (637)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

These activities include frequent and ongoing coordination with: the Project's power purchaser and operator, PGE; four different State and Federal regulatory and/or resource agencies; the Independent Trustee for the Hydroelectric Power Revenue Bonds; the Project's Insurers; the Water Bureau's Water Quality and Water Supply Sections; and various other City bureaus.

This program also provides administrative support for the regulatory aspects of the Water Bureau's two small hydropower projects.

WORKFORCE DIVERSITY AND BUREAU LOSS EXPERIENCE

Data for the Bureau of Hydroelectric Power is included with the Water Bureau information.

BUREAU MANAGEMENT OBJECTIVES

FY 1994-95 Objectives

1. To coordinate the process required to prepare for and then conduct a full functional test exercise of the Emergency Action Plan for the Portland Hydroelectric Project.
2. To administer a consultant contract for the inspection and analysis of the three open Mt. Tabor Reservoirs as required by the Federal Energy Regulatory Commission license for the Mt. Tabor Hydroelectric Project.

Ongoing Objectives

1. To take all appropriate measures needed to safeguard the City's investment in the \$50,000,000 Portland Hydroelectric Project and comply with the terms of that project's Power Sales Agreement and Revenue Bond Trust Indentures.
2. To provide all Federal and State license and permit-issuing agencies with required documentation and meet all license/permit requirements within the time lines established by those agencies.
3. To coordinate closely with Portland General Electric in an effort to maximize the Portland Hydroelectric Project's power generation while making sure that the limitations of all licenses, permits and water quality requirements are observed.

MAJOR BUDGET NOTES

1. None

WORKLOAD MEASURES

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
Annual submittals of Hydro Project monitoring data	2	2	2	2
Review, revision and test of Emergency Action Plans	2	2	2	2
Monthly inspections of Hydro Project facilities and dams	12	12	12	12
Required billing statements/letters for power sales	6	6	6	6

BUREAU OF HYDROELECTRIC POWER (637)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$121,409	\$105,374	\$131,885	\$138,602	\$138,602
512000 Part-Time/Limited-Term	0	0	0	0	0
514000 Overtime	526	0	500	1,500	1,500
515000 Premium Pay	0	20	800	0	0
517000 Benefits	46,856	36,481	51,115	55,148	55,148
Total Personal Services	\$168,791	\$141,875	\$184,300	\$195,250	\$195,250
521000 Professional Services	\$22,898	\$22,723	\$31,500	\$42,500	\$42,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	10,904	12,343	13,000	14,000	14,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,122	13,035	5,500	3,000	3,000
531000 Office Supplies	837	615	1,500	2,000	2,000
532000 Operating Supplies	1,235	658	1,500	2,000	2,000
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	434	500	1,500	1,500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	1,824	0	1,000	1,500	1,500
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	2,218	0	2,000	2,000	2,000
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	9,889	0	50,500	51,806	51,806
Subtotal External Materials & Services	\$50,927	\$49,808	\$107,000	\$120,306	\$120,306
551000 Fleet Services	\$5,846	\$5,871	\$7,771	\$8,418	\$8,418
552000 Printing/Distribution	2,697	3,338	3,000	3,460	3,460
553000 Facilities Services	77	33	0	0	0
554000 Communications	5,717	5,470	6,469	5,880	5,880
555000 Data Processing	63	415	537	512	512
556000 Insurance	29,945	28,521	28,142	27,729	27,729
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	80,900	66,957	98,016	87,349	87,349
Subtotal Internal Materials & Services	\$125,245	\$110,605	\$143,935	\$133,348	\$133,348
Total Materials & Services	\$176,172	\$160,413	\$250,935	\$253,654	\$253,654
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,653	2,840	0	4,000	4,000
Total Capital Outlay	\$4,653	\$2,840	\$0	\$4,000	\$4,000
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$349,616	\$305,128	\$435,235	\$452,904	\$452,904

BUREAU OF HYDROELECTRIC POWER (637)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
3167	Supervising Engineer	1	1	1	60,496	1	62,870	1	62,870
0372	Programmer Analyst - Engineering	1	1	0	0	0	0	0	0
2534	Senior Programmer Analyst	0	0	1	45,560	1	49,152	1	49,152
0114	Clerical Specialist	1	1	1	25,829	1	26,580	1	26,580
TOTAL FULL-TIME POSITIONS		3	3	3	131,885	3	138,602	3	138,602

HYDROELECTRIC POWER OPERATING FUND (152)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
<i>Miscellaneous Revenues</i>					
Power Sales	482,788	351,997	401,500	446,655	446,655
Interest on Investments	9,808	8,341	8,000	8,000	8,000
Total External Revenue	492,596	360,338	409,500	454,655	454,655
Interfund Cash Transfers					
Hydropower R & R	9,698	0	50,000	50,000	50,000
Interfund Service Reimbursements					
Water	22,214	27,776	27,500	29,000	29,000
Beginning Fund Balance	43,721	108,015	103,000	240,000	240,000
TOTAL RESOURCES	\$568,229	\$496,129	\$590,000	\$773,655	\$773,655
REQUIREMENTS					
Bureau Expenses					
Personal Services	\$168,791	\$141,875	\$184,300	\$195,250	\$195,250
External Materials & Svcs	50,847	49,808	107,000	120,306	120,306
<i>Internal Materials & Svcs</i>					
Facilities	77	33	0	0	0
General	6,296	6,875	24,153	9,206	9,206
Autoport	2,160	2,160	2,400	2,400	2,400
Affirm. Action Spec. Appr.	0	155	0	0	0
Water	72,507	58,182	72,000	76,255	76,255
Printing/Distribution Svcs	2,698	3,338	3,000	3,460	3,460
Communications Svcs	5,717	5,470	6,469	5,880	5,880
Fleet Services	5,925	5,871	7,771	8,418	8,418
Insurance & Claims	23,818	23,833	23,906	25,024	25,024
Workers Compensation	6,127	4,688	4,236	2,705	2,705
	125,325	110,605	143,935	133,348	133,348
Capital Outlay	4,653	2,840	0	4,000	4,000
Equipment Cash Transfers	0	0	0	0	0
	4,653	2,840	0	4,000	4,000
Total Bureau Expenses	349,616	305,128	435,235	452,904	452,904
Fund Requirements					
<i>Contingency</i>					
Gen Oper Contingency	0	0	96,562	181,657	181,657
Compensation Adjust.	0	0	8,865	7,200	7,200
	0	0	105,427	188,857	188,857
Interfund Cash Transfers					
General - Overhead	110,598	40,775	49,338	56,894	56,894
General - Other	0	0	0	75,000	75,000
Health Insurance	0	925	0	0	0
Fleet Services	0	102	0	0	0
Communications Services	0	600	0	0	0
	110,598	42,402	49,338	131,894	131,894
Ending Balance/Reserves	108,015	148,599	0	0	0
Total Fund Requirements	218,613	191,001	154,765	320,751	320,751
TOTAL REQUIREMENTS	\$568,229	\$496,129	\$590,000	\$773,655	\$773,655

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Hydroelectric Power Operating Fund supports the ongoing management of the City's Portland Hydroelectric Project which is located 25 miles east of Portland in the Bull Run Watershed. The power generated from this project is sold locally to the Portland General Electric Company (PGE) thus providing the region with a renewable energy source while at the same time providing the City with an ongoing revenue stream.

The primary funding source for the Hydroelectric Power Operating Fund comes from the power sales revenue that is paid to the City by PGE. The power sales payments to this fund are based on two sub-parts: one to pay for administrative costs; and one that is tied to the actual amount of power that is produced annually by the Project. For FY 1994-95, the administration cost portion is projected to be \$12,000 higher than in FY 1993-94, and the power production portion is projected to be about \$33,000 higher than the FY 1993-94 figure.

As in prior years, the actual payment that this fund receives for the annual power produced will be reduced by the amount of debt service payments that are due from the City to PGE for the Hydroelectric Power Bond money which was used in FY 1985-86 to complete construction of the City's Performing Arts Center. This credit is actually taken by PGE before it pays the City for the power produced and therefore it does not appear in the City's Budget process. In FY 1993-94, the City refinanced the bond issue that this credit is tied to, and was thereby able to reduce this annual credit from \$251,926 to the current amount of \$197,745. With the other related effects of the bond refinancing accounted for, it is expected that the power production portion of the annual power sales payments will be increased by approximately \$25,000 in each of the next 17 years.

For the first time since FY 1986-87, the Hydroelectric Power Operating Fund is in a position to not only absorb the annual Performing Arts Center credit, but also be able to make an additional cash transfer of \$75,000 in profits to the General Fund. The three primary factors that make this possible are: 1) Careful management of the Fund's resources over the past few years which has allowed an adequate contingency to be built up; 2) The FY 1993-94 bond refinancing work as noted above; and 3) A March, 1993 change in the weather pattern that significantly increased the Bull Run River streamflows and allowed the Project's annual power generation for Contract Year 1992-93 to end up being 29% higher than budgeted.

The overall FY 1994-95 Budget for the Hydroelectric Power Operating Fund, including contingencies and the proposed transfer to General Fund, is \$773,655. When those two factors are taken into consideration, the expenditure side of the FY 1994-95 Budget is a little under 4% higher than the FY 1993-94 Revised Budget.

HYDROPOWER RENEWAL & REPLACEMENT FUND (635)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Power Sales</i>	\$0	\$0	\$0	\$0	\$0
<i>Interest - Other</i>	367,188	214,861	295,600	247,000	247,000
Total External Revenues	367,188	214,861	295,600	247,000	247,000
Beginning Fund Balance	6,319,173	6,335,185	6,517,800	6,568,200	6,568,200
TOTAL RESOURCES	\$6,686,361	\$6,550,046	\$6,813,400	\$6,815,200	\$6,815,200
REQUIREMENTS					
Contingency					
<i>General Operating Contingency</i>	0	0	6,723,400	6,765,200	6,765,200
Cash Transfers to Other Funds					
<i>Hydroelectric Power Operating</i>	9,698	0	50,000	50,000	50,000
<i>Hydropower Bond Redemption</i>	341,478	157,521	40,000	0	0
Total Cash Transfers	351,176	157,521	90,000	50,000	50,000
Ending Balance/Reserves					
<i>Unappropriated Ending Balance</i>	6,335,185	6,392,525	0	0	0
TOTAL REQUIREMENTS	\$6,686,361	\$6,550,046	\$6,813,400	\$6,815,200	\$6,815,200

The Hydroelectric Power Renewal & Replacement Fund is a sinking fund for the Portland Hydroelectric Project providing resources for the repair and replacement of major pieces of equipment and/or property which become damaged or simply wear out. This fund is required by the Portland Hydroelectric Project Power Sales Agreement between the City and Portland General Electric (PGE) and is administered by the independent trustee for the City's Hydroelectric Power Revenue Bonds. The resources in this fund are comprised of past payments of power sales revenue from PGE and a portion of the original proceeds from the 1979 and 1980 Hydroelectric Power Revenue Bond issues.

The total value of the assets in this fund currently meet the adjusted reserve requirement called for in the Portland Hydroelectric Project's Power Sales Agreement with PGE and as such, no additional power sales payments are expected to be required from PGE during FY 1994-95.

On the requirements side, the annual cash transfer from this fund to the Hydropower Bond Redemption Fund has continued to decrease over the last three years. This annual transfer serves to maintain an adjusted upper limit on the total value of assets held in this fund, as dictated by the Power Sales Agreement. With available reinvestment interest rates continuing to drop lower while the construction cost index that adjusts the upper limit of the fund continues to rise, the amount of excess value that is available for transfer has dropped to the point where the the FY 1994-95 transfer is projected at \$0.

HYDROPOWER BOND REDEMPTION FUND (354)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>RESOURCES</u>					
External Revenues					
<i>Miscellaneous Revenues</i>					
Power Sales	\$3,407,316	\$3,976,896	\$3,808,600	\$3,558,000	\$3,558,000
Interest - Other	386,742	201,501	267,000	165,000	165,000
Total External Revenues	3,794,058	4,178,397	4,075,600	3,723,000	3,723,000
Cash Transfers from Other Funds					
<i>Hydro Renewal & Replacement</i>					
	341,478	157,521	40,000	0	0
Total Cash Transfers	341,478	157,521	40,000	0	0
Beginning Fund Balance	6,476,423	5,653,316	6,143,000	3,677,400	3,677,400
TOTAL RESOURCES	\$10,611,959	\$9,989,234	\$10,258,600	\$7,400,400	\$7,400,400
<u>REQUIREMENTS</u>					
Debt Service					
<i>Principal</i>					
	815,000	895,000	1,866,000	1,040,000	1,040,000
<i>Interest</i>					
	4,143,643	3,240,836	3,171,076	2,638,980	2,638,980
Total Debt Service	4,958,643	4,135,836	5,037,076	3,678,980	3,678,980
Ending Balance/Reserves					
<i>Unexpendable Reserve</i>					
	5,653,316	5,853,398	4,200,701	2,886,000	2,886,000
<i>Reserve for Future Years</i>					
	0	0	1,020,823	835,420	835,420
	5,653,316	5,853,398	5,221,524	3,721,420	3,721,420
TOTAL REQUIREMENTS	\$10,611,959	\$9,989,234	\$10,258,600	\$7,400,400	\$7,400,400

This fund pays principal and interest on revenue bonds that were issued in 1979 and 1980 to finance the construction of the Portland Hydroelectric Project's facilities located in the Bull Run Watershed. This debt service is paid for from the proceeds of sales of electricity to Portland General Electric.

Throughout the spring and summer of 1993, interest rates on new municipal bond issues continued to drop to a level well below the interest rates on the City's two existing Hydropower Bond issues. The City's Debt Management Section undertook a feasibility analysis regarding the possible refinancing of those existing bonds and determined that it would be both feasible and favorable to refinance the 1980 Series Hydropower Bonds. In FY 1993-94, the 1980 Series Bonds, with an interest rate of 10%, were refinanced with a new 1993 Bond Series which was issued with no debt service reserve requirement and at a true interest rate of 6.45%. The FY 1993-94 Second Supplemental Budget Process will make the required budget adjustments to provide for this refinancing activity.

The effects of this bond refinancing are seen in the FY 1994-95 Budget as lower debt service due, lower power sales revenue to pay for the debt service due, a lower Unexpendable Reserve because the 1993 Bonds have no reserve requirement, and a lower Beginning Fund Balance due to the use of the 1980 Series Debt Service Reserve account assets to call 1980 Series Bonds, thus reducing the size of the new bond issue.

The FY 1993-94 Budget provided for an additional \$900,000 call of 1979 Series Bonds using residual bond proceeds in the Fund's surplus account. This call also served to reduce the FY 1994-95 Beginning Fund Balance.

HYDROPOWER BOND REDEMPTION FUND (354)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to finance construction of hydroelectric generating facilities at Bull Run. The debt service is paid from the proceeds of sales of electricity to Portland General Electric. These schedules show the remaining payments for principal and interest that the City owes to holders of bonds issued in different years. In 1993 the City refunded the Hydroelectric Power Revenue Bonds, Series 1980, taking advantage of low interest rates. The projected debt service savings over the life of the issue will be approximately \$1.6 million. This schedule shows the remaining payments for principal and interest.

Bond Title	Amount Issued	Date Issued	Payment Due	Interest Rate	Principal Outstanding	Maturity FY 94-95	Interest FY 94-95
Series 1979	\$38,000,000	06/01/79	10/01/94	6.500%	\$650,000	\$650,000	\$21,125
			10/01/95	6.500%	675,000		43,875
			10/01/96	6.500%	725,000		47,125
			10/01/97	6.500%	775,000		50,375
			10/01/98	6.500%	825,000		53,625
			10/01/99	6.600%	900,000		59,400
			10/01/00	6.600%	950,000		62,700
			10/01/01	6.700%	1,000,000		67,000
			10/01/02	6.750%	1,075,000		72,563
			10/01/03	6.800%	1,150,000		78,200
			10/01/04	6.800%	1,225,000		83,300
			10/01/16	7.000%	22,300,000		1,561,000
Series 1993	\$7,980,000	08/01/93	10/01/94	3.800%	390,000	390,000	7,410
			10/01/95	4.300%	470,000		20,210
			10/01/96	4.800%	495,000		23,760
			10/01/97	5.100%	520,000		26,520
			10/01/98	5.400%	545,000		29,430
			10/01/99	5.700%	575,000		32,775
			10/01/00	5.900%	610,000		35,990
			10/01/01	6.100%	635,000		38,735
			10/01/02	6.200%	675,000		41,850
			10/01/03	6.300%	705,000		44,415
			10/01/04	6.400%	745,000		47,680
			10/01/05	6.400%	790,000		50,560
			10/01/06	6.500%	825,000		53,625
					7,980,000	390,000	452,960
TOTAL Hydropower Bond Redemption Fund (cash basis)					\$40,230,000	\$1,040,000	\$2,653,248

INTEREST ACCRUALS:

TOTAL Hydropower Bond Interest Due FY 94-95 (cash basis)	\$2,653,248
Interest to be Paid in FY 94-95 but Accrued to FY 93-95	(670,446)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	656,178
Net Interest Accrual	(14,268)
TOTAL Interest Appropriation for FY 94-95	\$2,638,980

REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$505,073	\$553,245	\$517,710	\$571,260	\$571,260
External Materials & Svcs.	1,576,883	806,041	2,133,239	679,007	718,807
Internal Materials & Svcs.	379,222	368,715	529,126	543,633	543,633
Minor Capital Outlay	16,412	17,770	6,000	3,000	3,000
Cash Transfers-Equipment	0	8,469	0	0	0
Total Operating Budget	\$2,477,590	\$1,754,240	\$3,186,075	\$1,796,900	\$1,836,700
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$2,477,590	\$1,754,240	\$3,186,075	\$1,796,900	\$1,836,700
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead			\$3,186,075	\$1,796,900	\$1,836,700
Authorized Full-Time Positions					
Total	11	10	9	10	10
Gen. Fund Discretionary	0	0	0	0	0
SOURCE OF FUNDING					
Refuse Disposal Fund (157)		\$1,754,240	\$3,186,075	\$1,796,900	\$1,836,700
Types of General Fund Resources:					
Discretionary General Fund		0	0	0	0
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenue		0	0	0	0
Interagency Services		0	0	0	0
Bureau Program Revenue		0	0	0	0
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		0	0	0	0
Total General Fund Resources		\$0	\$0	\$0	\$0
<p>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose. Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</p>					
PROGRAMS					
Solid Waste Management		\$771,285	N/A	N/A	N/A
Positions		6	N/A	N/A	N/A
Recycling Services		982,955	N/A	N/A	N/A
Positions		4	N/A	N/A	N/A
Residential Franchise		N/A	2,581,583	995,567	1,035,367
Positions		N/A	6	7	7
Multifamily and Commercial		N/A	604,492	774,222	774,222
Positions		N/A	3	3	3
Hazardous Waste		N/A	0	27,111	27,111
Positions		N/A	0	0	0
TOTAL PROGRAMS		\$1,754,240	\$3,186,075	\$1,796,900	\$1,836,700
Positions		10	9	10	10

REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

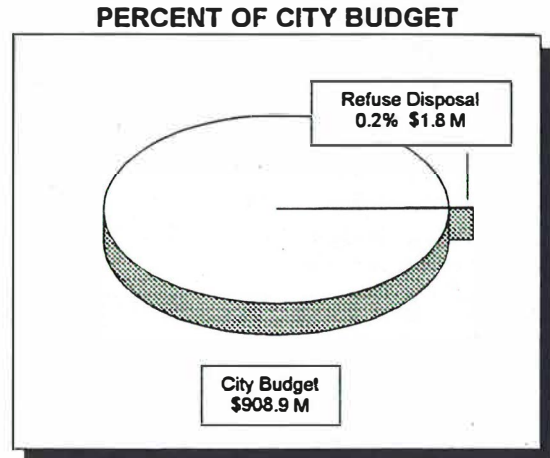
GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Refuse Disposal programs are part of the Bureau of Environmental Services, although much smaller than the sewer system that comprises the bulk of the Bureau's staff and budget. The Solid Waste & Recycling Division oversees the collection of solid waste and recyclable materials from residential and commercial sources within the Portland Urban Services Boundary. The program's goal is to reduce the amount of solid waste generated and disposed by undertaking aggressive source reduction and recycling activities. As of Fall, 1993, the Solid Waste and Recycling Division no longer included the funds and expenditures for hazardous waste remediation sites.

Portland's residential franchise system was put in place in 1992 to support cost-effective provision of weekly, curbside recycling collection as required under State law. Recycling program participation increased from 39% to over 70% monthly at the onset of the program, and has continued to increase to its current 75% level. The amount of materials being collected and recycled has more than doubled since the program began.

The FY 1994-95 Adopted Budget provides for the continuation of residential programs such as customer information services, field inspection and enforcement, recycling education, efforts to curb illegal dumping, franchise system management, and program development. The add packages approved provide for enhanced residential programs, increasing the diversion of large bulky waste, and brings current multifamily and commercial programs back up to current funding levels. The Multifamily and Commercial program oversees solid waste collection by permitted commercial haulers and has responsibility for related recycling programs. The City also operates a program which provides recycling systems to multifamily complexes and provides technical assistance and managerial training to building owners and managers through a continuing joint program with the Energy Office. Monies are included in the budget to maintain the multifamily program at a reasonable level. In addition, anticipated grant revenues from Metro will allow the City to fund this program at its current level. The total funding level, including grants, should be enough to substantially complete the City's efforts in providing recycling shelters to multifamily complexes citywide.

Development of a strategic plan to increase recycling in the whole commercial sector, including multifamily, has been underway since February 1993. Continuing commercial waste reduction efforts are supported in the target budget to ensure compliance with State and Regional program mandates and for educational efforts in commercial sectors with the highest potential for waste reduction. These efforts include completion of a commercial recycling strategic plan, completion of a cost model for use in evaluating different recycling alternatives, increased commercial outreach and education, and program development and implementation.



SUMMARY OF BUREAU EXPENSES

REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

<i>Full-Time Positions</i>	<i>General Fund Discretionary</i>	<i>Total Cost</i>
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BUDGET DECISIONS FOR 1995-96

Decision Packages for 1995-96 (in constant 1994-95 dollars):

- ◆ Currently, there are no substantial program changes expected for the Refuse Disposal Fund. However, staff is studying options for increasing recycling participation in the commercial sector. Budget effects are not known at this time. Recommendations for changes to the existing commercial solid waste/recycling services will be brought to City Council in late Spring 1994.

Total 1995-96 Decision Packages (in constant 1994-95 dollars):

Total 1994-95 Budget

Total 1995-96 Budget (in constant 1994-95 dollars):

0	\$0	\$0
10	\$0	\$1,836,700
10	0	\$1,836,700

Other Budget Decisions for 1995-96:

- ◆ Decreasing Revenues: revenues are based on tons disposed and increases in recycling causes decreases in revenues.
- ◆ Grant Funds from METRO may Decrease: grants include challenge grant for waste reduction activities, multifamily container grant, and neighborhood cleanup.
- ◆ Shifting of Program Focus: Decreasing program development in Residential and increased program development in Commercial. The Multifamily program will be reducing efforts significantly after July 1995.

DESCRIPTION OF PROGRAMS

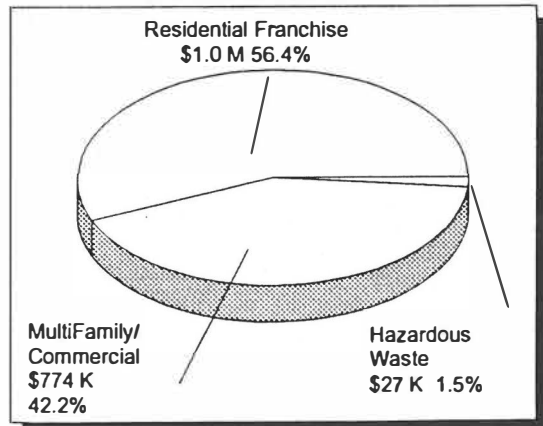
Residential Franchise:

In this program, the Bureau monitors the franchised solid waste haulers serving single-family homes or 2-, 3-, or 4-family units. It also promotes recycling and waste reduction by overseeing the curbside recycling collection system. The Bureau receives 5% of the residential haulers' gross local revenues as a franchise fee, which supports this program.

Multifamily/Commercial:

The multifamily and commercial solid waste hauling market is not regulated with franchises or price control, but the Bureau does exercise some limited oversight over the commercial and multifamily activities of the haulers. The haulers pay a permit fee for their commercial activity, which supports this program.

PROGRAM EXPENSES



REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

DESCRIPTION OF PROGRAMS (continued)

Hazardous Waste Management:

This program consists of developing pollution prevention programs for specific businesses. The pollution prevention program develops educational material for businesses on proper management of hazardous and solid wastes.

PERFORMANCE TRENDS

Note: Information on performance trends, management objectives, and performance measures for the Refuse Disposal program is included with the Bureau of Environmental Services budget pages.

REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
RESIDENTIAL PROGRAM				
Curbside Recycling Use:				
- monthly participation	74%	75%	75%	75%
- set-outs/customer/month	2.2	2.1	2.3	2.3
Tons Of Recyclables Collected Curbside				
- weekly recyclables	29,600	33,000	35,250	35,250
- yard debris	6,206	10,000	18,450	18,450
- total	35,806	43,000	53,700	53,700
Pounds of Recyclables/customer/year diverted:				
- weekly recyclables	485	536	558	558
- yard debris	102	163	300	300
- total	578	699	858	858
Percent Material Diverted from Residential Wastestream				
- curbside program	28%	34%	37%	37%
Percent Material Diverted from Total Wastestream				
- curbside program	6.5%	7%	9%	9%
New Garbage Subscriptions	n/a	1,500	3,690	3,690
% Customer Sign-up for Garbage	86%	87%	90%	90%
Neighborhood Cleanups - Tons Collected	364	800	550	550
COMMERCIAL/MULTIFAMILY PROGRAM				
Depot Projects Supported - tons subsidized	4,800	4,800	4,800	4,800
Multifamily How-to Workshops - attendance	256	400	320	320
<u>WORKLOAD MEASURES</u>				
RESIDENTIAL PROGRAM				
Franchises and Recycling Districts Managed	69	63	62	62
Franchisee Inspections Conducted	67	61	60	60
Informational Pieces Designed	4	4	5	5
Informational Pieces Distributed	550,000	550,000	625,000	625,000
Curbside Hotline Phone Calls Recieved	n/a	n/a	26,000	26,000
Neighborhood Outreach - homes visited	n/a	5,000	5,000	5,000
Neighborhood Cleanups - # events supported	32	16	13	13
COMMERCIAL/MULTIFAMILY PROGRAM				
Permitees overseen	90	84	88	88
General Recycling Information Pieces Designed	0	6	4	4
General Recycling Information Pieces Distributed	0	38,000	45,000	45,000
Waste Reduction Workshops Conducted	0	6	2	2
Articles Submitted for Publication in Newsletters	0	0	5	5
Depot Projects Supported	3	3	3	3
Multifamily Sites set up with Recycling Systems	250	350	244	244
Multifamily Newsletters Published	0	4	4	4
Multifamily Newsletters Distributed	0	10,000	6,900	6,900
Multifamily How-to Workshops Conducted	11	12	8	8

REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$361,781	\$397,810	\$373,337	\$411,270	\$411,270
512000 Part-Time/Limited-Term	15,102	11,613	20,628	4,000	4,000
514000 Overtime	179	2,381	0	0	0
515000 Premium Pay	439	405	0	0	0
517000 Benefits	127,572	141,036	123,745	155,990	155,990
Total Personal Services	\$505,073	\$553,245	\$517,710	\$571,260	\$571,260
521000 Professional Services	\$421,695	\$496,958	\$197,000	\$339,996	\$349,996
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	80,629	52,437	48,350	51,350	51,350
531000 Office Supplies	1,787	1,251	1,350	1,750	1,750
532000 Operating Supplies	27,624	24,081	900	1,500	1,500
533000 Repair & Maint. Supplies	0	0	1,100	1,100	1,100
534000 Minor Equipment	997,746	153,240	176,239	268,011	297,811
535000 Clothing	0	0	0	0	0
539000 Other Commodities	340	277	0	0	0
541000 Education	4,900	4,247	3,600	4,000	4,000
542000 Local Travel	23	164	300	500	500
543000 Out-of-Town Travel	3,735	4,849	4,400	5,200	5,200
544000 External Rent	6,137	120	0	0	0
546000 Refunds	12,502	18,694	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	19,765	49,723	1,700,000	5,600	5,600
Subtotal External Materials & Services	\$1,576,883	\$806,041	\$2,133,239	\$679,007	\$718,807
551000 Fleet Services	\$524	\$131	\$5,423	\$3,010	\$3,010
552000 Printing/Distribution	77,465	50,250	87,465	98,072	98,072
553000 Facilities Services	0	0	27,842	28,832	28,832
554000 Communications	3,487	9,539	9,214	7,586	7,586
555000 Data Processing	0	0	0	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	297,746	308,795	399,182	406,133	406,133
Subtotal Internal Materials & Services	\$379,222	\$368,715	\$529,126	\$543,633	\$543,633
Total Materials & Services	\$1,956,105	\$1,174,756	\$2,662,365	\$1,222,640	\$1,262,440
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	6,450	0	0	0
564000 Equipment	16,412	11,320	6,000	3,000	3,000
Total Capital Outlay	\$16,412	\$17,770	\$6,000	\$3,000	\$3,000
573000 Cash Transfers-Equipment	\$0	\$8,469	\$0	\$0	\$0
Total Bureau Expenses	\$2,477,590	\$1,754,240	\$3,186,075	\$1,796,900	\$1,836,700

REFUSE DISPOSAL, BUREAU OF ENVIRONMENTAL SERVICES (155)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
1831	Solid Waste Director	1	1	0	0	0	0	0	0
3359	Public Works Project Manager	0	0	1	55,782	1	58,396	1	58,396
3359	Senior Project Coordinator	0	1	0	0	0	0	0	0
3231	Senior City Planner	0	0	1	39,755	1	43,222	1	43,222
3229	City Planner	1	1	0	0	0	0	0	0
3163	Engineering Associate B	0	0	0	0	0	0	0	0
3133	Project Coordinator	0	0	0	0	0	0	0	0
3109	Technician III	3	2	2	94,760	1	48,087	1	48,087
2210	Field Representative	2	2	2	61,434	2	64,728	2	64,728
	827 Management Analyst	1	0	0	0	0	0	0	0
7492	Community Relations Coordinator	0	0	2	95,777	2	99,640	2	99,640
	809 Urban Svcs Public Involvement Coord	2	2	0	0	0	0	0	0
	968 Program Manager I	0	0	0	0	1	51,219	1	51,219
	220 Secretary Clerk I	0	0	0	0	1	19,398	1	19,398
	114 Clerical Specialist	1	1	1	25,829	1	26,580	1	26,580
TOTAL FULL-TIME POSITIONS		11	10	9	373,337	10	411,270	10	411,270

REFUSE DISPOSAL FUND (157)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Permits & Licenses					
Public Utility Licenses	\$137,559	\$1,195,796	\$1,310,826	\$1,279,947	\$1,279,947
Other Licenses - Commerci	960	688,587	641,455	909,246	909,246
	138,519	1,884,383	1,952,281	2,189,193	2,189,193
Service Charges					
Public Utility/Works Charge	1,383,610	520,688	0	0	0
Rents & Reimbursements	120,000	509,302	5,600	5,600	5,600
Recycling Bin Charge	0	0	0	100,200	0
	1,503,610	1,029,990	5,600	105,800	5,600
Miscellaneous Revenues					
Local Cost Sharing	11,454	0	0	0	0
Fines and Forfeitures	0	0	0	3,000	3,000
Interest on Investments	90,858	72,598	65,000	26,314	26,314
Other Miscellaneous	23,641	15,324	34,000	45,000	85,000
	125,953	87,922	99,000	74,314	114,314
Total External Revenue	1,768,082	3,002,295	2,056,881	2,369,307	2,309,107
Interfund Cash Transfers					
Federal and State Grants	870,902	265,690	0	0	0
Sewer System Operating	0	0	37,050	0	0
	870,902	265,690	37,050	0	0
Interfund Service Reimbursements					
Housing & Community Devel	12,502	14,363	15,000	15,000	15,000
	12,502	14,363	15,000	15,000	15,000
Beginning Fund Balance	1,299,783	1,303,769	2,670,775	420,260	420,260
TOTAL RESOURCES	\$3,951,269	\$4,586,117	\$4,779,706	\$2,804,567	\$2,744,367

REQUIREMENTS

Bureau Expenses

Personal Services	\$505,073	\$553,245	\$517,710	\$571,260	\$571,260
External Materials & Svcs	1,576,883	806,041	2,133,239	679,007	718,807
Internal Materials & Svcs					
General Fund	30,000	37,589	57,600	60,161	60,161
Sewer System Operating	67,276	53,868	53,802	58,192	58,192
Transportation	0	11,516	0	0	0
Buildings	200,470	205,822	287,780	287,780	287,780
Facilities Services	0	0	27,842	28,832	28,832
Fleet Services	524	131	5,423	3,010	3,010
Communications Services	3,487	9,539	9,214	7,586	7,586
Printing/Distribution Service	77,465	50,250	87,465	98,072	98,072
	379,222	368,715	529,126	543,633	543,633

REFUSE DISPOSAL FUND (157)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Capital Outlay</i>	16,412	17,770	6,000	3,000	3,000
<i>Equipment Cash Transfers</i>					
<i>Fleet Services</i>	0	8,469	0	0	0
	0	8,469	0	0	0
Total Bureau Expenses	2,477,590	1,754,240	3,186,075	1,796,900	1,836,700
Fund Requirements					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	0	0	932,603	659,526	559,526
<i>Compensation Adjust.</i>	0	0	22,175	20,531	20,531
	0	0	954,778	680,057	580,057
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	0	0	0	0
	0	0	0	0	0
<i>Interfund Cash Transfers</i>					
<i>General-Overhead</i>	\$58,118	\$63,538	84,353	145,010	145,010
<i>General-Bus. License Offse</i>	45,260	55,000	37,000	50,000	50,000
<i>Communications Svcs</i>	0	500	0	0	0
<i>Environmental Remediation</i>	0	0	390,000	0	0
<i>Health Insurance</i>		3,391	0	0	0
<i>Sewer System Operating</i>	66,532	123,601	127,500	132,600	132,600
	169,910	246,030	638,853	327,610	327,610
<i>Inventory Account Increases</i>	0	0	0	0	0
<i>Ending Balance/Reserves</i>	1,303,769	2,585,847	0	0	0
Total Fund Requirements	1,473,679	2,831,877	1,593,631	1,007,667	907,667
TOTAL REQUIREMENTS	\$3,951,269	\$4,586,117	\$4,779,706	\$2,804,567	\$2,744,367

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The purpose of the Refuse Disposal Fund is to account for the expenses and revenues associated with the City's oversight of solid waste collection activities in Portland as well as efforts to reduce the amount of solid waste through recycling and waste reduction. The fund is managed by the Bureau of Environmental Services. Historically, the fund was used to receive rental income from the Metropolitan Service District (Metro) for the city-owned St. Johns Landfill. However, the St. Johns Landfill closed in January 1991 and the responsibility for the site has passed to Metro through intergovernmental agreement.

Metro now receives the material from local garbage haulers in a transfer station and then trucks it to landfills in Eastern Oregon. The 1994-95 budget includes a shift of the Marathon remediation effort into the Environmental Remediation Fund.

REFUSE DISPOSAL FUND (157)

Service Area: Public Utilities

Commissioner-in-Charge: Mike Lindberg

FUND SUMMARY

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR (continued)

Besides the closure of the St. Johns Landfill, the other major change in recent years to the Refuse Disposal Fund has been the February 3, 1992 implementation of franchises for residential garbage haulers, accompanied by weekly curbside recycling. For the Refuse Disposal Fund, this has meant a change in the primary source of revenue. Whereas in the past the fund received the rent for the St. Johns Landfill and a tonnage fee from the haulers dedicated to recycling programs, now the fund receives a franchise fee from the residential haulers amounting to 5% of their gross local revenue and commercial tonnage fee. Residents of the city pay a monthly fee for collection and recycling services. The current weekly service rate for a 32-gallon can is \$17.60 per month. For FY 1994-95, the rates will not change.

In prior years, the "Public Works/Utility Charges" revenue included a hazardous waste site remediation surcharge for the clean-up of the Guilds Lake site in NW Portland, which was formerly a municipal incinerator and landfill. As of Fall FY 1993-94, the activity related to hazardous waste and site remediation is in the Environmental Remediation Fund.

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
Personal Services	\$20,048,649	\$21,231,227	\$22,699,535	\$23,424,531	\$23,424,531
External Materials & Svcs.	5,680,633	6,274,745	8,043,708	7,445,804	7,478,804
Internal Materials & Svcs.	5,862,362	6,643,776	6,910,757	6,687,693	6,692,438
Minor Capital Outlay	556,249	598,832	653,062	911,140	911,140
Cash Transfers-Equipment	301,165	277,207	93,000	459,731	459,731
Total Operating Budget	\$32,449,058	\$35,025,787	\$38,400,062	\$38,928,899	\$38,966,644
Capital Improvements	11,759,523	14,360,401	11,600,700	14,843,350	14,843,350
TOTAL BUREAU EXPENSES	\$44,208,581	\$49,386,188	\$50,000,762	\$53,772,249	\$53,809,994
Allocated Overhead Costs	1,583,731	1,730,883	1,661,549	1,829,960	1,829,960
Total Cost with Allocated Overhead		\$51,117,071	\$51,662,311	\$55,602,209	\$55,639,954

Authorized Full-Time Positions

Total	494	507	509	500	500
Gen. Fund Discretionary	0	0	0	0	0

PROGRAMS

Administration	\$2,740,751	\$2,832,420	\$2,550,126	\$2,550,126
Positions	11	11	11	11
Finance & Support Svcs	4,006,335	4,303,538	4,556,775	4,594,520
Positions	42	43	42	42
Customer Services	3,952,034	4,405,816	6,383,871	5,383,871
Positions	69	70	68	68
Distribution	24,444,809	24,495,712	26,653,484	27,653,484
Positions	286	286	283	283
Supply	6,471,869	9,211,572	10,531,078	10,531,078
Positions	70	70	70	70
Water Quality	7,770,390	4,751,704	3,096,915	3,096,915
Positions	29	29	26	26
TOTAL PROGRAMS	\$49,386,188	\$50,000,762	\$53,772,249	\$53,809,994
Positions	507	509	500	500

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Water Works is responsible for construction, maintenance, and operation of the municipal water system. The Bureau ensures the system provides sufficient quantities of high quality water to satisfy the existing and future needs of the community. Altogether, over 747,000 persons (approximately one-third of the State of Oregon's population) are served by the Water Bureau.

The Water Bureau's staffing level over a 20-year period has increased by only 3%, although its service area has grown by one-third and the number of retail customers has increased by 16,500 (primarily through annexations). During this period, the Bureau has also been required to expand programs in water quality, watershed management, and conservation while maintaining current levels of service in all programs through operational efficiencies. Efficiencies undertaken by the Bureau include: return-to-work programs, automation and computerization, organizational development, and institution of a joint labor / management process to identify productivity and contracting opportunities.

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Water Bureau's FY 1994-95 budget is \$53,809,994, which is 5.9% of the total City budget. The budget consists of an operating budget of \$39,006,644 and a Capital Improvement Program CIP of \$14,843,350. This total reflects a \$3,809,232 increase from the FY 1993-94 Revised Budget, primarily due to a \$3,242,650 increase in the CIP.

The Water Bureau's budget was developed in an environment of increasing cost resulting from an expanded customer base (retail customer accounts currently number more than 153,000), expanded requirements for water quality, watershed management, supply planning and conservation programs. At the same time, increased price sensitivity and the success of the conservation program has resulted in declining water sales. To maintain current levels of service in this rising-cost-falling-revenues environment, the Bureau has revised its capital financing program and implemented operational efficiencies such as return-to-work programs, automation and computerization, and organizational development. A joint labor/management process identifies productivity and contracting improvements.

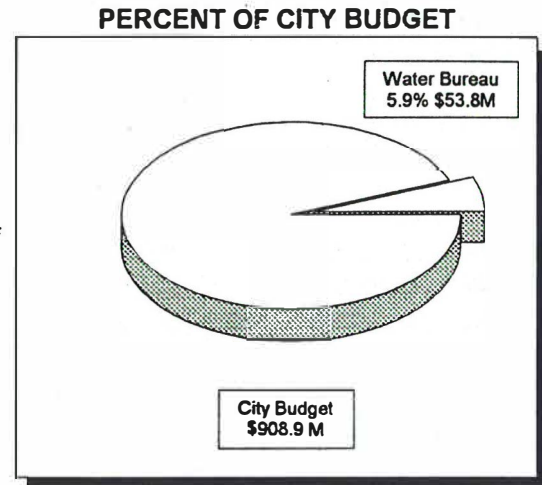
12 positions were abolished due to operational efficiencies, and 3 new positions (Secretarial Clerk I and 2 Storekeepers) were added to create a combined Water/Parks stores operation. Costs will be 98% reimbursed by Parks and Recreation.

The Water Bureau's budget maintains its current service level, with the following service highlights:

- * Low Income - the Bureau has prepared an analysis and proposal to address City Council's direction regarding low-income rate relief. This program is expected to assist 10,000 customers and will be implemented on January 1, 1995.
- * On-going Conservation programs.
- * Increased operation of the wellfield from 30 to 40 million gallons per day for 120 days.
- * Continued development of an enhanced Customer Billing and Information System.
- * Relocation of water facilities for the West Side Light Rail Projects - with all costs reimbursed by Tri-Met.
- * Regional Water Supply Plan, Phase 2. This study is funded jointly by the City and 27 regional suppliers to develop phased strategies for meeting the region's future water supply needs.
- * Corrosion Control Regulatory Compliance project which includes monitoring and study of improvement alternatives in order to comply with new regulations for copper and lead.

The water rates applicable for the Adopted Budget are effected by the following:

- * The primary increase is a result in an approximate 10.2% retail demand loss.
- * The Bureau addressed this demand loss by changing their capital financing procedure and identifying approximately \$1,000,000 in operating efficiencies.
- * City Council reduced approximately \$1,150,000 in decision packages and increased the discount factor for materials and services. The combination of these two actions resulted in approximately \$1,700,000 in rate reductions from the original request.



BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

With the introduction of year round increasing block pricing, approximately 75% of the City's retail water customers will realize rate increases of less than 0.5% in FY 1994-95. The typical (800 cubic feet) residential customer's monthly water bill will only increase \$.05 - from \$10.98 to \$11.03. Consistent with the two year Budget process, retail water rate increases have also been approved for FY 1995-96. Water bill increases for FY 1995-96 will average 6.5%. Rate increases through the year 2000 are expected to average just over 6 percent. Starting Jan. 1, 1995, qualified low income customers will receive a discount on their monthly water bill of \$1.25, and \$1.35 for FYs 1994-95 and 1995-96 respectively (does not include BES share). The Water Bureau is also making "Budget (monthly) Billing" available to all customers sometime in early FY 1994-95.

DESCRIPTION OF PROGRAMS

The Bureau of Water Works budget request is divided into six programs: Administration, Finance, Customer Services, Distribution, Supply, and Water Quality.

Administration

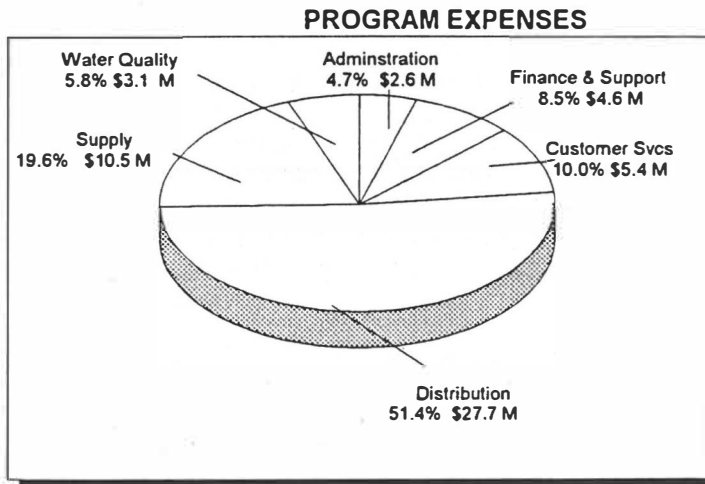
The Administration Program is 4.7% of the Bureau's budget, which encompasses the activities of the Administrator's Office. This office provides liaison with the Commissioner-in-charge, City Council, water districts, and water-related State and Federal agencies. The Administrator's Office is responsible for overall planning, leadership, direction, and operation of the Bureau. This office manages public information and public involvement, organization development, training and education, long-range and strategic planning, and community relations.

Finance and Support Services

The Finance and Support Services Program is 8.5% of the Bureau's budget and includes work of the two sections within the Finance and Support Services Group: a) the Administrative Services section performs personnel, accounting, budgetary, and financial planning and monitoring activities for the Bureau; also included in this program is the Information Services section of Customer Services which is responsible for information system development and operation for the Bureau including designing, programming, testing, implementing, operating and maintaining all data processing systems; and b) the Office Support section performs word processing, telephone, and clerical support for the Bureau.

Customer Services

The Customer Services Program is 10.0% of the Bureau's budget and includes two sections within the Customer Services Group: a) the Meter Reading and Inspection section, which performs all field activity for the group, including regularly scheduled meter reading, delinquent account notification, and leak repair notification; and b) the Customer Accounts section which is responsible for all billing, collecting, reporting, resolving complaints, and addressing customer inquiries about water and sewer fees charged by the City. FY 1994-95 marks the second year of this Program as it was determined that the functions of this Group should be given "cabinet status" due to the Bureau's emphasis on providing customer services.



BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

Finance and Support Services

The Finance and Support Services Program is 8.5% of the Bureau's budget and includes work of the two sections within the Finance and Support Services Group: a) the Administrative Services section performs personnel, accounting, budgetary, and financial planning and monitoring activities for the Bureau; also included in this program is the Information Services section of Customer Services which is responsible for information system development and operation for the Bureau including designing, programming, testing, implementing, operating and maintaining all data processing systems; and b) the Office Support section performs word processing, telephone, and clerical support for the Bureau.

Customer Services

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Distribution

The Distribution Program is 51.4% of the Bureau's budget and consists of the activities of the Maintenance Group and the Engineering Services Group. The Maintenance Group is responsible for the operation and maintenance of the distribution system including direct services and related support for mains, control valves, services, meters, fire hydrants, drinking fountains, decorative fountains, and grounds maintenance. This Group also has responsibility for installing new facilities including: mains, services, meters, hydrants, fountains and CIP work at the direction of Engineering Services. The Engineering Services Group is responsible for CIP planning and implementation, legislative and urban services, customer liaison, and designing, drafting, surveying, inspecting and keeping records on improvements to the distribution system.

Supply

The Supply Program is 19.6% of the Bureau's budget and includes the work of the Supply section within the Water System Operations Group. This section is responsible for the operation and maintenance of all facilities in the Bull Run watershed and the Columbia South Shore wellfield, the conduits that carry the water to the City, terminal storage reservoirs, tanks, pumping units, water chlorination facilities, pressure regulators, and the new Water Control Center. Planning and implementing the preventive maintenance program for the water supply system physical plant is accomplished by this section.

Water Quality

The Water Quality Program is 5.8% of the Bureau's budget and comprises the efforts of the balance of the Water System Operations Group which includes four sections: a) Administration is responsible for addressing legislative and regulatory issues, public information on water quality issues and conservation; b) the Laboratory Services section performs collection and analytical testing of water samples; c) the Resource Protection section is responsible for watershed and groundwater resource management and coordination with Federal and State agencies; and d) the Distribution System Protection and Treatment section assures compliance with water quality regulation and investigates customer water quality complaints.

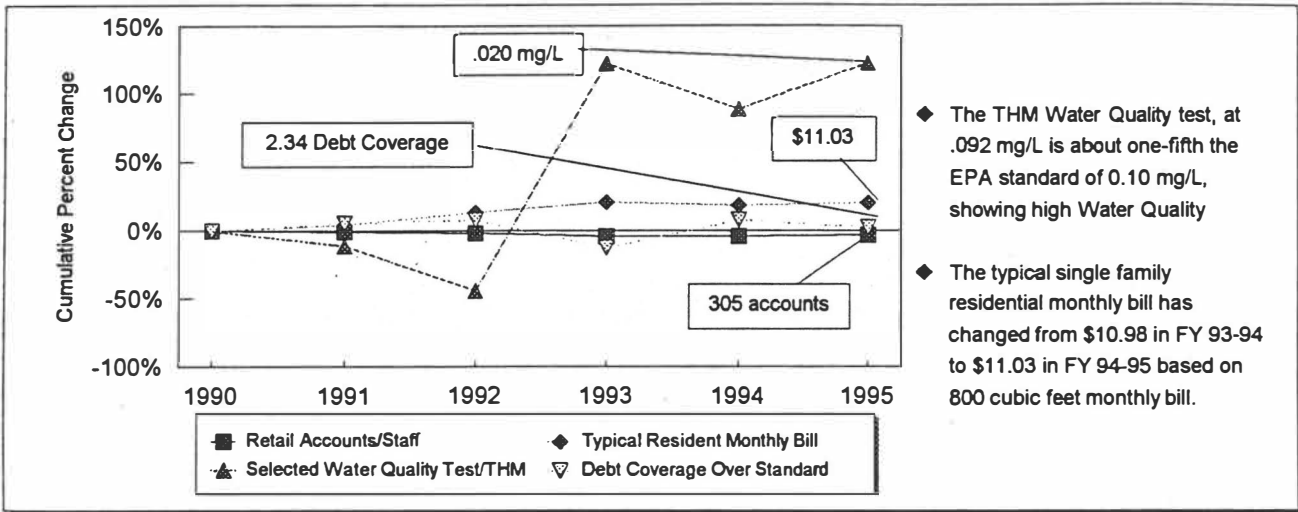
BUREAU OF WATER WORKS (180)

Service Area: Utilities

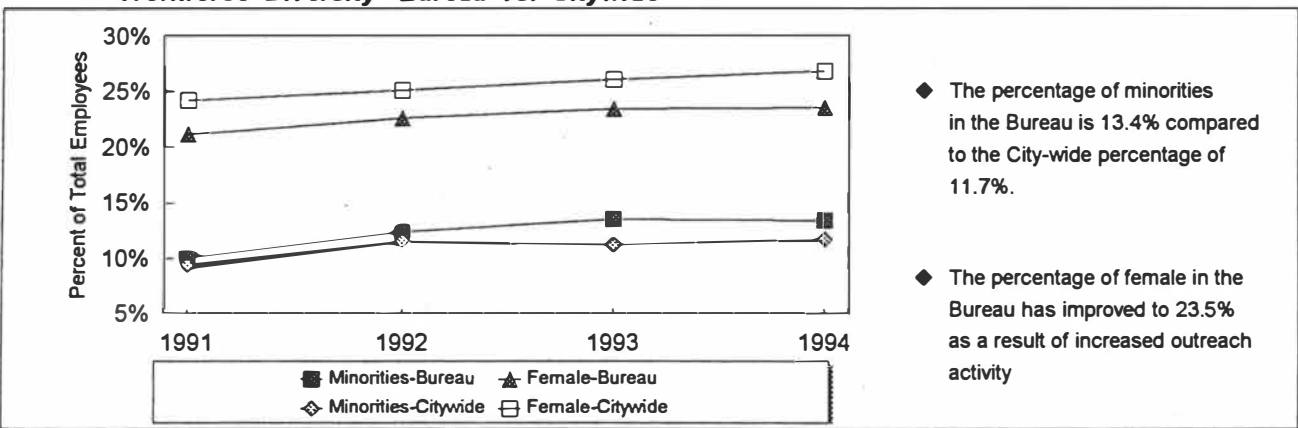
Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

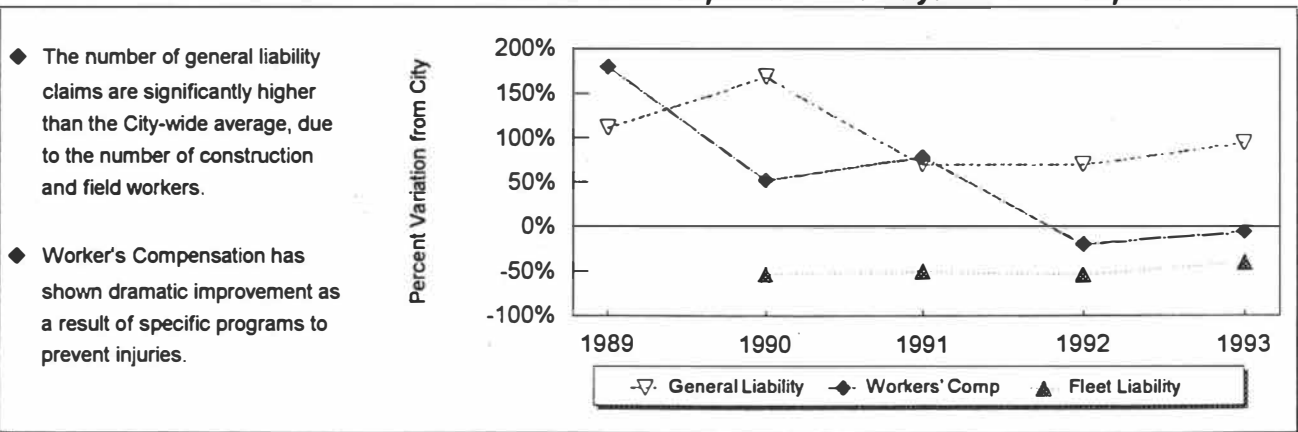
Performance Trends



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

A. Objectives FY 1994-95 and FY 1995-96

- 1 Actively pursue women and minority employment through implementation of an Affirmative Action program including outreach activities, job fair participation, joint recruitment opportunities, intern and youth employment activities during FY 1994-95 and FY 1995-96.
- 2 Actively pursue water conservation through implementation of the Water Conservation program including promotion of water-wise landscaping techniques, conducting water use evaluations for residential and non-residential customers, and issuing rebates for purchase of efficient washing machines during FY 1994-95 and FY 1995-96.
- 3 Actively pursue long range regional water supply planning through completion of Regional Water Supply Plan Phase 2 during FY 1994-95, and initiate implementation of the supply study during FY 1995-96.
- 4 Successfully develop and implement a plan for installation of a new Customer Billing and Information System (CBIS) during FY 1994-95 and FY 1995-96.
- 5 Continue to develop a collaborative Labor/Management process which addresses operational and contracting issues to assure efficient service provision during FY 1994-95 and FY 1995-96.
- 6 Continue implementation of the Bureau's Organization Development/Organization Analysis program including introductory and intermediate training, group development work, work process analysis, and group strategic planning during FY 1994-95 and FY 1995-96.

BUREAU MANAGEMENT OBJECTIVES

B. Ongoing Objectives FY 1994-95 and FY 1995-96

- 1 Satisfactorily address legal and regulatory water issues at the local, state and federal levels as they arise during FY 1994-95 and FY 1995-96.
- 2 Actively pursue and resolve environmental issues constraining use of the wellfield including the recovery of damages from responsible parties during FY 1994-95 and FY 1995-96.
- 3 Successfully implement the Bureau's capital improvement program during FY 1994-95 and FY 1995-96.

MAJOR BUDGET NOTES

PUBLIC INVOLVEMENT FUNCTIONAL ANALYSIS. The Bureaus of Water and Environmental Services are directed to assess and analyze, from both an organizational and a customer perspective, their public information and involvement functions and programs.

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Percentage of time that U.S. EPA and State water quality standards are met.	100%	100%	100%	100%
Percentage of time water delivered meets customer demand for water at standard levels of water pressure.	100%	100%	100%	100%
Percentage of time in which standard levels of water pressure (between 20 to 100 pounds) are maintained at a point of delivery to the customer.	99%	99%	99%	99%
Percentage of customers with unplanned water disruptions resolved within 24 hours during FY 1994-95.	100%	100%	100%	100%
Percentage of out-of-service fire hydrants returned to service within 5 working days.	79%	90%	90%	90%
Percentage of customers rating water services as satisfactory or better (per S.E.A. Auditors report).	100%	100%	100%	100%
<u>EFFICIENCY MEASURES</u>				
Operating cost per capita (per S.E.A. Auditor's report).	\$46.00	\$51.89	\$53.00	\$53.11
<u>WORKLOAD MEASURES</u>				
Percent of Capital Improvement Plan implemented.	82%	90%	85%	85%
Percentage of affirmative action personnel appointments, in skilled craft (44% plan) and service/maintenance worker classes (50% plan).	--	33%/50%	44%/50%	44%/50%
Debt Service Coverage	2.00	2.47	2.34	2.34
Number of multi-year financial plans prepared.	2	2	2	2
Rate ordinance approved by City Council.	1	1	1	1
Percent variance of Water Fund ending balance with Financial Plan estimate.	6%	5%	5%	5%

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
<u>WORKLOAD MEASURES</u>				
Percent of meters read as scheduled.	99.5%	99%	99%	99%
Percent of accounts billed within two working days of meter reading.	98%	98%	98%	98%
Percent of active accounts collected within 50 days of billing.	98%	98%	98%	98%
Percent of system emergency sites reached within 30 minutes.	100%	100%	100%	100%
Percent of time that three days of average water demand is available in storages.	100%	100%	100%	100%

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$15,476,636	\$16,635,160	\$18,037,389	\$18,393,469	\$18,393,469
512000 Part-Time/Limited-Term	315,339	342,708	361,672	304,235	304,235
514000 Overtime	483,414	663,718	492,165	522,751	522,751
515000 Premium Pay	117,988	91,429	106,552	90,224	90,224
517000 Benefits	6,313,895	6,500,124	7,133,727	7,531,018	7,531,018
Total Personal Services	\$22,707,272	\$24,233,139	\$26,131,505	\$26,841,697	\$26,841,697
521000 Professional Services	\$1,852,754	\$2,729,868	\$4,611,659	\$4,647,552	\$4,647,552
522000 Utilities	1,007,104	1,429,592	1,276,500	1,901,800	1,901,800
523000 Equipment Rental	45,206	1,653	75,610	98,300	56,300
524000 Repair & Maintenance	319,260	382,556	430,690	455,805	455,805
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	721,033	551,337	995,218	444,312	444,312
531000 Office Supplies	83,037	70,796	81,495	92,500	92,500
532000 Operating Supplies	763,926	741,187	977,694	940,175	940,175
533000 Repair & Maint. Supplies	2,256,214	2,536,793	2,363,383	2,684,779	2,684,779
534000 Minor Equipment	203,091	281,240	255,144	269,250	269,250
535000 Clothing	59,864	50,058	80,025	75,910	75,910
539000 Other Commodities	23,956	18,393	59,490	18,200	18,200
541000 Education	107,016	139,690	189,983	231,117	231,117
542000 Local Travel	11,037	9,843	23,525	9,275	9,275
543000 Out-of-Town Travel	75,920	96,451	144,337	140,800	140,800
544000 External Rent	74,742	75,919	81,000	31,700	31,700
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	(25,836)	214,841	342,235	171,090	246,090
Subtotal External Materials & Services	\$7,578,324	\$9,330,217	\$11,987,988	\$12,212,565	\$12,245,565
551000 Fleet Services	\$1,807,442	\$1,995,236	\$2,094,921	\$2,178,092	\$2,178,092
552000 Printing/Distribution	550,207	624,090	710,223	757,725	757,725
553000 Facilities Services	600,358	660,186	607,505	643,489	643,489
554000 Communications	411,440	493,017	538,069	558,177	558,177
555000 Data Processing	981,575	948,243	898,336	903,561	903,561
556000 Insurance	1,003,832	1,298,592	1,276,532	914,205	914,205
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	1,234,240	1,497,171	1,656,871	1,736,502	1,741,247
Subtotal Internal Materials & Services	\$6,589,094	\$7,516,535	\$7,782,457	\$7,691,751	\$7,696,496
Total Materials & Services	\$14,167,418	\$16,846,752	\$19,770,445	\$19,904,316	\$19,942,061
561000 Land	\$44,128	\$257,279	\$115,500	\$110,750	\$110,750
562000 Buildings	987,530	4,514,007	133,500	714,827	714,827
563000 Improvements	5,376,840	2,647,314	2,934,350	4,609,588	4,609,588
564000 Equipment	614,847	610,490	671,062	1,131,340	1,131,340
Total Capital Outlay	\$7,023,345	\$8,029,090	\$3,854,412	\$6,566,505	\$6,566,505
573000 Cash Transfers-Equipment	\$310,546	\$277,207	\$244,400	\$459,731	\$459,731
Total Bureau Expenses	\$44,208,581	\$49,386,188	\$50,000,762	\$53,772,249	\$53,809,994

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.		No.		No.	
1744	Water Bureau Director	1	1	1	\$76,872	1	82,920	1	82,920
0114	Clerical Specialist	12	10	8	202,352	10	247,787	10	247,787
[0124]	Support Service Supervisor	1	1	0	0	0	0	0	0
0115	Supervising Clerk	1	1	1	27,833	1	28,647	1	28,647
0116	Office Manager I	2	2	2	62,786	2	63,287	2	63,287
0131	Cust Acct Specialist I	23	25	26	683,767	27	744,529	27	744,529
0132	Cust Acct Specialist II	4	4	5	147,204	4	121,188	4	121,188
0140	Data Entry Clerk	2	3	3	67,906	3	71,598	3	71,598
0220	Secretarial Clerk I	6	6	6	131,428	5	119,330	5	119,330
0221	Secretarial Clerk II	3	3	3	72,642	2	47,862	2	47,862
0222	Secretarial Assistant	1	1	1	27,040	0	0	0	0
0315	Service Dispatcher	2	2	2	56,668	2	58,338	2	58,338
0345	Word Processing Operator I	1	1	1	25,599	0	0	0	0
0410	Storekeeper	3	3	3	91,517	5	157,020	5	157,020
0411	Stores Supervisor I	1	1	1	34,034	1	36,018	1	36,018
0413	Stores System Manager	1	1	1	46,959	1	48,630	1	48,630
0510	Accounting Assistant	2	2	1	25,829	1	30,151	1	30,151
0514	Associate Accountant	3	3	3	86,585	3	90,849	3	90,849
0515	Sr Accountant	2	2	2	72,287	2	74,416	2	74,416
[0133]	Customer Accounts Supervisor	4	4	0	0	0	0	0	0
0530	Accounting Supervisor I	0	0	5	201,155	5	217,009	5	217,009
[0517]	Utilities Accountant	3	3	0	0	0	0	0	0
0531	Accounting Supervisor II	0	0	2	89,654	2	101,373	2	101,373
0610	Human Resources Analyst	0	0	1	42,386	0	0	0	0
[0827]	Mgmt Analyst	1	1	0	0	0	0	0	0
0612	Sr. Human Resources Anly	0	0	1	40,716	0	0	0	0
[0650]	Train/Devel Officer	1	1	0	0	0	0	0	0
0614	Human Resources Coordinator	0	0	1	46,040	1	49,653	1	49,653
0816	Sr Admin Spec [Admin Analyst Tech]	1	2	1	27,294	1	41,175	1	41,175
[1760]	Water Op Sched Spec	2	2	0	0	0	0	0	0
0819	Admin Assistant	0	0	4	146,015	5	189,520	5	189,520
[0826]	Asst Mgmt Analyst	3	3	0	0	0	0	0	0
0826	Asst. Fin. Analyst [0950]	1	0	1	33,859	2	72,335	2	72,335
[0827]	Mgmt Analyst	1	1	0	0	0	0	0	0
0827	Financial Analyst [0829]	1	2	2	75,704	3	121,262	3	121,262
[0828]	Sr. Mgmt. Analyst	1	1	0	0	0	0	0	0
[0833]	Sr. Fin. Anaylst	3	3	0	0	0	0	0	0
0828	Sr. Fin. Analyst [0833]	0	1	6	278,940	5	244,914	5	244,914
[0368]	Data Entry Coordinator	1	1	0	0	0	0	0	0
0920	Admin. Supervisor I	0	0	1	34,556	1	34,368	1	34,368
[0117]	Office Manager II	1	1	0	0	0	0	0	0
0922	Admin. Supervisor II	0	0	1	37,765	1	40,767	1	40,767
[0548]	Admin Serv Director	1	1	0	0	0	0	0	0
[1716]	Customer Accounts Manager	1	1	0	0	0	0	0	0
0928	Bureau Admin. Manager	0	0	2	110,184	2	112,063	2	112,063
0943	Economist II	1	1	1	52,250	2	109,206	2	109,206
[0826]	Asst Mgmt Analyst	1	1	0	0	0	0	0	0
0962	Asst Program Special	0	0	2	72,262	0	0	0	0
0964	Program Specialist	0	1	3	112,855	4	155,760	4	155,760
[0852]	Loss Control Officer	1	1	0	0	0	0	0	0
[0827]	Mgmt Analyst	1	1	0	0	0	0	0	0
0968	Program Manager I	0	0	2	92,744	2	97,938	2	97,938
[0828]	Sr. Mgmt. Analyst	1	1	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		102	106	106	3,433,688	106	3,609,913	106	3,609,913

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		102	106	106	3,433,688	106	3,609,913	106	3,609,913
[0833]	Sr. Fin. Analyst	1	1	0	0	0	0	0	0
[0847]	Community Serv Director	1	1	0	0	0	0	0	0
[1765]	Water Op Sched Coordinator	1	1	0	0	0	0	0	0
0970	Program Manager II	0	0	4	181,492	3	146,986	3	146,986
[1747]	Water Serv Officer	1	1	0	0	0	0	0	0
0972	Program Manager III	0	0	1	59,508	1	64,185	1	64,185
[1708]	Asst Sr Wtr Serv Insp	1	1	0	0	0	0	0	0
1052	Asst Trades Supervisor	0	0	1	33,294	0	0	0	0
[1422]	Carpenter Foreman	1	1	0	0	0	0	0	0
[1515]	Welder Foreman	1	1	0	0	0	0	0	0
[1712]	Sr Water Serv Insp	1	1	0	0	0	0	0	0
1054	Trades Supervisor	0	0	3	122,864	2	89,381	2	89,381
1115	Bldg Maint Mechanic	1	1	1	34,577	1	35,600	1	35,600
[1734]	Water Op Foreman	1	1	0	0	0	0	0	0
1134	Sr. Fac. & Maint. Supervisor	0	0	1	42,857	1	46,249	1	46,249
1212	Water Wks Helper	19	19	18	497,402	18	499,884	18	499,884
1218	Utility Worker	74	74	74	2,160,820	71	2,130,409	71	2,130,409
1223	Sr Utility Worker	1	1	1	30,631	1	31,529	1	31,529
1283	Water Svc Mech Apprentice	7	7	7	231,514	7	225,567	7	225,567
1311	Auto Equip Oper II	14	14	14	428,833	14	441,406	14	441,406
1313	Auto Equip Oper III	1	1	1	32,280	1	31,529	1	31,529
1315	Constr Equip Oper I	1	1	1	32,552	1	33,512	1	33,512
1316	Constr Equip Oper II	15	15	15	514,901	14	494,606	14	494,606
1410	Concrete Finisher	2	2	2	69,155	2	71,200	2	71,200
1420	Carpenter	6	6	6	207,464	6	213,600	6	213,600
1439	Ld Water Oper Paint	1	1	1	35,392	1	36,436	1	36,436
1442	Water Oper Painter	3	3	3	100,976	3	103,920	3	103,920
1453	Electrician	4	4	4	157,686	4	162,280	4	162,280
[1457]	Supervisor Electrician	0	0	0	0	0	0	0	0
1455	Electrical Supervisor	1	1	1	46,667	1	50,357	1	50,357
1513	Welder	2	2	2	69,155	2	71,200	2	71,200
1524	General Mechanic	2	2	2	69,155	2	71,200	2	71,200
1532	Auto Mechanic	1	1	1	34,577	1	35,600	1	35,600
1709	Backflow Prog Coordinator	1	1	1	36,476	1	41,990	1	41,990
1710	Water Meter Reader	14	14	14	385,865	14	397,264	14	397,264
1711	Water Serv Inspector	9	9	9	280,402	9	289,206	9	289,206
1713	Water Quality Inspector	5	6	6	212,834	6	239,485	6	239,485
1718	Water Meter Technician	3	3	3	94,581	3	97,782	3	97,782
1720	Water Serv Mechanic	52	52	52	1,798,094	52	1,851,200	52	1,851,200
1721	Lead Meter Mechanic	1	1	1	36,310	1	37,375	1	37,375
1748	Wtr Hdwks Pipe Inspector	1	1	1	36,310	1	37,375	1	37,375
1750	Headworks Operator	8	8	8	276,618	8	283,375	8	283,375
1770	Operating Engineer	5	9	9	311,196	9	320,400	9	320,400
1771	Lead Operating Eng	11	7	7	254,172	7	261,625	7	261,625
[1734]	Water Op Foreman	14	14	0	0	0	0	0	0
[1952]	Asst Chief Oper Engineer	1	1	0	0	0	0	0	0
1950	Public Works Supervisor	0	0	15	664,467	15	678,636	15	678,636
[1737]	Water Oper Manager	5	5	0	0	0	0	0	0
[1772]	Chief Op Engineer	1	1	0	0	0	0	0	0
1952	Public Works Manager	0	0	6	318,542	6	337,024	6	337,024
[1738]	Water Op Director	1	1	0	0	0	0	0	0
[1742]	Business Oper Supervisor	1	1	0	0	0	0	0	0
1956	Sr. Pw Manager	0	0	2	130,020	2	139,312	2	139,312
TOTAL FULL-TIME POSITIONS		399	404	404	13,463,326	397	13,708,598	397	13,708,598

BUREAU OF WATER WORKS (180)

Service Area: Utilities

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		399	404	404	13,463,326	397	13,708,598	397	13,708,598
[1749]	Wrt Res Project Mgr	1	1	0	0	0	0	0	0
[3177]	Water Eng Supervisor	1	1	0	0	0	0	0	0
2010	Env. Services Manager	0	0	2	120,206	2	129,686	2	129,686
2034	Laboratory Manager [1775]	1	1	1	50,183	1	54,135	1	54,135
2502	Computer Assistant	0	0	1	26,706	2	54,031	2	54,031
2514	Data Proc. Ops. Supv [0371]	1	1	1	41,551	1	44,829	1	44,829
2532	Programmer Analyst [0372]	2	2	2	80,006	2	75,178	2	75,178
2534	Sr. Programmer Analyst [0373]	4	4	5	239,765	5	255,061	5	255,061
2540	MIS Support Technician	0	0	1	34,078	1	36,752	1	36,752
[0379]	Assist MISAnalyst	2	2	0	0	0	0	0	0
2542	MIS Support Analyst	0	0	3	105,621	3	113,984	3	113,984
[0380]	MIS Analyst	1	1	0	0	0	0	0	0
2544	Senior MIS Support Analyst	0	0	1	38,294	1	41,301	1	41,301
[0383]	Principal Program Analyst	3	3	0	0	0	0	0	0
2546	Info. Systems Supervisor	0	0	3	154,265	2	104,448	2	104,448
[0385]	Systems Manager	1	1	0	0	0	0	0	0
3107	Technician I	3	3	3	93,522	3	89,250	3	89,250
3108	Technician II	19	21	21	761,803	18	666,771	18	666,771
3109	Technician III	0	0	0	0	1	46,232	1	46,232
3120	Surveying Aide I	1	1	0	0	0	0	0	0
3121	Surveying Aide II	0	0	1	28,773	1	29,608	1	29,608
3122	Surveyor I	3	3	3	104,201	3	101,571	3	101,571
3123	Surveyor II	1	1	2	70,806	2	81,306	2	81,306
3124	Surveying Supervisor [Surveyor III]	1	1	1	44,380	1	47,888	1	47,888
3132	Cadd Manager [Cheif Draft Spec]	1	1	1	43,744	1	52,263	1	52,263
3150	Public Wks Insp I	2	2	2	79,313	2	82,810	2	82,810
3151	Public Wks Insp II	1	1	1	44,955	1	46,270	1	46,270
3153	Engineering Assoc	1	2	2	80,334	1	40,251	1	40,251
[3168]	Water Ctr Center Supervisor	1	1	0	0	0	0	0	0
3163	Sr Engineering Assoc	13	15	14	655,176	15	736,770	15	736,770
3164	Engineer	3	3	3	149,613	3	155,326	3	155,326
3165	Engnrg Surveying Manager	1	1	1	55,735	1	59,738	1	59,738
[3180]	Water Utility Engineer	1	1	0	0	0	0	0	0
3166	Senior Engineer	2	2	3	167,452	3	177,212	3	177,212
[3177]	Water Eng Supervisor	3	4	0	0	0	0	0	0
3167	Supv Engineer	0	0	4	242,793	4	251,480	4	251,480
3169	Principal Engineer	4	4	4	244,366	5	333,300	5	333,300
[0975]	Deputy Director	1	1	0	0	0	0	0	0
[1738]	Water Op Director	1	1	0	0	0	0	0	0
3171	Chief Engineer	0	0	2	138,237	1	73,310	1	73,310
[3175]	Chief Eng Water Bureau	1	1	0	0	0	0	0	0
3172	Ch. Eng. - Water Bureau	0	0	1	69,826	1	73,310	1	73,310
[1780]	Wtrshd Hydrologist	1	1	0	0	0	0	0	0
3194	Environmental Specialist	0	1	2	87,220	2	96,685	2	96,685
3217	Right Of Way Agent	0	1	1	41,293	1	42,177	1	42,177
3236	Chief Planner [Wtr Planning Coord]	1	1	1	55,004	1	59,355	1	59,355
3260	Instrument Technician	2	2	2	78,843	2	81,140	2	81,140
3261	Lead Instrument Technician	1	1	1	41,363	1	42,574	1	42,574
3280	Water Lab Technician	5	5	5	159,773	5	164,452	5	164,452
3284	Water Micro Biologist	1	1	1	39,609	1	40,779	1	40,779
3285	Water Analytical Chemist	1	1	1	39,609	1	40,779	1	40,779
4113	Gardener	2	2	2	65,647	2	62,859	2	62,859
TOTAL FULL-TIME POSITIONS		494	507	509	18,037,389	500	18,393,469	500	18,393,469

WATER OPERATING FUND (153)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
Revenues					
<i>Public Utility Charges</i>					
<i>Water Sales</i>	\$48,646,122	\$40,432,152	\$48,218,903	\$46,842,020	\$46,916,967
<i>New Services</i>	878,644	998,368	900,000	900,000	900,000
<i>Mains/Capital Contrib.</i>	474,145	372,393	680,000	700,000	700,000
<i>Misc. Water Charges</i>	1,224,514	242,429	530,584	531,387	531,387
<i>Damage Collections</i>	63,549	59,446	28,803	38,000	38,000
	<u>\$51,286,974</u>	<u>\$42,104,788</u>	<u>\$50,358,290</u>	<u>\$49,011,407</u>	<u>\$49,086,354</u>
<i>Rents and Reimbursements</i>	68,435	70,988	53,118	53,118	53,118
	<u>\$51,355,409</u>	<u>\$42,175,776</u>	<u>\$50,411,408</u>	<u>\$49,064,525</u>	<u>\$49,139,472</u>
<i>Local Cost Sharing</i>					
<i>Washco Supply O&M</i>	16,482	10,620	11,681	12,113	12,113
<i>Project Revenue</i>	0	355,440	103,943	358,000	358,000
	<u>\$16,482</u>	<u>\$366,060</u>	<u>\$115,624</u>	<u>\$370,113</u>	<u>\$370,113</u>
<i>Stock & Non-Stock Sales</i>	454,310	19,283	8,925	8,925	8,925
<i>Hydropower Sales</i>	0	81,325	74,300	74,300	74,300
<i>Employee/Other Refunds</i>	12,310	30,129	3,570	3,570	3,570
<i>Interest on Investments</i>	827,661	509,157	216,000	229,872	229,872
<i>Miscellaneous Other</i>	88,021	13,941	0	0	0
	<u>\$1,382,302</u>	<u>\$653,835</u>	<u>\$302,795</u>	<u>\$316,667</u>	<u>\$316,667</u>
Total Revenues	\$52,754,193	\$43,195,671	\$50,829,827	\$49,751,305	\$49,826,252
<i>Service Reimbursements</i>					
<i>General Fund</i>	105,554	13,067	18,500	134,150	134,150
<i>Facilities</i>	3,286	12	3,600	5,000	5,000
<i>Hydropower</i>	72,507	58,182	72,000	76,255	76,255
<i>Environmental Services</i>	1,566,021	2,148,147	2,387,989	3,017,950	3,017,950
<i>Transportation</i>	69,898	109,523	87,500	47,140	47,140
<i>Fleet Management</i>	68,293	64,386	75,600	79,075	79,075
<i>LID</i>	196,469	124,752	0	0	0
<i>Other Interagency</i>	2,267	13,033	0	1,175	1,175
	<u>\$2,084,295</u>	<u>\$2,531,102</u>	<u>\$2,645,189</u>	<u>\$3,360,745</u>	<u>\$3,360,745</u>
<i>Cash Transfers from Other Funds</i>					
<i>Transfers - Federal</i>	545,937	1,186,857	2,080,000	1,076,700	1,076,700
<i>Transfers - Water Construction</i>	16,635,217	18,600,000	17,110,978	22,151,904	22,151,904
	<u>\$17,181,154</u>	<u>\$19,786,857</u>	<u>\$19,190,978</u>	<u>\$23,228,604</u>	<u>\$23,228,604</u>
Beginning Fund Balance	\$8,424,977	\$15,836,565	\$9,000,000	\$9,578,000	\$9,578,000
TOTAL RESOURCES	\$80,444,619	\$81,350,195	\$81,665,994	\$85,918,654	\$85,993,601

WATER OPERATING FUND (153)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
REQUIREMENTS					
<i>Personal Services</i>	\$22,707,272	\$24,233,139	\$26,131,505	\$26,841,697	\$26,841,697
<i>External Materials/Services</i>	7,578,324	9,330,217	11,987,988	12,212,565	12,245,565
<i>Internal Materials/Services</i>					
<i>Fleet Services</i>	1,807,442	1,995,234	2,094,921	2,178,092	2,178,092
<i>Printing/Distribution</i>	550,207	624,092	710,223	757,725	757,725
<i>Facilities Services</i>	600,358	660,185	607,505	643,489	643,489
<i>Communications</i>	411,440	493,017	538,069	558,177	558,177
<i>Data Processing</i>	981,575	948,244	898,336	903,561	903,561
<i>Insurance & Claims</i>	1,003,832	1,298,592	1,276,532	914,205	914,205
<i>Other Funds</i>	1,234,240	1,497,171	1,656,871	1,736,502	1,741,247
	6,589,094	7,516,535	7,782,457	7,691,751	7,696,496
<i>Capital Outlay</i>	7,023,345	8,029,090	3,854,412	6,566,505	6,566,505
<i>Equipment Cash Transfers</i>	310,546	277,207	244,400	459,731	459,731
Total AU 180 Requirements	\$44,208,581	\$49,386,188	\$50,000,762	\$53,772,249	\$53,809,994
Fund Requirements					
<i>Utility Franchise Fee</i>	2,681,928	2,697,170	3,000,491	2,913,791	2,922,288
<i>General Fund Overhead</i>	1,583,731	1,730,883	1,661,549	1,829,960	1,829,960
<i>Water Bond Sinking</i>	6,598,321	7,478,447	8,371,426	9,040,225	9,128,376
<i>Water Construction</i>	9,514,437	10,092,439	11,932,739	11,387,476	11,387,476
<i>Washco Sinking</i>	54,529	134,581	143,335	131,870	128,035
<i>Parks</i>	0	28,890	0	0	0
<i>Communication Services</i>	0	108,500	65,000	0	0
<i>Health Insurance</i>	0	141,674	0	0	0
<i>Fleet Management</i>	0	45,464	0	0	0
	\$20,432,946	\$22,458,048	\$25,174,540	\$25,303,322	\$25,396,135
<i>Inventory Increase</i>	(33,473)	(6,077)	40,000	40,000	40,000
Total Bureau Expenses	\$64,608,054	\$71,838,159	\$75,215,302	\$79,115,571	\$79,246,129
Contingency					
<i>General Operating Contingency</i>	\$0	\$0	\$6,450,692	\$6,803,083	\$6,747,472
Ending Balance/Reserves	\$15,836,565	\$9,512,036	\$0	\$0	\$0
TOTAL REQUIREMENTS	\$80,444,619	\$81,350,195	\$81,665,994	\$85,918,654	\$85,993,601

The FY 1994-95 budget for the Water Fund is \$86.0 million, which is \$4.3 million more than the FY 1993-94 Revised Budget and supports an operating budget of \$39.0 million; a capital improvement program of \$14.8 million; interfund cash transfer requirements of \$25.4 million; a general operating contingency of \$6.6 million; and a stock inventory increase of \$40 thousand. The increase above FY 1993-94 is primarily due to the increased level of the CIP program.

The FY 1994-95 Water Fund is primarily supported by water sales revenues of \$46.9 million, as well as cash transfers of \$23.2 million, service reimbursements of \$3.4 million, and project revenues of \$.4 million, and miscellaneous revenues of \$2.5 million. The fund has a beginning balance of \$9.6 million.

Water sales revenues are affected by a recent decline in demand due to conservation and consumer price sensitivity. (The typical residential customer's usage has dropped from 900 to 800 cubic feet per month). The Water Bureau is implementing a new inverted block rate structure to encourage continued conservation. The typical single family residential monthly water bill will change slightly, from \$10.98 to \$11.03.

The rate increases forecast for next five years average just over 6.0%. This rate increase projection assumes a 1% decrease in consumption per year. If, due to conservation efforts or other conditions, demand falls below these assumptions, rate adjustments may need to be reviewed.

The Bureau of Water Works Operating Budget is divided into six programs:

The Administration program is \$2.6 million, or 4.7% of the budget. This office is responsible for overall planning, leadership, direction, and operation of the Bureau, and provides liaison with the Commissioner-in-charge, City Council, water districts, and water-related State and Federal agencies.

The Finance & Support program is \$4.6 million, or 8.5% of the budget. This program is composed of three sections: Administrative Services (including personnel, accounting, budgetary, and financial planning and monitoring); Information Services; and Office Support.

The Customer Services program is \$5.4 million, or 10.0% of the budget. This program includes two sections: Meter Reading and Inspection; and Customer Accounts.

The Distribution program is \$27.7 million, or 51.4% of the budget. This program includes the activities of the Maintenance Group and the Engineering Services Group, which are responsible for operation and maintenance of the distribution system, installation of new facilities, and CIP planning and implementation.

The Supply program is \$10.5 million, or 19.6% of the budget. This program includes the work of the Supply section within the Water System Operations Group. This section is responsible for the operation and maintenance of all supply, transmission, and terminal storage facilities, as well as the Water Control Center.

The Water Quality program is \$3.1 million, or 5.8% of the budget. The program includes four sections: Administration (including legislative, regulatory, public information on water quality issues and conservation); Laboratory Services; Resource Protection; and Distribution System Protection and Treatment.

WASHINGTON COUNTY SUPPLY BOND REDEMPTION FUND (356)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
<i>Revenue</i>					
<i>Service Charges & Fees</i>					
<i>Other Distributors</i>	\$1,432,875	\$1,402,160	\$1,416,245	\$1,274,705	\$1,274,705
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	149,099	103,215	89,815	0	0
<i>Transfers from Other Funds-Cash</i>					
<i>Water Operating</i>	54,529	134,581	143,335	128,035	128,035
<i>Beginning Fund Balance</i>	2,299,106	1,822,301	2,248,527	(340,059)	(394,356)
TOTAL RESOURCES	\$3,935,609	\$3,462,257	\$3,897,922	\$1,062,681	\$1,008,384
REQUIREMENTS					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$1,558,308	\$1,063,997	\$1,045,720	\$0	\$0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	555,000	580,000	610,000	650,000	650,000
<i>Interest</i>	0	0	0	613,395	613,219
<i>Ending Fund Balance</i>					
<i>Unappropriated Ending Balance</i>	1,822,301	1,818,260	2,242,202	(200,714)	(254,835)
TOTAL REQUIREMENTS	\$3,935,609	\$3,462,257	\$3,897,922	\$1,062,681	\$1,008,384
EXPENDITURES - AU 595					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$1,558,308	\$1,063,997	\$1,045,720	\$0	\$0
<i>Other Requirements</i>					
<i>5781 Bonded Debt Retirement</i>	555,000	580,000	610,000	650,000	650,000
<i>5788 Interest</i>	0	0	0	613,395	613,219
TOTAL APPROPRIATION	\$2,113,308	\$1,643,997	\$1,655,720	\$1,263,395	\$1,263,219

In 1980 the City issued bonds to construct a supply line over the West Hills to the Wolf Creek Highway Water District and Raleigh Water District. (The Wolf Creek Highway Water District has since merged with the Metzger Water District to form the Tualatin Valley Water District). The City refunded the 1980 construction bonds in November 1986 and again in December 1993 to take advantage of lower interest rates. Over the life of the refunding bonds (1986-2005), these refunding issues will provide combined net present value savings of \$2.9 million to water customers.

In an agreement between the City and its wholesale customers, the cash reserves of the fund were eliminated as part of the December 1993 refunding.

WASHINGTON COUNTY SUPPLY BOND REDEMPTION FUND (356)

General Obligation/Revenue Bonds

DEBT REDEMPTION SCHEDULE

In 1980 the City issued Water Bonds to construct a major water supply line over the West Hills to the Wolf Creek Water District in Washington County. The Wolf Creek District purchases water from the City under a long term contract. In 1993 the City refunded the 1986 refunding bonds to take advantage of lower interest rates. This fund pays principal and interest on the refunding bonds. The projected savings to City water system customers over the life of the issue will be approximately \$1.4 million. This schedule shows the remaining payments for principal and interest that City water customers owe to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1993C	\$15,560,000	11/15/93	08/01/94	2.600%	\$650,000	\$650,000	\$20,241
			08/01/95	3.200%	905,000		34,685
			08/01/96	3.450%	1,030,000		42,559
			08/01/97	3.650%	1,165,000		50,928
			08/01/98	3.850%	1,305,000		60,174
			08/01/99	4.000%	1,455,000		69,704
			08/01/00	4.250%	1,605,000		81,696
			08/01/01	4.250%	1,745,000		88,822
			08/01/02	4.350%	1,820,000		94,820
			08/01/03	4.500%	1,900,000		102,401
			08/01/04	4.500%	1,980,000		106,710
TOTAL Wash. Co. Supply Bond Redemption Fund (cash basis)					\$15,560,000	\$650,000	\$752,740

INTEREST ACCRUALS:

TOTAL Washington County Supply Bond Interest Due FY 94-95 (cash basis)	\$752,740
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(394,356)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	254,835
Net Interest Accrual	(139,521)
TOTAL Interest Appropriation for FY 94-95	\$613,219

WATER BOND SINKING FUND (355)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$269,106	\$85,463	\$65,120	\$0	\$0
<i>Transfers from Other Funds-Cash</i>					
<i>Water Operating</i>	6,598,321	7,478,447	8,371,426	9,044,060	9,128,376
<i>Water Construction</i>	11,196,867	76,109	747,743	517,399	517,399
	17,795,188	7,554,556	9,119,169	9,561,459	9,645,775
<i>Beginning Fund Balance</i>	4,867,255	873,177	1,628,000	(1,074,131)	(1,090,455)
TOTAL RESOURCES	\$22,931,549	\$8,513,196	\$10,812,289	\$8,487,328	\$8,555,320
REQUIREMENTS					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$5,408,706	\$3,830,659	\$4,971,654	\$0	\$0
<i>Miscellaneous</i>	0	21,058	10,000	0	0
	5,408,706	3,851,717	4,981,654	0	0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	16,649,666	3,801,610	5,006,785	5,801,872	5,886,188
<i>Interest</i>	0	0	0	3,665,920	3,664,876
<i>Ending Fund Balance</i>					
<i>Unappropriated Ending Balance</i>	873,177	859,869	823,850	(980,464)	(995,744)
TOTAL REQUIREMENTS	\$22,931,549	\$8,513,196	\$10,812,289	\$8,487,328	\$8,555,320
EXPENDITURES - AU 179					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$5,408,706	\$3,830,659	\$4,971,654	\$0	\$0
<i>5490 Miscellaneous</i>	0	21,058	10,000	0	0
	5,408,706	3,851,717	4,981,654	0	0
<i>Other Requirments</i>					
<i>5781 Bonded Debt Retirement</i>	16,649,666	3,801,610	5,006,785	5,801,872	5,886,188
<i>5788 Interest</i>	0	0	0	3,665,920	3,664,876
TOTAL APPROPRIATION	\$22,058,372	\$7,653,327	\$9,988,439	\$9,467,792	\$9,551,064

This fund pays principal and interest on general obligation and revenue bonds issued to finance improvements to the City's water system. The debt service is paid by charges to customers of the water system. Between February 1993 and February 1994, the City refunded all of its outstanding general obligation debt to take advantage of lower interest rates. Over the life of the refunding bonds (1992-2005), these refundings will provide combined net present value savings of \$4.1 million to City water customers. With the February 1994 refunding, the cash reserves of the fund were eliminated as all issues having cash reserves had been refunded.

WATER BOND SINKING FUND (355)

General Obligation/Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to finance improvements to the City's water system. There are currently eight issues outstanding, plus obligations which the City has assumed through annexations. The debt service is paid by charges to customers of the water system. The bonds are additionally secured by the general taxing authority of the City in the event water system revenue is not sufficient. In 1992, 1993, and 1994, the City refunded the majority of the outstanding Water Bonds to take advantage of lower interest rates. The projected savings to City water system customers over the life of the issue will be approximately \$5.6 million. These schedules show the remaining payments for principal and interest that City water customers owe to holders of bonds issued in different years.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1992	\$10,495,000	02/01/92	10/01/94	4.200%	\$1,755,000	\$1,755,000	\$36,855
			10/01/95	4.600%	2,195,000		100,970
			10/01/96	4.800%	2,560,000		122,880
			10/01/97	5.000%	1,905,000		95,250
					8,415,000	1,755,000	355,955
Series 1993	\$20,070,000	08/01/93	10/01/94	2.500%	955,000	955,000	11,938
			10/01/95	3.200%	855,000		27,360
			10/01/96	3.500%	885,000		30,975
			10/01/97	3.750%	915,000		34,313
			10/01/98	4.000%	955,000		38,200
			10/01/99	4.150%	995,000		41,293
			10/01/00	4.300%	1,040,000		44,720
			10/01/01	4.400%	1,085,000		47,740
			10/01/02	4.400%	1,135,000		49,940
			10/01/03	4.500%	1,185,000		53,325
			10/01/04	4.600%	1,240,000		57,040
			10/01/05	4.700%	1,295,000		60,865
			10/01/06	4.800%	1,360,000		65,280
			10/01/07	4.900%	1,430,000		70,070
10/01/08	5.000%	1,500,000	75,000				
10/01/09	5.100%	1,580,000	80,580				
10/01/10	5.100%	1,660,000	84,660				
					20,070,000	955,000	873,298

WATER BOND SINKING FUND (355) - continued

General Obligation/Revenue Bonds

DEBT REDEMPTION SCHEDULE

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Due</i>	<i>Interest Due</i>	<i>Total</i>
Series 1993B	\$27,950,000	11/15/93	11/01/94	2.600%	\$2,200,000	\$2,200,000	\$28,600
			11/01/95	3.200%	1,740,000		55,680
			11/01/96	3.450%	1,525,000		52,613
			11/01/97	3.650%	1,660,000		60,590
			11/01/98	3.850%	2,360,000		90,860
			11/01/99	4.000%	2,425,000		97,000
			11/01/00	4.250%	2,490,000		105,825
			11/01/01	4.250%	2,560,000		108,800
			11/01/02	4.350%	2,625,000		114,188
			11/01/03	4.500%	2,705,000		121,725
			11/01/04	4.500%	2,785,000		125,325
			11/01/05	4.500%	2,875,000		129,375
					27,950,000	2,200,000	1,090,580
Series 1994A	\$5,140,000	01/15/94	05/01/95	3.500%	890,000	890,000	40,366
			05/01/96	3.500%	490,000		22,224
			05/01/97	3.500%	615,000		27,893
			05/01/98	3.500%	275,000		12,473
			05/01/99	3.600%	460,000		21,459
			05/01/00	3.700%	445,000		21,336
			05/01/01	3.800%	465,000		22,898
			05/01/02	3.875%	480,000		24,103
			05/01/03	4.000%	500,000		25,917
05/01/04	4.000%	520,000	26,955				
					5,140,000	890,000	245,625
TOTAL General Obligation Water Bonds					\$61,575,000	\$5,800,000	\$2,565,457
Series 1993	\$25,000,000	08/01/93	08/01/95	3.250%	\$860,000	\$0	\$27,950
			08/01/96	3.600%	890,000		32,040
			08/01/97	3.900%	925,000		36,075
			08/01/98	4.000%	960,000		38,400
			08/01/99	4.200%	1,000,000		42,000
			08/01/00	4.300%	1,045,000		44,935
			08/01/01	4.400%	1,090,000		47,960
			08/01/02	4.600%	1,140,000		52,440
			08/01/03	4.700%	1,195,000		56,165
			08/01/04	4.750%	1,250,000		59,375
			08/01/05	5.000%	1,315,000		65,750
			08/01/06	5.000%	1,380,000		69,000
			08/01/07	5.100%	1,455,000		74,205
			08/01/08	5.125%	1,530,000		78,413
08/01/09	5.125%	1,610,000	82,513				
08/01/09	5.250%	7,355,000	386,138				
TOTAL Water Revenue Bonds					\$25,000,000	\$0	\$1,193,358

WATER BOND SINKING FUND (355) - continued
General Obligation/Revenue Bonds

DEBT REDEMPTION SCHEDULE

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Due</i>	<i>Interest Due</i>	<i>Total</i>
Limited Tax General Obligation Notes							
1993-94	\$337,265		FY 94-95	Variable	\$67,453	\$67,453	\$3,373
			FY 95-96	Variable	67,453		3,373
			FY 96-97	Variable	67,453		3,373
			FY 97-98	Variable	67,453		3,373
			FY 98-99	Variable	67,453		3,373
TOTAL 1991-92 Limited Tax General Obligation Notes					<u>\$337,265</u>	<u>\$67,453</u>	<u>\$16,863</u>
TOTAL Water Debt Issued by Portland					<u>\$86,912,265</u>	<u>\$5,867,453</u>	<u>\$3,775,678</u>
Debt Assumed through Annexations							
			1994-95		\$1,872	\$1,042	\$2,914
			1995-96		1,681	944	2,625
			1996-97		1,724	852	2,576
			1997-98		1,789	770	2,559
			1998-99		1,853	698	2,551
			1999-00		1,983	620	2,603
			2000-01		2,001	537	2,538
			2001-02		2,087	449	2,536
			2002-03		2,174	355	2,529
			2003-04		2,208	256	2,464
			2004-05		2,244	154	2,398
			2005-06		2,155	51	2,206
TOTAL Water Debt Assumed Through Annexations					<u>\$23,771</u>	<u>\$6,727</u>	<u>\$30,498</u>
TOTAL Water Bond Sinking Fund Principal Outstanding					\$86,936,036		
TOTAL Water Bond Sinking Fund Principal Maturity FY 1994-95					5,869,325		
TOTAL Water Bond Sinking Fund Interest FY 94-95 (cash basis)					3,776,720		
TOTAL Water Bond Sinking Fund Debt Service Due FY 1994-95					<u>\$9,646,045</u>		

INTEREST ACCRUALS:

TOTAL Water Bond Sinking Fund Interest Due FY 94-95 (cash basis)	\$3,776,720
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(1,090,725)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	995,744
Net Interest Accrual	<u>(94,981)</u>
TOTAL Interest Appropriation for FY 94-95	<u>\$3,681,739</u>

WATER CONSTRUCTION FUND (554)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
Revenues					
<i>Public Utility Charges</i>					
System Development Charge	\$462,375	\$712,931	\$825,000	\$625,000	\$625,000
<i>Miscellaneous Revenues</i>					
Sale of Property	0	14,510	0	0	0
Interest	1,101,611	495,761	940,436	662,658	662,658
Bond Sale	10,490,333	0	24,500,000	0	0
	\$11,591,944	\$510,271	\$25,440,436	\$662,658	\$662,658
Total Revenues	\$12,054,319	\$1,223,202	\$26,265,436	\$1,287,658	\$1,287,658
Cash Transfers from Other Funds					
General fund	41,000	0	0	0	0
Water Fund	9,514,437	10,092,440	11,932,739	11,387,476	11,387,476
	\$9,555,437	\$10,092,440	\$11,932,739	\$11,387,476	\$11,387,476
Beginning Fund Balance	\$18,104,375	\$11,882,047	\$4,600,000	\$22,605,227	\$22,605,227
TOTAL RESOURCES	\$39,714,131	\$23,197,689	\$42,798,175	\$35,280,361	\$35,280,361

REQUIREMENTS

Cash Transfers to Other Funds					
Water Fund	\$16,635,217	\$18,600,000	\$17,110,978	\$22,151,904	\$22,151,904
Water Bond Sinking Fund	11,196,867	76,109	747,743	517,399	517,399
	\$27,832,084	\$18,676,109	\$17,858,721	\$22,669,303	\$22,669,303
Contingency					
General Operating Contingency	\$0	\$0	\$2,678,808	\$3,400,395	\$3,400,395
Ending Balance/Reserves	\$11,882,047	\$4,521,580	\$22,260,646	\$9,210,663	\$9,210,663
TOTAL REQUIREMENTS	\$39,714,131	\$23,197,689	\$42,798,175	\$35,280,361	\$35,280,361

The Water Construction Fund supports the Capital Improvement Program projects, base capital expenditures for maintenance and equipment, and the indirect/overhead costs associated with the capital expenditures appropriated within the Water Operating Fund. Once the actual capital expenditures have occurred, the Water Fund is reimbursed through a cash transfer from the Construction Fund. The budget for FY 1994-95 is \$35,280,361. This is less than the prior year because FY 1993-94 included a \$24.5 million bond sale.

The Water Construction Fund budget supports cash transfer requirements of \$22.7 million, a general operating contingency of \$3.4 million and an unappropriated fund balance of \$9.2 million. The \$22.7 million in cash transfers cover \$11.7 million in anticipated CIP costs; \$3.5 million in base capital expenses for services, meters, hydrants, equipment, etc.; \$7.0 million in indirect capitalized costs (interest, overhead, etc.); and \$0.5 million for the Water Bond Sinking Fund.

The Water Construction Fund receives the proceeds from bond sales, the primary funding source for the Capital Improvement Program (CIP). Other sources of revenue include reimbursements from capital expenditures, such as main extensions and service installations, as well as system development charges (SDCs) and proceeds from sale of assets. Also, a portion of the water sales revenues is transferred from the Water Fund to the Construction Fund to finance system replacement.

The Capital Improvement Program for FY 1994-95 totals \$14,843,350 for projects which provide for capitalized maintenance and improvements/expansions to water supply, water distribution and water quality systems. The emphasis of the capital improvement program for FY 1994-95 is on system maintenance and improvements due to the age of the infrastructure, as well as compliance with water treatment regulations.

The Capital Improvement Program (CIP) budget of \$14,843,350. Major projects include:

- Mains Improvements	4,560,000
- Customer Billing and Information System	1,000,000
- West Side Light Rail	810,000
- Wellfield Remediation	760,000
- Finish Downstairs of Water Control Center	625,000
- Oregon Dept of Transportation Relocations	625,000
- Regional Supply Plan Study Phase 2	615,000
- Corrosion Control Regulation Compliance	300,000
- Corrosion Control External	150,000
- Automatic Meter Reading	272,600

Detailed information on all FY 1994-95, and 1995-96 CIP projects is contained in the Bureau's Ten-Year CIP document. Following is a brief description of some of the most significant projects:

- New Customer Billing and Information System

The CIP budget includes \$1,000,000 in FY 1994-95 for a system vendor to be selected and hardware and software customization to begin. (An additional \$1,000,000 is in the Bureau of Environmental Service's CIP.) Project Costs of \$540,000 and \$440,000 are budgeted in FYs 1995-96 and 1996-97, respectively, to convert the current system to the new application.

- West Side Light Rail Project

The CIP budget contains \$810,000 for Bureau costs during the second year of adjusting existing water facilities along the West Side Light Rail route. Another \$400,000 is anticipated in FY 1995-96 to complete the project. The majority of project costs are planned to be reimbursed by Tri-Met.

- Regional Water Supply Plan, Phase 2

The CIP includes \$615,000 to complete this Plan which will provide phased implementation strategies for meeting the region's future water supply needs to the year 2050. This study is jointly funded by various purveyors of the region based upon projected growth in peak day demand. The budget includes Bureau costs at \$257,000 and outside purveyor payments of \$358,000.

- Corrosion Control Regulatory Compliance

This CIP project includes the monitoring and study of improvement alternatives that will be required to comply with new regulations for copper and lead. Study of corrosion control alternatives is scheduled for FY 1993-94 and depending on the results of the study, the Bureau will design and implement treatment procedures and follow-up monitoring. Pre-design and design of corrosion control measures will be performed in FY 1994-95 (budgeted at \$300,000), with construction scheduled for FY 1995-96 (\$2,200,000) and FY 1996-97 (\$500,000). The annual operating cost of the treatment facility is estimated to be \$600,000 to \$700,000.

WATER GROWTH IMPACT TRUST (631)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>RESOURCES</u>					
<i>Revenues</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	\$62,250	\$44,776	\$40,481	\$41,836	\$41,836
<i>Beginning Fund Balance</i>	\$903,774	\$966,024	\$1,012,024	\$1,045,900	\$1,045,900
<u>TOTAL RESOURCES</u>	\$966,024	\$1,010,800	\$1,052,505	\$1,087,736	\$1,087,736

REQUIREMENTS

<i>Ending Balance/Reserves</i>	\$966,024	\$1,010,800	\$1,052,505	\$1,087,736	\$1,087,736
<u>TOTAL REQUIREMENTS</u>	\$966,024	\$1,010,800	\$1,052,505	\$1,087,736	\$1,087,736

The Water Growth Impact Trust fund is a trust fund used to accumulate resources earmarked for future requirements resulting from growth in the demand of wholesale customers. The fund was set up for the benefit of the wholesale purveyors in that those districts which were experiencing growth would contribute a proportionate share of moneys toward the next major supply increment. Currently, all contributions have been suspended by agreement of the wholesale parties and the City, pending the outcome of the Regional Water Supply Plan Phase 2.

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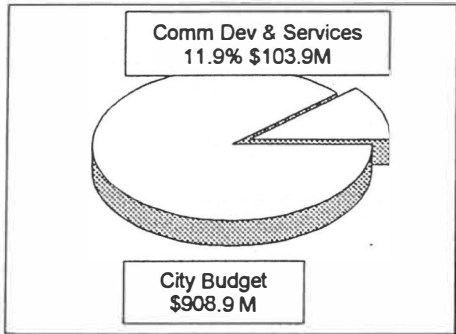
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Community Development and Services

PROGRAM AREA OVERVIEW

PERCENT OF BUDGET

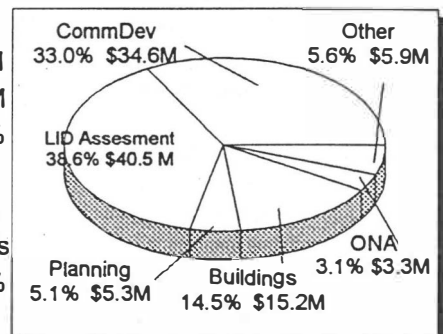


BUDGET DATA

1994-95 Budget: \$104.9M
 Change from 93-94: Down \$8.1M
 Change per Capita: Down 11.4%

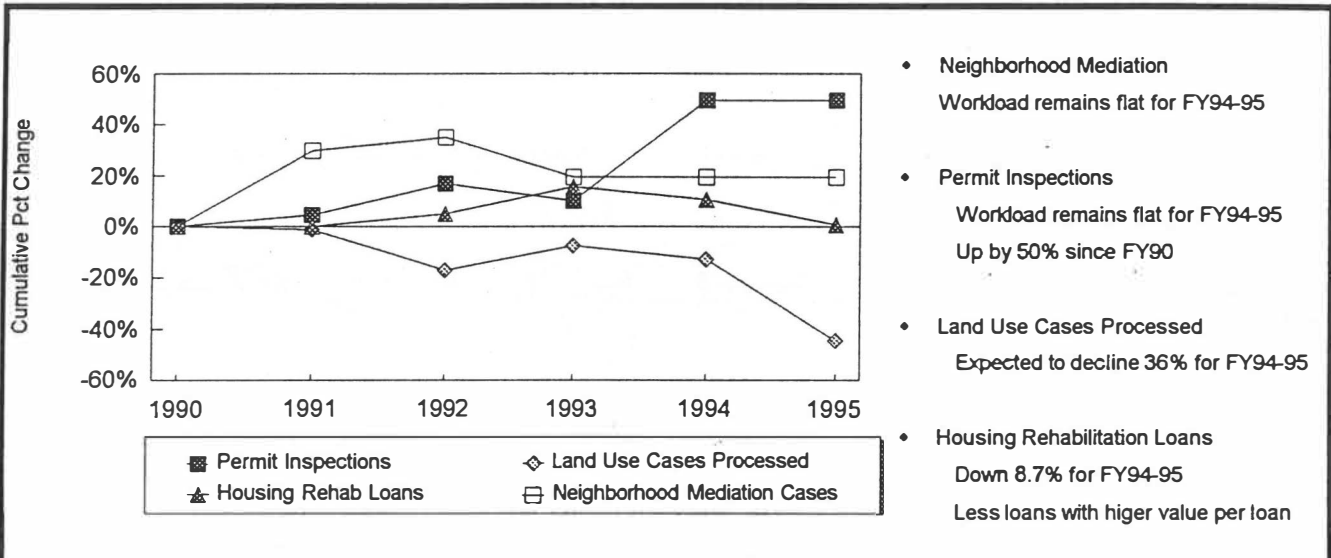
1994-95 Positions: 288
 Change from 93-94: Up 16 FTE's
 Change per Thousand: Up 1.1%

EXPENDITURES



Note: Figures on this page include fund contingencies and reflect the full allocation of costs to direct service areas.

HISTORICAL TRENDS



SIGNIFICANT BUDGET ISSUES

- ◆ Increased funding from the General Fund, by \$179,000, and Block Grants, \$100,000, to support Domestic Violence prevention programs and shelters
- ◆ Continued funding for low-income weatherization services.
- ◆ \$86,000 in funding for a program to improve city-wide Information and Referral efforts through the Office of Neighborhood Associations. ONA will work with other bureaus to develop a policy for citizen outreach.
- ◆ \$330,500 in GF support is set aside for a Livable Cities Program, which will be designed to increase the availability of affordable housing over the next twenty years. Funding is contingent upon Council approval.
- ◆ Sufficient funding for the first year of a two year capital purchase of computer equipment to improve service levels and product quality within the Planning Bureau.
- ◆ Re-engineer the permit approval process to expedite permit issuance and improve customer service.
- ◆ Establishment of a multi-bureau task force to oversee implementation of the Albina Community Plan.

ASSESSMENT COLLECTION FUND (114)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$18,612	\$11,798	\$10,000	\$9,500	\$9,500
<i>Interest Income-Other</i>	\$5,301	\$3,797	\$12,000	\$500	\$500
<i>Principal Payment</i>	\$8,890	\$125	\$0	\$0	\$0
Total External Revenues	32,803	15,720	22,000	10,000	10,000
Beginning Fund Balance	437,740	411,979	420,000	362,680	362,680
TOTAL RESOURCES	\$470,543	\$427,699	\$442,000	\$372,680	\$372,680
REQUIREMENTS - AU 465					
External Materials and Svcs					
	\$1,407	\$8,556	\$12,000	\$13,358	\$13,358
Internal Materials and Svcs					
General Fund	\$48,166	\$52,476	\$54,087	\$57,675	\$57,675
Total Bureau Expenses	\$49,573	\$61,032	\$66,087	\$71,033	\$71,033
Contingency					
<i>General Operating Contingency</i>	0	0	373,154	299,576	299,576
Cash Transfers to Other Funds					
<i>General Fund-Overhead</i>	8,991	1,327	2,759	2,071	2,071
Unappropriated Ending Balance	411,979	365,340	0	0	0
TOTAL REQUIREMENTS	\$470,543	\$427,699	\$442,000	\$372,680	\$372,680
Line Item Detail - AU 465					
External Materials and Services					
<i>5310 Office Supplies</i>	\$1,407	\$8,556	\$12,000	\$13,358	\$13,358
Internal Materials and Services					
<i>5590 Other Fund Services</i>	48,166	52,476	54,087	57,675	57,675
TOTAL Bureau Expenses	\$49,573	\$61,032	\$66,087	\$71,033	\$71,033

The Assessment Collection Fund acquires property subject to foreclosure because of delinquent liens. The fund purchases liens receivable which then become a City asset subject to management and disposition in accordance with applicable rules and regulations.

BANCROFT BOND INTEREST AND SINKING FUND (311)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
Revenue					
Local Sources					
LID Payments	\$3,403,562	\$10,404,797	\$7,677,930	\$8,100,000	\$9,085,552
Miscellaneous Revenues					
Interest on Investments	173,521	311,685	250,001	63,260	63,260
Interest-Other	1,486,534	2,941,300	1,900,000	4,416,821	4,416,821
Transfer of Residual Equity From Improvement Bond Interest and Sinking Fund	1,109,786	0	0	0	0
	2,769,841	3,252,985	2,150,001	4,480,081	4,480,081
Beginning Fund Balance	2,499,502	4,078,876	4,000,000	1,807,441	1,807,441
TOTAL RESOURCES	\$8,672,905	\$17,736,658	\$13,827,931	\$14,387,522	\$15,373,074
REQUIREMENTS					
Expenditures					
External Materials & Services	\$1,309,029	\$1,756,355	\$4,567,931	\$0	\$0
Other Requirements					
Debt Retirement	3,285,000	1,980,000	9,260,000	9,327,949	9,872,949
Interest	0	0	0	4,996,313	5,436,865
Ending Fund Balance					
Unappropriated Ending Balance	4,078,876	14,000,303	0	63,260	63,260
TOTAL REQUIREMENTS	\$8,672,905	\$17,736,658	\$13,827,931	\$14,387,522	\$15,373,074
EXPENDITURES - AU 752					
External Materials and Services					
5450 Interest	\$1,309,029	\$1,756,355	\$4,567,931	\$0	\$0
Other Requirements					
5781 Bonded Debt Retirement	3,285,000	1,980,000	9,260,000	9,327,949	9,872,949
5788 Interest	0	0	0	4,996,313	5,436,865
TOTAL APPROPRIATION	\$4,594,029	\$3,736,355	\$13,827,931	\$14,324,262	\$15,309,814

This fund pays principal and interest on bonds issued since 1986 to finance local improvements requested by property owners. The 1986 IRS Code required certain changes in the methods used by issuers of tax-exempt debt. Debt service is paid for by property tax assessments against properties which benefit from the improvements. In 1992 the City refunded all pre-1986 Bancroft Bonds taking advantage of lower interest rates and converting these older bonds to the new structure. Nine million dollars in property owner prepayments which had accumulated in the Improvement Bond Interest & Sinking Fund were applied to the refunding and that Fund was closed. The City expects to save \$3.5 million in debt service over the life of the refunding issue. In addition, this fund pays principal and interest on bonds issued to meet the City's obligations of the Oregon Environmental Quality Commission to install sanitary sewers in Mid Multnomah County. In 1986 the EQC ruled that a threat to drinking water existed and ordered that the City provide affordable financing to the property owners in Mid Multnomah County.

BANCROFT BOND INTEREST AND SINKING FUND (311)

General Obligation/Assessment Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on Bancroft local improvement district bonds issued since passage of the federal Internal Revenue Code of 1986. Bancroft bonds finance improvements requested by property owners, and the debt service is paid from assessments against property owners who benefit from the improvements. Although the bonds are paid for by property owners, they are also secured by the City. This allows property owners to take advantage of the City's ability to issue low interest tax-exempt bonds. If property owners default on their assessment contracts the City is still obligated to pay the bonds, however.

The 1986 IRS Code required certain changes in the methods used by issuers of tax-exempt debt. Bonds issued prior to the tax law changes are budgeted in the IMPROVEMENT BOND INTEREST AND SINKING FUND in order to separate old transactions from the new bond activity recorded in this fund. These schedules show the remaining payments for principal and interest that property owners (and the City) owe to holders of bonds issued in different years.

In February 1992, the City refunded all pre-1986 Bancroft Bonds, taking advantage of lower interest rates, and converting these older bonds to the new structure. \$9 million in property owner pre-payments which had accumulated in the IMPROVEMENT BOND INTEREST AND SINKING FUND were applied to the refunding and that Fund was subsequently closed. The City expects to save \$3.5 million in debt service over the life of the refunding issue.

In February 1993, the City refunded the majority of its outstanding general obligation improvement bonds, taking advantage of lower interest rates. The City expects to save \$1.9 million in debt service over the life of the refunding issue.

In addition, this fund pays principal and interest on bonds issued to meet the obligations of the Oregon Environmental Quality Commission (the "EQC") Order to install sanitary sewers in Mid Multnomah County. In 1985, the East County Sanitary Sewer consortium prepared a Sewer Implementation Plan detailing the costs, construction schedule, and financing plan for sewerage in the area. The Plan was approved and in 1986 the EQC ruled that a threat to drinking water did exist and ordered that the Plan be implemented (the "Order"). The City accepted responsibility for installing new sewers and providing affordable financing to the property owners. DEQ has entered into an intergovernmental agreement with the City to purchase the City's Special Assessment Bonds to finance or refinance a pool of sewer assessment financing contracts from individual property owners in the Mid Multnomah County area. Such assessment contracts represent owner's obligations to the City for sewer improvements constructed or to be constructed to comply with the Mid Multnomah County Sewer Implementation Plan.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
BANCROFT IMPROVEMENT BONDS							
Series 1990A	\$3,830,000	06/01/90	06/01/95	6.200%	\$190,000	\$190,000	\$11,780
Series 1990B	\$3,000,000	10/15/90	12/01/95	6.200%	105,000	0	6,510
Series 1994B	\$8,410,000	01/15/94	12/01/00 12/01/10	3.800% 4.750%	4,595,000 3,815,000	0	174,610 181,213
					8,410,000	0	355,823

BANCROFT BOND INTEREST AND SINKING FUND (311) - continued
General Obligation/Assessment Revenue Bonds **DEBT REDEMPTION SCHEDULE**

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>	
Series 1994A	\$8,410,000	05/01/94	06/01/95	10.000%	\$545,000	\$545,000	\$54,500	
			06/01/96	9.125%	405,000		36,956	
			06/01/97	4.300%	400,000		17,200	
			06/01/98	4.500%	355,000		15,975	
			06/01/99	4.600%	320,000		14,720	
			06/01/00	5.000%	1,925,000		96,250	
			06/01/14	5.750%	2,975,000		171,063	
					6,925,000	545,000	440,552	
Other Interest						0	0	795,188
					\$15,630,000	\$735,000	\$1,609,853	
Series 1994A (LID Construction Fund Liability)	\$10,000,000	12/08/92	12/28/95	Variable	\$10,000,000	\$10,000,000	\$450,000	
TOTAL Bancroft Improvement Debt					\$25,630,000	\$10,735,000	\$2,059,853	

DEPARTMENT OF ENVIROMENTAL QUALITY SPECIAL ASSESSMENT BONDS (DEQ)

Series 1990A	\$2,910,000	09/01/90	12/01/94	10.150%	\$90,000	\$90,000	\$4,568
			12/01/95	10.150%	75,000		7,613
			12/01/00	6.950%	445,000		30,928
			12/01/10	7.150%	1,170,000		83,655
					1,780,000	90,000	126,763
Series 1992A	\$10,935,000	02/27/92	11/25/94	6.900%	665,000	665,000	22,943
			11/25/95	6.900%	690,000		47,610
			11/25/96	6.900%	595,000		41,055
			11/25/01	5.650%	2,870,000		162,155
			11/25/11	6.450%	980,000		63,210
					5,800,000	665,000	336,973
Series 1993A	\$57,440,000	06/23/93	06/01/95	3.550%	4,170,000	4,170,000	148,035
			06/01/96	3.800%	4,430,000		168,340
			06/01/97	4.050%	4,680,000		189,540
			06/01/98	4.300%	3,960,000		170,280
			06/01/13	5.725%	26,885,000		1,539,166
					44,125,000	4,170,000	2,215,361

BANCROFT BOND INTEREST AND SINKING FUND (311) - continued
General Obligation/Assessment Revenue Bonds **DEBT REDEMPTION SCHEDULE**

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
1994 Series A	\$19,100,000	04/14/94	06/01/95	8.725%	\$1,135,000	\$1,135,000	\$99,029
			06/01/96	8.850%	1,095,000		96,908
			06/01/97	4.500%	1,155,000		51,975
			06/01/98	4.750%	1,210,000		57,475
			06/01/99	4.900%	1,060,000		51,940
			06/01/04	5.400%	2,685,000		144,990
			06/01/14	6.000%	10,760,000		645,600
					19,100,000	1,135,000	1,147,916
TOTAL DEQ Special Assessment Bonds					\$70,805,000	\$6,060,000	\$3,827,013
Proposed Called Bonds					\$0	\$3,077,949	\$0
TOTAL Bancroft Bond Interest and Sinking Fund					\$86,435,000	\$9,872,949	\$5,436,865

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$7,452,677	\$7,912,091	\$8,912,480	\$9,399,160	\$9,508,178
External Materials & Svcs.	720,943	814,399	920,727	1,011,474	1,007,434
Internal Materials & Svcs.	1,433,127	1,577,595	1,507,072	1,616,545	1,616,545
Minor Capital Outlay	118,822	61,955	100,000	50,500	50,500
Cash Transfers-Equipment	50,000	2,155	46,500	21,000	0
Total Operating Budget	\$9,775,569	\$10,368,195	\$11,486,779	\$12,098,679	\$12,182,657
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$9,775,569	\$10,368,195	\$11,486,779	\$12,098,679	\$12,182,657
Allocated Overhead Costs		481,999	462,983	529,289	529,289
Total Cost with Allocated Overhead		\$10,850,194	\$11,949,762	\$12,627,968	\$12,711,946
Authorized Full-Time Positions					
Total	150	152	163	166	168
Gen. Fund Discretionary	14	14	13	13	13
SOURCE OF FUNDING					
Buildings Operating Fund (116)		\$10,368,195	\$11,486,779	\$12,098,679	\$12,182,657
Types of General Fund Resources:					
General Discretionary		887,167	934,255	995,144	995,144
Non-Discretionary Resources					
Grants & Donations		10,665	144,410	31,500	31,500
Contract Revenue		0	0	0	0
Interagency Services		669,623	1,020,529	944,788	944,788
Bureau Program Revenue		8,433,395	9,095,440	9,773,794	9,857,772
Overhead Revenue from Other Funds		367,345	292,145	353,453	353,453
Total Non-Discretionary Revenues		9,481,028	10,552,524	11,103,535	11,187,513
Total Funding		\$10,368,195	\$11,486,779	\$12,098,679	\$12,182,657
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
Administration		\$1,738,298	\$1,708,934	\$1,711,661	\$1,711,661
Positions		14	15	17	17
Code Compliance		485,174	484,871	563,883	563,883
Positions		8	8	8	8
Combination Inspections		1,002,409	1,769,897	2,229,384	2,229,384
Positions		20	34	34	34
Commercial Inspections		3,174,043	2,718,235	2,580,979	2,682,057
Positions		49	39	39	41
Neighborhood Inspections		1,822,719	2,262,606	2,463,302	2,446,202
Positions		27	29	30	30
Plan Review and Permits		2,145,552	2,542,236	2,549,470	2,549,470
Positions		34	38	38	38
TOTAL PROGRAMS		\$10,368,195	\$11,486,779	\$12,098,679	\$12,182,657
Positions		152	163	166	168

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

There are two primary policies which guide the allocation of resources within the Buildings Operating fund: (1) the Council directive to be self-supporting from fees, and (2) State statutes and administrative rules which govern the operation of state-delegated code enforcement programs.

In FY 1988-89, City Council directed that the bureau structure its fee schedules to ensure that the construction permit and inspection functions were not dependent upon general tax revenues. The bureau achieved self-sufficiency for these programs within the FY 1990-91 budget.

The City assumes the responsibility for enforcement of a variety of state statutes when it chooses to administer its own construction code program. State statute governs the building code, mechanical code, plumbing code, electrical code, subsurface sewage disposal, mobile homes and mobile home parks, and RV parks.

Background:

The Bureau of Buildings has responsibility for enhancing and maintaining the City's physical environment through the enforcement of state construction codes and City ordinances (housing, zoning, nuisance abatement, and noise control). The bureau also contracts with Multnomah County to provide construction code enforcement in the area from the Portland-Gresham urban services line to the western county line. The bureau is organized into four divisions to carry out these responsibilities: Plan Review and Permit Center, Commercial Inspections, Residential Inspections, and Administration.

Funding:

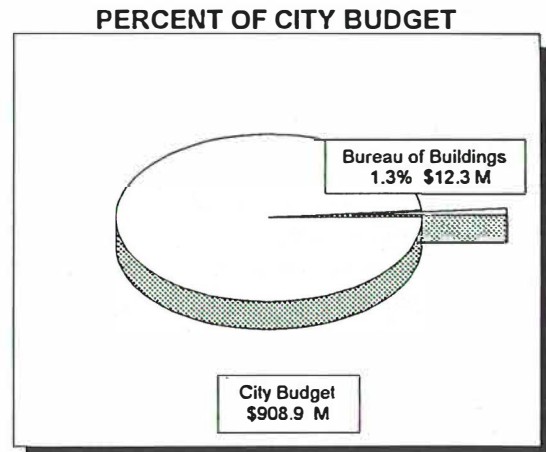
As an operating fund, the bureau is predominately funded through fees and charges. These fees and charges finance the bureau's construction code enforcement programs. The Neighborhood Inspections program, including housing inspection and nuisance abatement, is funded by the General Fund with assistance from refuse disposal fees and other miscellaneous fees. The bureau continues to seek new and expanded funding from non-general fund sources to cover the neighborhood inspections program.

Service Level:

The proposed FY 1994-95 Bureau of Buildings budget contains several modest increases. One staff person will continue to examine bureau processes in order to re-engineer many of the systems as well as to continue communication efforts with the industry. One additional clerical support staff will assist existing staff so that the bureau can be more responsive to constituent complaints and to bureau needs for personnel recruitment and selection.

Customer Expectations:

Over the past several years, Bureau of Buildings' construction customers have called for increasingly faster service in plan review. Increases in response by the bureau have been hampered by significant increases in workload. Customers want quality service in a minimum amount of time. They want quicker plan reviews, less waiting time in the Permit Center, and speedier answers to code questions over the phone. They want earlier input from the inspectors to tell them what to anticipate in subsequent stages of construction, rather than an



BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

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SUMMARY OF BUREAU EXPENSES

inspector telling them how their job does not meet code after they have spent substantial time and money. They want to participate in reviewing the code interpretations and the field inspection process. The construction industry is pleased with the level of inspection service that the bureau provides. At least 95% of all inspections are made within 24 hours of a request for inspection. The Combination Inspection program continues to increase productivity.

Cost Reductions and Efficiencies:

The Bureau is taking other approaches to reduce costs. The Bureau continues to evaluate the need to issue permits for minor types of work, and is currently working on implementing legislation to expand the "minor label" program used in electrical inspections. Instead of issuing permits for each job, contractors may purchase a packet of "labels" and the bureau makes sample inspections of the work. The Bureau is also expanding the electrical "in-plant" program. Building owners who are part of the "in-plant" program pay an annual fee and keep track of maintenance work done which would otherwise require a permit. The bureau makes sample inspections from this log. Both the in-plant inspections and minor label programs have been successful in the electrical program and should be expanded to include structural, mechanical, and plumbing work.

The Bureau of Buildings is also considering expanding the acceptance of permits by mail and fax. Additionally, they are identifying unimportant work such as disposal installations, reroofs, and decks which now require permits under the code but could potentially be deleted.

The Plan Review and Permits Division is continuing to make those processes as efficient and customer friendly as possible. They will be working towards a pre-approval process for tenant improvements which will dramatically reduce approval time. In addition, they are developing a program which would allow them to delegate plan review and permitting of minor alterations to the building owner. This could radically streamline this portion of the permit process without compromising safety or the City's liability.

Combination Inspections Program:

The Combination Inspection Program was begun in January 1991. Inspections of new construction and remodeling of one and two family residences are being done by staff who are trained in more than one specialty. Instead of four inspectors doing the inspections on a residence, the goal is for one inspector to make the inspections. Since 1991 the Bureau has been phasing in this program throughout the City. A significant obstacle encountered in implementing this program is training. Because the City is in the forefront in the state in implementing combination inspections, this has meant challenges not only in implementing a new program, but also in developing training programs. While this has taken a great deal of energy and time, the Bureau continues to progress towards the goal of having all inspectors cross-trained.

Neighborhood Inspections Program:

For several years the Bureau has been forced to stretch limited resources to inspect substandard housing, facilitate housing rehabilitation, and abate nuisances. General fund support has decreased over the past years, and the Bureau has created alternate sources of revenue to take its place. A citizen's group, the Citizen's Advisory Committee on Quality Rental Housing (CACQRH), made several recommendations for program and revenue enhancements in FY 1993-94. The Bureau will continue to implement those changes in FY 1994-95.

The budget for Neighborhood Inspections includes the housing, nuisance abatement, dangerous buildings, derelict building and noise programs. One additional position is included in the target budget to handle the administrative processing of documents from the county recorder, letters to citizens without garbage service, and illegal dumping reports.

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

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SUMMARY OF BUREAU EXPENSES

The bureau has focused on increasing existing revenues and creating new revenue sources for the Neighborhood Inspections Program. Since FY 1989-90, these alternative revenue sources have increased significantly from \$133,000 in FY 89-90 to over \$733,000 in FY 1992-93. A large amount of this is due to the creative efforts of bureau staff to find alternative revenues to replace shrinking General Fund dollars. A significant contribution is also made from solid waste franchise fees. Finally, credit is due to the Auditor's Office for successfully increasing lien collections. A budget note for FY 1994-95 requires that the Bureau of Buildings and the Bureau of Environmental Services, in collaboration with the Bureau of Financial Planning develop a policy to offset costs associated with illegal dumping. The note further states that such costs shall be recovered from City garbage franchise fee revenues.

Overview of Revenues:

Overall the bureau's fund balance is adequate. However two programs, plumbing and zoning enforcement have no fund balances and are being subsidized by other programs. After analyzing the bureau's projected cost recovery rate and reserves for the next five years, the Bureau determined that several changes to the fee structure were necessary. As a result, the budget reflects an increase of 5% for Plumbing fees. These fees will probably need to be increased for the next three to four years. New fees are also implemented for the zoning program to begin to bring that program towards full recovery. Finally, fees for the environmental soils program have been reduced by 5%, because the revenues continue to exceed costs and reserves are high.

BUDGET DECISIONS FOR 1995-96

	<i>Full-Time Positions</i>	<i>Estimated Cost</i>	
		<i>General Fund Discretionary</i>	<i>Total Cost</i>
<i>Total 1995-96 Decision Packages (in constant 1994-95 dollars):</i>	0	\$0	\$0
<i>Total 1994-95 Budget</i>	168	\$995,144	\$12,182,657
<i>Total 1995-96 Budget (in constant 1994-95 dollars):</i>	168	\$995,144	\$12,182,657

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services
Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

Administration

The Administration Program provides overall direction to the Bureau of Buildings so that all program objectives are met.

This program contains the general management staff and clerical support personnel for the Bureau. Included within the budget are the Bureau Director; proportionate shares of division managers; administrative support personnel assigned to bureau budget, personnel and data processing management; and clerical support personnel assigned to general reception duties, office management and accounting.

The bureau administration is charged with ensuring not only that bureau services are available on a daily basis, but also that bureau functions are in compliance with city, state and federal requirements. In addition, the administrative staff works on an on-going basis to streamline bureau operations and develop proposals for improving work flow and methods.

Code Compliance

The Code Compliance Program processes code violation cases throughout the bureau.

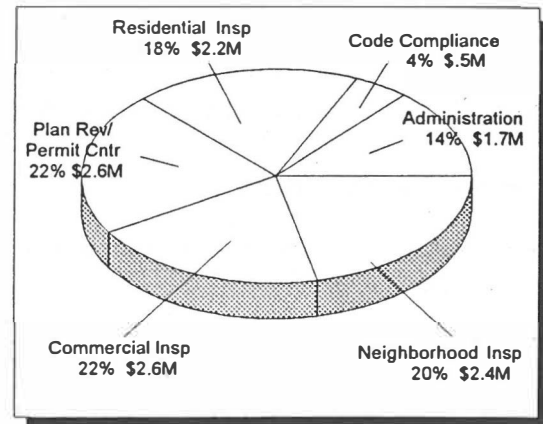
This program includes the review, preparation and presentation of code violations to the Code Hearings Officer. It also provides zoning code inspection and enforcement. Violation cases occurring in unincorporated Multnomah County are prepared also and, other than zoning code, presented to the Code Hearings Officer.

The Code Compliance Officer processes all code violation cases submitted for code hearings and supervises the section's programs. Two Field Representatives review structural, mechanical, plumbing, and electrical code violation cases, preparing and presenting these at code hearings as necessary. A City Planner is responsible for code hearing cases involving zoning code violations. Over 600 code hearing cases are processed annually.

Two Field Representatives and one Junior Field Representative provide zoning code inspections and enforcement. They also inspect and approve work done under Development Permits which are issued in conformance with Title 33 property development standards. Home Occupation Permits are administered by the Code Compliance Section as part of its zoning code enforcement responsibilities. There are about 450 active zoning files at any given time.

Through an interagency agreement, the bureau will fund 80% of the Code Hearings Office program in FY 94-95. With code violation cases, nuisance abatement appeals, and violation fee appeals, over 95% of the code hearings activity is due to Bureau of Buildings actions. The interagency support allows us to continue a high level of compliance effort.

PROGRAM EXPENSES



BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

One-half of the Noise Control Program is included within the operating fund. Noise code enforcement and noise variance reviews are increasingly due to construction related activities and to other commercial/industrial noise sources. Noise reviews for potential impacts from new development also occur in conjunction with Planning Bureau land use reviews. The zoning code specifically includes noise as one of the off-site impacts to be considered in the planning process.

Combination Inspections

The Combination Inspections program administers the State's One and Two Family Dwelling Code using "combination" inspectors.

The One and Two Family Dwelling Code has replaced the State's specialty codes for new construction and remodeling of one and two family dwellings. This program continues the use of cross-trained combination inspectors to inspect the construction of new homes and remodeling carried out under the State's new One and Two Family Dwelling Code. Combination inspectors make all residential inspections (electrical, mechanical, plumbing and structural) citywide.

The multiple certification approach to residential inspections is already showing its potential value to the City. The six inspectors that have all four certifications are able to cover 80% more inspection calls than "one-hatted" inspectors. All of the remaining inspectors are training in at least one specialty area and we anticipate that all of the inspectors in this section will be fully trained by the end of 1996.

Portland is one of the first major cities to develop a comprehensive combination inspection program. As a result, many other cities are now using our training program as a model. While many small jurisdictions in other states make combination inspections, none have developed a training program that includes field experience. The Combination Inspections program also allows the bureau to develop a better relationship with home builders and remodelers. In December the bureau began to conduct a series of "Open Forums" with these groups to get feedback on some of the bureau's new approaches and to allow them to bring up problems that the inspection process creates for them.

The Bureau has implemented a combination permit modeled after the process used in Marion County. This will greatly reduce paperwork for both the City and for subcontractors.

Commercial Inspections

The Commercial Division provides the state mandated construction inspections on industrial, commercial and multi-family construction projects in the city and county.

The inspections provided under this program gain compliance with the state's structural, mechanical, plumbing, and electrical codes. Inspections are also carried out to determine compliance with the sign code, planning and zoning code, as well as the city's erosion control requirements. In addition, inspectors respond to citizen and industry inquiries and complaints concerning construction projects.

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

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SUMMARY OF BUREAU EXPENSES

The transfer of inspector positions from the Commercial to the Residential Division is complete. The workload for the inspectors remaining in the Commercial division will remain high. Each section within the program will need additional help to carry out their inspections within the time lines agreed with the commercial industry. Consequently, additional limited funds have been provided to pay for overtime and part-time help.

The Bureau is using a new approach to making the inspections at the Oregon Arena project. A multi-disciplinary team of inspectors has been selected and are now working on this project. The purpose of the program is to determine whether the team approach can improve the service level to the industry. The results so far show that both the owners and contractors feel the team inspectors are better prepared and more conversant with the project. Also, the communication level has improved and the inspection issues on the project are being handled well.

Neighborhood Inspections

It is the responsibility of Neighborhood Inspections to upgrade the quality of housing and enhance the livability of neighborhoods by abating nuisances, removing dangerous buildings, registering derelict buildings, and requiring substandard housing to be brought up to code.

These programs assist in maintaining existing housing in the city by enforcing the requirements of the City's Housing Maintenance Code (Title 29) as well as the Dangerous Buildings provisions and the Derelict Building provisions of Title 24. The program also enhances the livability of neighborhoods by abating nuisances such as trash, debris, and tall grass and weeds in the neighborhoods. The program supports other housing and neighborhood initiatives such as Community Policing, Operation Target, the Nehemiah Project, and the Vernon Neighborhood Action Plan.

The City has committed to upgrade housing in the city and revitalize neighborhoods. The bureau's housing inspection programs are crucial to the success of the City's efforts in FY 1994-95. The housing staff will be working in close cooperation with the neighborhoods and the other agencies to implement the City's housing strategy in the coming year.

In accordance with the recommendations of the Citizens Advisory Committee on Quality Rental Housing, the following programs were started in FY1993-94 and will continue in FY1994-95:

Target Inspections—The bureau's first proactive rental inspection program will continue and expand into three additional neighborhoods.

Focus on Landlords—The bureau will continue to identify landlords with a history of owning multiple properties with code violations. The bureau will inspect all rental properties of an additional dozen landlords.

At Risk Multifamily Housing—In FY1994-95 the bureau will finish inspections of 500 at risk multi-unit properties and will begin enforcement on the top priorities.

Cost Recovery—The bureau will continue to seek strategies to improve cost recovery on housing and nuisance cases, including recording all fees owed on the deed, taking violators to Small Claims Court, and charging an enforcement fee on all active cases.

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

In addition, the Bureau of Buildings will be working jointly with the Bureau of Environmental Services on an illegal dumping program. Buildings will be responsible for cleanup of illegal dump sites and BES will follow up on any evidence of identification of the dumper. This will divert \$60,000 from the budget for nuisance abatement contracts, which will not be recoverable in most cases. This will create a long term reduction in the revenue stream, but the bureau will attempt to absorb these costs into the current budget through efficiencies.

The Noise Control Officer investigates noise complaints, enforces the Noise Code (Title 18), reviews and issues short term noise variances, provides staff assistance to the Noise Review Board, makes recommendations on major noise variance applications, and consults with City bureaus on technical noise issues. Half of this position is funded by the General Fund and half by the Buildings Fund (Code Compliance Program).

Plan Review and Permits

It is the responsibility of the Plan Review and Permits program to verify that construction plans comply with City and State construction codes, to manage the Permit Center, and to provide control of all documents related to the City's building and miscellaneous permit processes. The number of building permits is slightly higher than last year so that the Bureau's workload/backlog remains high. This volume is expected to continue through FY 1994-1995.

The new building code effective January 1993, with its provisions for seismic, accessibility and energy design, have increased plan review time by approximately 30%. In addition, the Oregon Arena project is requiring a significant amount of plan review time.

Weekly Residential Permit Nights will continue in FY 1994-95. This program remains popular with both home owners and residential contractors. Revenues for this program continue to cover costs.

The Bureau of Buildings has been directed by Council, via Budget Note, to "take the lead in on overhaul of the Development Review Process." The budget note identifies specific areas to be addressed, including authority and organization, reduction/simplification, mitigation of financial impacts of regulations, establishing performance measures, and customer education. The majority of these improvements are identified in Bureau and City work plans. The following are two additional programs that are being explored with industry representatives.

Pre-approval: Approximately 30% of all building permits are for tenant improvements (TI's). These include build-outs of a new building or an alteration to an existing building to accommodate a new tenant. It is not uncommon to issue several TI permits for the same building over the course of a few years. Currently there is not a method to quickly and accurately recapture past approvals and apply them to a new permit application. The Bureau is experimenting with different ways to 'pre-approve' various department sign-offs and/or repetitive issues and therefore reduce the time to obtain a building permit. This concept was recently applied to an industrial park and reduced their approval time from three weeks to five hours.

Pre-approval/delegation: The Bureau is also pursuing the development of a program that would allow us to delegate plan review/permitting of minor tenant improvements/alterations to the building owner. The extent of the delegation would depend upon the technical qualifications of the owner's design/construction team in conjunction with pre-approval of pertinent concepts. Many school districts, universities and other institutions employ or have under contract professional architects/engineers capable of performing plan review. The intent is to develop a City/private sector partnership that could radically streamline plan review/permitting without compromising safety or the city's liability.

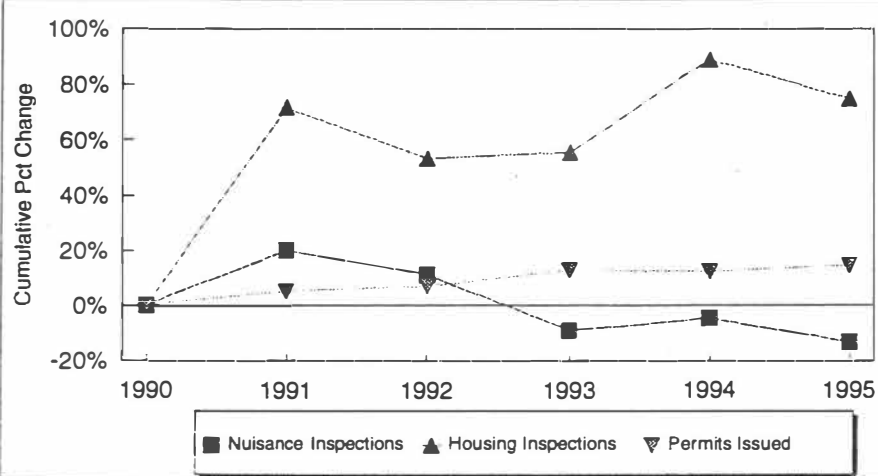
BUREAU OF BUILDINGS (520)

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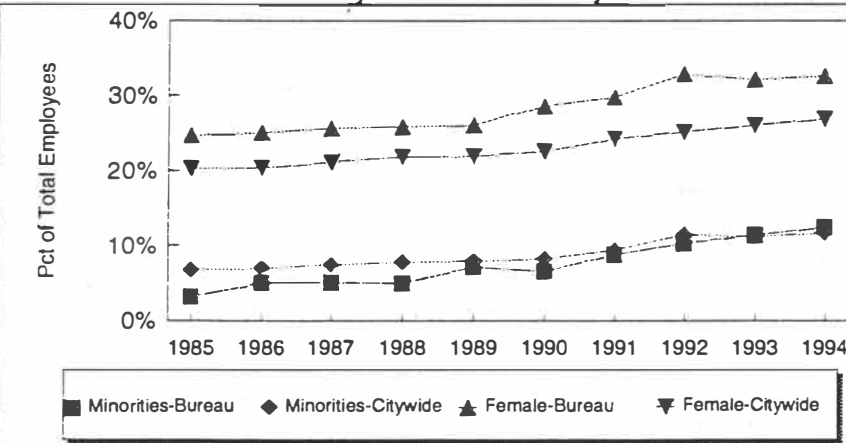
SUMMARY OF BUREAU EXPENSES

PERFORMANCE TRENDS



- ◆ Nuisance Inspections
 - Down 13% since 1990
 - Apparent reduction is due to new, more accurate accounting method and fewer derelict buildings.
- ◆ Housing Inspections
 - Up 74% since 1990
 - Due to strong economy.
- ◆ Permits Issued
 - Up 14% since 1990
 - Due to strong economy.

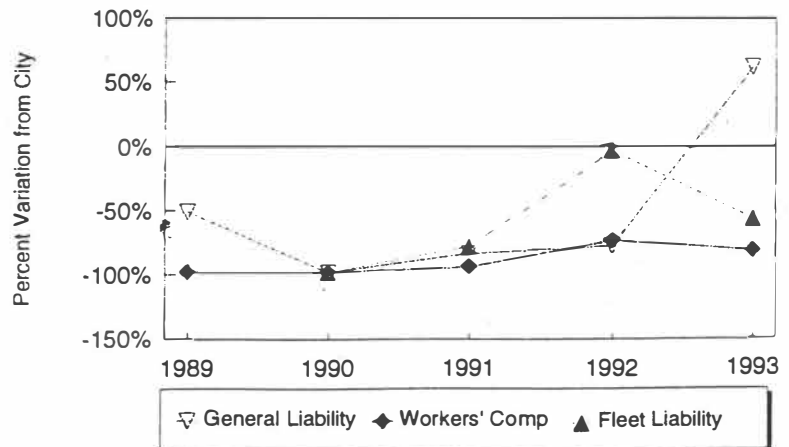
Workforce Diversity - Bureau vs. Citywide



- ◆ Bureau's percentage of women employees of 33% exceeds the city's average of 27%.
- ◆ Bureau's percentage of minority employees matched the city average of 12%.

Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ The bureau's workers' comp and fleet liability claims loss are well below the citywide average
- ◆ 1993 general liability claims cost include several high estimates of settlement costs. Actual costs will be much lower and more in line with the City average.



BUREAU MANAGEMENT OBJECTIVES

1st and 2nd Year Objectives

1. Resolve process and responsibility for development review improvements. Program Bureau of Buildings projects for assignment and completion in FY 1994-95 and FY 1995-96.
2. Research costs and benefits of additional office space in the Portland Building versus relocating a portion of the bureau to an eastside location; make move in 1994.
3. Research costs and benefits of imaging project; begin project implementation in FY 1995-96.
4. Implement "Safety Bucks" program in FY 1994-95 to reward safety-conscious employees with vouchers.
5. Implement minor labels and master permits program in commercial inspections.
6. Complete demonstration project for team inspection approach to inspecting the Oregon Arena.
7. Expand special inspection approach to inspect major construction projects.
8. Double the number of combination inspectors with certification in all specialty areas.
9. Complete housing inspections on all rental properties in three target areas.
10. Implement recommendations of the Task Force on Seismic Strengthening of Existing Buildings.
11. Reallocate resources to accommodate regular inspections of all at-risk multi-family properties.

Ongoing Objectives

1. Continue implementing the combination inspection program for inspection of residential new construction and alterations.
2. Continue to work cooperatively with the construction industry by holding periodic meetings, involving them in the bureau's Bureau Advisory Committee, participating in local industry exhibitions and trade shows, and publishing news bulletins on administrative rules and interpretations.
3. Increase bureau hiring and promotion of minorities and women through internal training programs and community outreach.
4. Re-engineer approval processes.

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Service Area: Community Development & Services
Commissioner-in-Charge: Gretchen Kafoury

	<i>Actual</i> FY 1992-93	<i>Revised Budget</i> FY 1993-94	<i>Proposed</i> FY 1994-95	<i>Adopted</i> FY 1994-95
<u>EFFECTIVENESS MEASURES</u>				
Number of housing units brought up to code as a result of Neighborhood Inspection Division efforts	800	850	900	900
<u>EFFICIENCY MEASURES</u>				
Percent of inspections made within 24 hours of request (Commercial Inspection Division)	95%	99%	99%	99%
Percent of inspections made within 24 hours of request (Residential Inspections Program)	95%	99%	99%	99%
Percent of regular housing inspections made within 5 days of request (Residential Inspections Division)	95%	95%	95%	95%
Percent of plan reviews for new single family residences completed within 5 working days (full service lots only)	50%	95%	95%	95%
<u>WORKLOAD MEASURES</u>				
Enforcement cases prepared and presented to Code Hearing Officer	398	550	550	550
Planning and zoning violations investigated	11,716	10,000	12,000	12,000
Home occupation permits	128	250	150	150
Commercial Inspections	75,988	67,000	53,000	53,000
Residential Inspections	25,000	80,000	99,500	99,500
Housing/derelict building inspections	14,283	15,500	12,300	12,300
Nuisance inspections	20,953	22,000	21,000	21,000
Nuisance properties cleaned up	N/A	7,000	5,200	5,200
Illegal dump sites cleaned up	N/A	N/A	400	400
Noise violation inspections	973	1,000	1,200	1,200
Noise variances processed	108	115	115	115
Housing units upgraded	N/A	N/A	1,400	1,400
Demolitions	40	40	40	40
Building permits-residential	3,763	3,700	3,774	3,774
Building permits-commercial	3,332	3,400	3,468	3,468
Mechanical permits	6,714	7,500	7,650	7,650
Electrical permits	16,652	16,500	16,830	16,830
Sign permits	1,653	1,700	1,724	1,724
Plumbing permits	7,471	6,000	6,732	6,732

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$5,155,780	\$5,549,191	\$6,225,482	\$6,447,152	\$6,525,524
512000 Part-Time/Limited-Term	175,313	176,905	203,421	223,219	223,219
514000 Overtime	64,184	81,468	56,195	69,135	69,135
515000 Premium Pay	40,727	35,565	49,160	45,725	45,725
517000 Benefits	2,016,673	2,068,962	2,378,222	2,613,929	2,644,575
Total Personal Services	\$7,452,677	\$7,912,091	\$8,912,480	\$9,399,160	\$9,508,178
521000 Professional Services	\$24,805	\$62,875	\$73,875	\$75,034	\$75,034
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	572	0	0	0	0
524000 Repair & Maintenance	40,671	32,737	22,257	33,090	33,090
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	424,722	507,239	596,438	652,949	646,349
531000 Office Supplies	44,154	35,748	37,543	48,603	48,603
532000 Operating Supplies	13,508	7,483	21,120	21,919	23,319
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	43,099	18,389	13,806	16,428	16,428
535000 Clothing	4,619	5,252	6,885	7,037	7,197
539000 Other Commodities	0	0	0	0	0
541000 Education	23,470	24,565	34,758	36,006	36,006
542000 Local Travel	1,257	1,049	2,323	2,410	2,410
543000 Out-of-Town Travel	13,241	13,126	20,635	22,895	22,895
544000 External Rent	0	0	0	0	0
546000 Refunds	47,619	42,459	53,500	50,093	50,093
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	39,206	63,477	37,587	45,010	46,010
Subtotal External Materials & Services	\$720,943	\$814,399	\$920,727	\$1,011,474	\$1,007,434
551000 Fleet Services	\$248,528	\$261,632	\$260,933	\$274,140	\$274,140
552000 Printing/Distribution	236,100	243,518	254,642	259,239	259,239
553000 Facilities Services	317,415	360,624	316,849	363,419	363,419
554000 Communications	107,140	182,385	191,966	186,529	186,529
555000 Data Processing	96,523	94,927	47,824	57,402	57,402
556000 Insurance	206,043	209,287	195,056	194,589	194,589
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	221,378	225,222	239,802	281,227	281,227
Subtotal Internal Materials & Services	\$1,433,127	\$1,577,595	\$1,507,072	\$1,616,545	\$1,616,545
Total Materials & Services	\$2,154,070	\$2,391,994	\$2,427,799	\$2,628,019	\$2,623,979
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	118,822	61,955	100,000	50,500	50,500
Total Capital Outlay	\$118,822	\$61,955	\$100,000	\$50,500	\$50,500
573000 Cash Transfers-Equipment	\$50,000	\$2,155	\$46,500	\$21,000	\$0
Total Bureau Expenses	\$9,775,569	\$10,368,195	\$11,486,779	\$12,098,679	\$12,182,657

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services
 Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 91-92	FY 92-93	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
2144	Bureau Manager	1	1	1	69,847	1	78,509	1	78,509
7492	Community Relations Specialist	0	0	0	0	1	38,064	1	38,064
3232	Planner A	1	0	0	0	0	0	0	0
3229	City Planner	0	1	1	37,855	1	39,213	1	39,213
3224	Plan Review Manager	0	1	1	61,967	1	66,169	1	66,169
3223	Chief Building Plans Examiner	1	1	1	50,488	1	54,455	1	54,455
3222	Permit Center Supervisor	1	1	1	51,010	1	55,024	1	55,024
3221	Building Plans Examiner II	8	8	9	357,475	9	374,416	9	374,416
3220	Building Plans Examiner I	1	1	2	62,797	2	66,281	2	66,281
3167	Supervising Engineer	1	0	0	0	0	0	0	0
3166	Sr. Engineer	0	1	1	57,671	1	59,738	1	59,738
3164	Engineer	5	5	6	314,767	6	327,028	6	327,028
3163	Sr. Engineering Associate	1	1	1	48,337	1	43,222	1	43,222
3153	Engineering Associate	2	2	2	75,125	2	81,686	2	81,686
3108	Technician II	0	1	1	31,054	1	32,280	1	32,280
3107	Technician I	10	10	11	275,148	11	329,065	11	329,065
2544	Sr. Mis Support Anylst	0	0	1	36,749	1	41,301	1	41,301
2211	Field Representativell	0	0	1	27,040	1	29,960	1	29,960
2210	Field Representative I	4	3	4	123,833	4	120,984	4	120,984
2205	Junior Field Representative	3	5	1	24,075	1	20,034	1	20,034
2150	Noise Control Officer	1	1	1	41,134	1	44,349	1	44,349
2148	Code Compl. Analyst	1	0	0	0	0	0	0	0
2146	Code Policy Officer	1	0	0	0	0	0	0	0
2143	Building Inspections Manager	2	2	2	121,052	2	129,907	2	129,907
2141	Senior Building Inspector	2	2	2	89,910	2	92,540	2	92,540
2140	Building Inspector	20	19	18	721,627	18	742,504	19	781,690
2139	Inspection Supervisor II	1	2	2	103,064	2	108,417	2	108,417
2138	Inspection Supervisor I	2	3	3	143,909	3	155,245	3	155,245
2135	Housing Inspector	12	12	14	462,934	14	491,604	14	491,604
2132	Structural/Mechanical Supervisor	1	0	0	0	0	0	0	0
2131	Chief Mechanical Inspector	0	0	0	0	0	0	0	0
2130	Mechanical Inspector	4	3	2	80,472	2	82,810	2	82,810
2128	Sr. Combination Inspector	0	2	4	179,820	4	185,080	4	185,080
2127	Combination Inspector	0	0	3	124,660	3	132,546	3	132,546
2125	Chief Electrical Inspector	1	1	1	47,001	1	48,379	1	48,379
2124	Senior Electrical Inspector	3	3	3	134,865	3	138,810	3	138,810
2122	Electrical Inspector I	11	11	11	440,211	11	455,455	11	455,455
2120	Sign Inspector	2	2	2	80,472	2	82,810	2	82,810
2112	Chief Plumbing Inspector	1	1	1	47,001	1	48,379	1	48,379
2111	Senior Plumbing Inspector	2	2	2	89,910	2	92,540	2	92,540
2110	Plumbing Inspector	10	10	10	402,360	10	406,001	11	445,187
2106	Sr. Env. Soils Inspector	0	0	1	42,679	1	45,971	1	45,971
2105	Environmental Soils Specialist	2	2	1	38,273	1	41,405	1	41,405
2104	Environmental Soils Trainee	0	0	1	25,056	1	32,399	1	32,399
968	Program Manager I	0	1	1	49,444	1	51,219	1	51,219
930	Sr. Bureau Admin. Manager	0	1	1	61,325	1	59,324	1	59,324
922	Admin Supervisor II	0	1	1	36,895	1	39,804	1	39,804
920	Admin. Supervisor I	0	1	1	35,997	1	37,292	1	37,292
828	Sr. Financial Analyst	2	1	1	47,144	1	48,661	1	48,661
820	Administrative Assistant II	2	0	0	0	0	0	0	0
819	Administrative Assistant I	2	2	2	66,296	2	73,260	2	73,260
816	Sr. Admin. Specialist	1	1	1	27,955	1	28,856	1	28,856
815	Admin Specialist	0	1	1	21,549	2	46,868	2	46,868
TOTAL	FULL-TIME POSITIONS	125	129	138	5,468,253	140	5,799,864	142	5,878,236

BUREAU OF BUILDINGS (520)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		125	129	138	5,468,253	140	5,799,864	142	5,878,236
612	Sr. Human Resources	0	1	1	44,600	1	46,187	1	46,187
548	Administrative Services Director	1	0	0	0	0	0	0	0
222	Secretarial Assistant	0	1	1	25,590	1	27,833	1	27,833
221	Secretarial Clerk II	0	0	0	0	0	0	0	0
220	Secretarial Clerk I	9	8	8	169,486	9	198,543	9	198,543
140	Data Entry Clerk	2	2	2	46,354	2	47,732	2	47,732
117	Office Manager II	1	0	0	0	0	0	0	0
115	Supervising Clerk	2	1	1	27,833	1	28,647	1	28,647
114	Clerical Specialist	10	10	12	298,956	12	298,346	12	298,346
*Technical adjustment (WSLR) to match revised budget					\$144,410				
TOTAL FULL-TIME POSITIONS		150	152	163	6,225,482	166	6,447,152	168	6,525,524

BUILDINGS OPERATING FUND (116)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Permits & Licenses					
Construction Permits	\$6,737,236	\$7,447,352	\$6,780,000	\$7,846,225	\$7,846,225
Other Permits	287,920	256,589	281,000	291,000	291,000
Sub-Total	7,025,156	7,703,941	7,061,000	8,137,225	8,137,225
Service Charges					
Inspection Fees	309,624	358,462	410,200	457,850	457,850
Misc Fees and Charges	115,028	98,695	88,900	109,700	109,700
Sub-Total	424,652	457,157	499,100	567,550	567,550
Miscellaneous Revenues					
Collection Of Open Liens	273,596	424,183	376,776	481,823	481,823
Interest On Investments	0	297,293	300,000	235,000	235,000
Other Misc Revenues	459,453	45,198	3,000	0	0
	733,049	766,674	679,776	716,823	716,823
Total External Revenue	8,182,857	8,927,773	8,239,876	9,421,598	9,421,598
Interfund Cash Transfers					
General-Nghbrhd Quality	1,117,002	1,174,461	1,109,032	1,223,889	1,223,889
HCD Indirect	60,232	80,051	117,368	124,708	124,708
Federal Grant Funds	0	10,665	144,410	31,500	31,500
Subtotal-Transfers	1,177,234	1,265,177	1,370,810	1,380,097	1,380,097
Interfund Service Reimbursements					
Housing/Comm Develop	379,461	346,990	569,429	591,388	591,388
Sewer Operating	91,994	115,811	158,620	58,620	58,620
Refuse Disposal	200,470	205,822	287,780	287,780	287,780
General Fund (Parks)	1,000	1,000	1,000	1,000	1,000
Transportation Operating	0	0	3,700	6,000	6,000
Sub-Total-Reimbursement	672,925	669,623	1,020,529	944,788	944,788
Total Internal Revenue	1,850,159	1,934,800	2,391,339	2,324,885	2,324,885
Beginning-Fund Balance					
Encumbered	102,168	75,000	75,000	75,000	75,000
Unencumbered	5,265,136	5,122,492	5,335,718	4,478,195	4,478,195
Total Beginning Fund Balan	5,367,304	5,197,492	5,410,718	4,553,195	4,553,195
TOTAL RESOURCES	\$15,400,320	\$16,060,065	\$16,041,933	\$16,299,678	\$16,299,678

BUILDINGS OPERATING FUND (116)
Service Area: Community Development & Services
Commissioner-in-Charge: Gretchen Kafoury

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>REQUIREMENTS</u>					
<u>Bureau Expenses</u>					
<i>Personal Services</i>	\$7,452,677	\$7,912,091	\$8,912,480	\$9,399,160	\$9,508,178
<i>External Materials & Svcs</i>	720,943	814,399	920,727	1,011,474	1,007,434
<u>Internal Materials & Svcs</u>					
<i>Fleet Operating</i>	248,528	261,633	260,933	274,140	274,140
<i>Printing/Distrib Svcs</i>	236,098	243,518	254,642	259,239	259,239
<i>Facilities Services</i>	317,415	360,624	316,849	363,419	363,419
<i>Communications Svcs</i>	107,142	182,385	191,966	186,529	186,529
<i>Data Processing</i>	96,523	94,927	47,824	57,402	57,402
<i>Insurance and Claims</i>	76,394	88,407	86,351	98,825	98,825
<i>Workers' Comp Operatin</i>	129,649	120,880	108,705	95,764	95,764
<i>General Fund</i>	126,004	128,607	136,602	144,427	144,427
<i>Transportation Operating</i>	5,000	0	0	0	0
<i>Water Operating</i>	26	0	0	0	0
<i>Special Appropriation</i>	0	3,900	0	0	0
<i>Auto Port</i>	90,348	92,714	103,200	106,800	106,800
<i>Planning</i>				30,000	30,000
	1,433,127	1,577,595	1,507,072	1,616,545	1,616,545
<i>Capital Outlay</i>	118,822	61,955	100,000	50,500	50,500
<u>Equipment Cash Transfers</u>					
<i>Fleet Operating</i>	50,000	2,155	40,000	21,000	0
<i>Printing/Distribution</i>	0	0	6,500	0	0
	50,000	2,155	46,500	21,000	0
<i>Total Bureau Requirements</i>	9,775,569	10,368,195	11,486,779	12,098,679	12,182,657
	ERROR		**ERROR**	**ERROR**	**ERROR**
<u>Fund Requirements</u>					
<u>Contingency</u>					
<i>Gen Oper Contingency</i>	0	0	980,052	1,047,354	1,151,132
<i>Compensation Adjust.</i>	0	0	343,078	344,387	344,387
<i>Total Contingency</i>	0	0	1,323,130	1,391,741	1,495,519
<u>Cash Transfers to Other Funds</u>					
<i>General Fund-Overhead</i>	427,259	481,999	462,983	529,289	529,289
<i>Fleet Services</i>	0	5,042	0	0	0
<i>Health Insurance</i>	0	41,198	0	0	0
<i>Communication Services</i>	0	10,200	0	0	0
<i>Housing & Comm Devl</i>	0	0	0	0	0
	427,259	538,439	462,983	529,289	529,289
<i>Unapprop Ending Balance</i>	5,197,492	5,153,430	2,769,041	2,279,969	2,092,213
<i>Total Fund Requirements</i>	5,624,751	5,691,869	4,555,154	4,200,999	4,117,021
<u>TOTAL REQUIREMENTS</u>	\$15,400,320	\$16,060,065	\$16,041,933	\$16,299,678	\$16,299,678

BUREAU OF BUILDINGS (520)
Service Area: Community Development & Services
Commissioner-in-Charge: Gretchen Kafoury

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

I. Basis for projection of unencumbered beginning fund balance for upcoming fiscal year.

The FY 1994-95 unencumbered beginning fund balance is the sum of (1) the FY 1993-94 budgeted ending fund balance, plus (2) projected FY 1993-94 revenues in excess of budgeted revenues, plus (3) projected under expenditures for FY 1993-94, plus (4) the FY 1993-94 budgeted contingency balance, minus (5) the reappropriation of the receivership program, minus (6) the difference between the budgeted FY 1993-94 beginning fund balance and the beginning fund balance per the CAFR.

II. Explanation of significant changes in revenue estimates.

The estimated revenues for construction permits is significantly higher than the original estimates for FY 1993-94, however it is only slightly higher than the updated estimates for FY 1993-94. The Bureau has traditionally been ultra-conservative in estimating revenues. As a result, revenues for FY 1991-92 and FY 1992-93 were nearly \$1 million over estimate. Buildings is trying to include more realistic estimates in the FY 1994-95 budget.

Plumbing revenues are still not covering costs of the plumbing program in spite of a 5% fee increase in FY 1993-94. The Bureau will continue to need to increase plumbing fees incrementally to off set increases in the bureau's labor costs. A 5% fee increase is included in the FY 1994-95 budget.

The Bureau is also proposing a dramatic increase in revenues to recover costs of the zoning inspection program. New fees should be established to bring this program from 50% cost recovery to at least 70% cost recovery. The new fees would charge the violators of the zoning code after they have had adequate time to alleviate the violation or to apply for a land use action. The Bureau will continue to focus on the cost recovery rate of the program. After one year of the new fees being collected, it will be determined whether or not additional fee increases are necessary.

The Bureau of Buildings is also proposing doubling the home occupation permit fee. The fee presently is set at \$50 every two years. The new fee would be \$50 each year. This fee increase would reflect the true costs of processing and maintaining these permit records. In return for the increased fee, the Bureau could provide a site visit to ensure compliance at the time of initial permit issuance.

III. Explanation of significant changes in cash transfer, contingency or other fund-level requirements.

The contingency for FY 1994-95 is quite high, because \$500,000 is included for an office move. The bureau has been working towards obtaining more office space for several years now. The \$500,000 estimate is the cost that the Bureau of General Services anticipates for the bureau to expand into the entire ninth floor of the Portland Building. Another option to be explored is moving the Residential Inspections Division as well as residential permit issuance to an eastside location. Once the bureau has explored these options, they will bring a proposal to Council and request a draw on the contingency during FY 1994-95.

OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT (300)

Service Area: PARKS, RECREATION AND CULTURE

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$241,199	\$257,782	\$332,544	\$350,918	\$350,827
External Materials & Svcs.	646,290	668,499	560,143	692,744	692,853
Internal Materials & Svcs.	34,150	41,697	326,503	335,908	335,890
Minor Capital Outlay	0	10,903	0	0	0
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$921,639	\$978,881	\$1,219,190	\$1,379,570	\$1,379,570
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$921,639	\$978,881	\$1,219,190	\$1,379,570	\$1,379,570
Allocated Overhead Costs			106,715	110,897	110,897
Total Cost with Allocated Overhead			\$1,325,905	\$1,490,467	\$1,490,467
Authorized Full-Time Positions					
Total	4	4	5	5	5
Gen. Fund Discretionary	4	4	4	4	4
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		978,881	1,018,301	1,165,633	1,165,633
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenue		0	0	0	0
Interagency Services		0	200,889	213,937	213,937
Bureau Program Revenue		0	0	0	0
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		0	200,889	213,937	213,937
Total General Fund Resources		\$978,881	\$1,219,190	\$1,379,570	\$1,379,570
Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.					
Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.					
PROGRAMS					
CABLE COMMUNICATIONS		\$845,891	\$1,062,470	\$1,217,206	\$1,217,206
Positions		2	3	3	3
UTILITY FRANCHISE MGMT.		\$132,990	156,720	162,364	162,364
Positions		2	2	2	2
TOTAL PROGRAMS		\$978,881	\$1,219,190	\$1,379,570	\$1,379,570
Positions		4	5	5	5

OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT (300)

Service Area: PARKS, RECREATION AND CULTURE

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau provides oversight for utility license and franchise revenue, identifies new sources of revenue that could arise from the City's franchising authority, and assures that the cities of Portland, Gresham, Fairview, Troutdale, Wood Village, and Multnomah County meet their legal responsibilities in cable television regulation – including protecting consumers. The Bureau consist of two programs; Cable communications and Franchise Management.

Effective July 1, 1994, the Consolidated Cable Communications Commission's name will be changed to the Mt. Hood Cable Regulatory Commission. This commission was created in FY 1992-93 to regulate and administer cable franchise agreements on behalf of the six jurisdictions mentioned above.

As a part of the new franchise agreement with TCI Cablevision, TCI will fund a Community Access Capital Program, the purpose of which will be to maintain City wide governmental, educational, and public cable system programming. This program will be funded through the allocation of 3% of TCI's gross revenues, estimated to be \$250,000 in FY 94-95.

The FY 1994-95 adopted budget is approximately \$160,000 above the FY 1993-94 budget. The budget has increased due to higher cable franchise revenue projections resulting an increase of \$112,000 in Public Access programming to Portland Cable Access. Portland Cable Access is a non-profit corporation created to manage the community access channels city-wide and devoted to fostering and encouraging community expression and community communications. The City also targets 40% of the cable franchise fees collected from the annexed areas to Multnomah Community Television per intergovernmental agreement to provide Public Access programming.

DESCRIPTION OF PROGRAMS

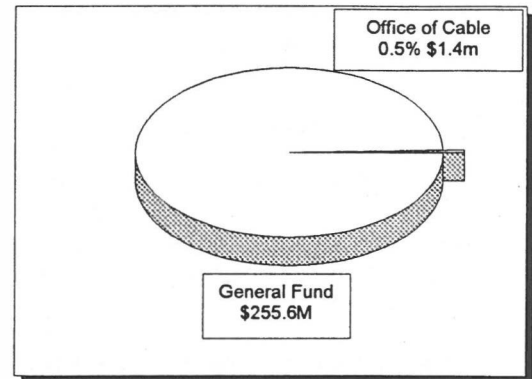
Cable Communications

This program includes the City of Portland's contribution to the Mt. Hood Cable Regulatory Commission, Portland Cable Access, and Multnomah Community Television.

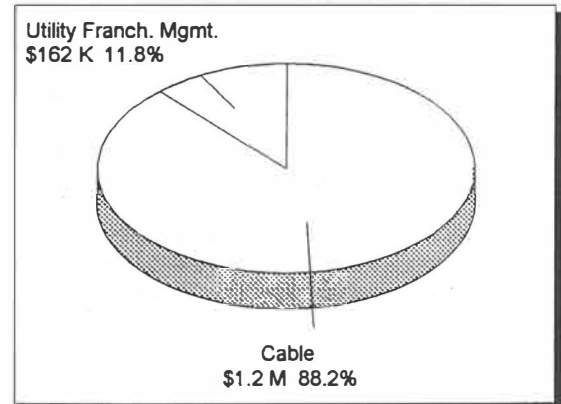
Utility Franchise Management

This program serves as the focal point for contact with existing and future franchises and is responsible for negotiating and administering franchises and franchise fees, overseeing utility audits, and monitoring legislative and Public Utility Commission activities.

PERCENT OF GENERAL FUND



PROGRAM EXPENSES



OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT (300)

Service Area: PARKS, RECREATION AND CULTURE

Commissioner-in-Charge: Earl Blumenauer

BUREAU MANAGEMENT OBJECTIVES

Mission:

To oversee the collection of Utility License and Franchise revenues, the City's second largest source of General Fund revenue; to identify new sources of revenue; and to assure that the Consolidated Cable Communications Commission (CCCC) regulates cable television in the interests of the citizens of Portland, Fairview, Gresham, Troutdale, Wood Village and Multnomah County.

A. FY 1994-95 Objectives

1. Conduct the federally-mandated cable franchise renewal process with Paragon.
2. Research and negotiate new franchise agreements and contracts, including GTE, US West, MFS Communications and Western Union ATS to maximize city discretionary revenue arising from franchise authority. Assist in the settlement of the Rockwood PUD lawsuit.
3. Facilitate, with other City agencies, a telecommunications plan to guide future City decisions related to the use of telecommunications internally and citywide. Promote development of City-owned and institutional cable communications systems and administer the Public Development Fund.
4. Defend City's legal and policy interest in development of "Information Super highway" through participation in Federal and State legislative proceedings

B. Ongoing Objectives

Administer 28 utility, telecommunication, pipeline, railroad and cable franchises/contracts and oversee audits and aggressively collect and monitor revenues from existing franchises.

Monitor and advocate for the fiscal and legal interest of the City of Portland and the CCCC jurisdictions on the utility and cable-related issues at the PUC, the State Legislature, the Federal Communications Commission (FCC) and Congress.

Oversee access services including Portland Cable Access (citywide), Multnomah Community Television, Program in Community Television at Mt. Hood Community College Portland Public Schools and Portland Community College. Administer a dedicated Public, Educational and Governmental (PEG) Access Capital Fund per the TCI franchise projected at \$250,000 in FY 1994-95.

Conduct the annual rate regulation proceedings and enforce the Commission's customer service standards including recording and responding to cable subscriber complaints and issue quarterly reports.

Provide general information on cable issues to City Council, other City agencies, other jurisdictions, and the general public.

Continue to build responsive and effective relationships with the jurisdictions participating on the intergovernmental Consolidated Cable Communications Commission.

OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT (300)

Service Area: PARKS, RECREATION AND CULTURE

Commissioner-in-Charge: Earl Blumenauer

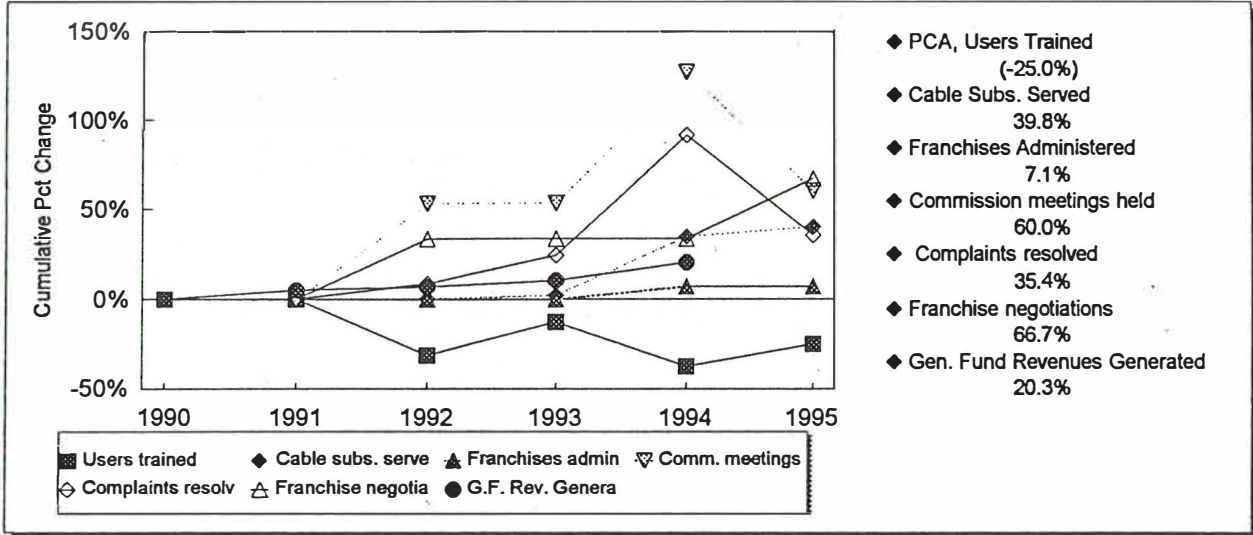
	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Percentage of Complaints resolved within two days	98%	99%	99%	99%
Cable consumer satisfaction survey conducted	1	1	1	1
Negotiations resulting in a Franchise	33%	66%	66%	66%
General Fund revenue generated	\$31,710,574	\$32,749,635	\$35,732,193	\$35,732,193
<u>EFFICIENCY MEASURES</u>				
Cost of Cable regulation per Subs.	\$2.03	\$2.73	\$2.75	\$2.75
Incr./dec. in Gen. Fund revenue generated	\$575,306	\$1,039,061	\$2,982,558	\$2,982,558
Percentage of inc./dec. in revenue generated	1.8%	3.3%	8.3%	8.3%
<u>WORKLOAD MEASURES</u>				
Cable Subscribers Served	95,000	125,000	130,000	130,000
Franchises/agreements administered	28	28	30	30
Commission meetings staffed	23	34	24	24
Users trained in Cable Access Production	1,400	1,000	1,200	1,200
Franchise negotiations conducted	4	4	5	5
Cable consumer satisfaction survey perf.	1	1	1	1
Telephone booth complaints resolved	10	15	15	15

OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT

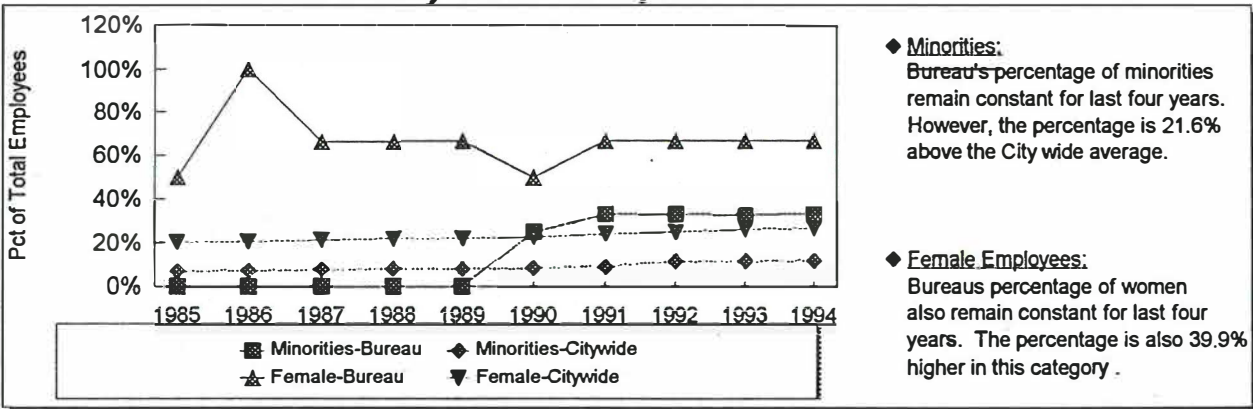
Service Area: PARKS, RECREATION AND CULTURE

Commissioner-in-Charge: Earl Blumenauer

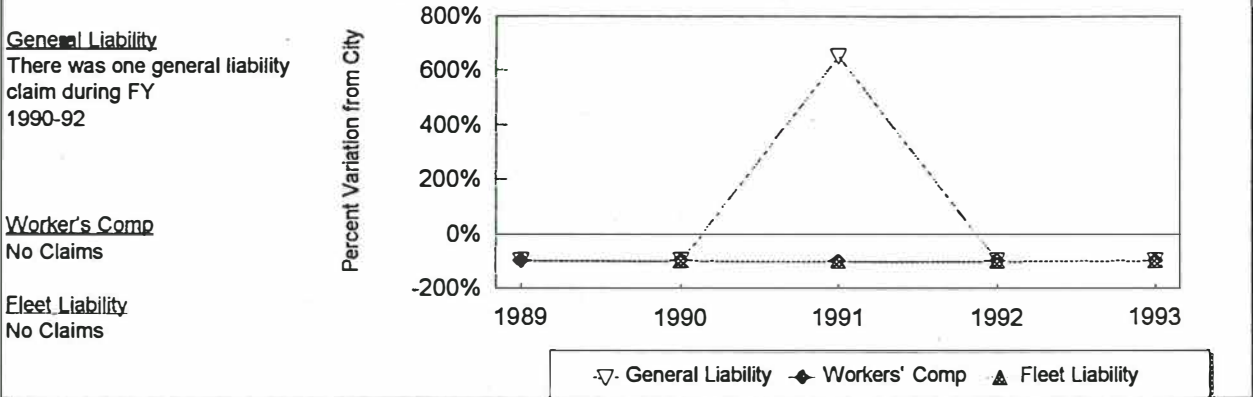
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



General Liability
There was one general liability claim during FY 1990-92

Worker's Comp
No Claims

Fleet Liability
No Claims

OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT (300)

Service Area: PARKS, RECREATION AND CULTURE

Commissioner-in-Charge: Earl Blumenauer

BUREAU EXPENSES - LINE ITEM DETAIL

Expenditure Classification	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
511000 Full-Time Employees	\$170,274	\$185,140	\$241,909	\$250,809	\$250,809
512000 Part-Time/Limited-Term	540	0	0	0	0
514000 Overtime	347	680	500	500	409
515000 Premium Pay	0	0	0	0	0
517000 Benefits	70,038	71,962	90,135	99,609	99,609
Total Personal Services	\$241,199	\$257,782	\$332,544	\$350,918	\$350,827
521000 Professional Services	\$507,883	\$556,952	\$555,043	\$686,986	\$686,986
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	1,000	1,200	1,200
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	121,223	88,338	500	550	550
531000 Office Supplies	652	535	500	600	600
532000 Operating Supplies	1,748	4,471	300	391	500
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	124	311	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	6,310	3,546	600	800	800
542000 Local Travel	0	72	0	0	0
543000 Out-of-Town Travel	4,879	7,957	1,200	1,200	1,200
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	3,471	6,317	1,000	1,017	1,017
Subtotal External Materials & Services	\$646,290	\$668,499	\$560,143	\$692,744	\$692,853
551000 Fleet Services	\$755	\$520	\$621	\$519	\$519
552000 Printing/Distribution	9,095	7,465	883	1,219	1,219
553000 Facilities Services	12,900	16,850	6,953	6,361	6,343
554000 Communications	4,263	7,965	2,300	2,166	2,166
555000 Data Processing	455	437	254	226	226
556000 Insurance	6,682	8,460	3,954	2,825	2,825
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	311,538	322,592	322,592
Subtotal Internal Materials & Services	\$34,150	\$41,697	\$326,503	\$335,908	\$335,890
Total Materials & Services	\$680,440	\$710,196	\$886,646	\$1,028,652	\$1,028,743
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	10,903	0	0	0
Total Capital Outlay	\$0	\$10,903	\$0	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$921,639	\$978,881	\$1,219,190	\$1,379,570	\$1,379,570

City of Portland, Oregon - FY 1994-95 Adopted Budget

OFFICE OF CABLE COMMUNICATIONS & FRANCHISE MANAGEMENT (300)

Service Area: **PARKS, RECREATION AND CULTURE**

Commissioner-in-Charge: **Earl Blumenauer**

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0245	Hearings Clerk	1	1	1.0	33,888	1.0	33,983	1.0	33,983
0827	Financial Analyst	1	1	1.0	43,860	1.0	46,904	1.0	46,904
0926	Administrative Service Manager	1	1	1.0	54,766	1.0	57,611	1.0	57,611
0966	Program Coordinator	0	0	1.0	47,758	1.0	50,139	1.0	50,139
0979	Fran. & Cable Comm. Director	1	1	1.0	61,637	1.0	62,172	1.0	62,172
TOTAL FULL-TIME POSITIONS		4	4	5	241,909	5	250,809	5	250,809

CABLE FUND (120)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Permits & Licenses					
<i>Cable Franch Fees/PEG</i>	\$0	\$0	\$941,260	\$959,771	\$959,771
<i>E.Count. Settlement Fund</i>	0	0	3,582,867	0	0
	0	0	4,524,127	959,771	959,771
Service Charges					
<i>Reimb. from Cable Co.</i>	0	0	0	117,500	117,500
<i>Revenue Description</i>	0	0	0	0	0
	0	0	0	117,500	117,500
Miscellaneous Revenues					
<i>Interest (E. C. Settl. Fund)</i>	0	0	0	108,413	108,413
<i>Revenue Description</i>	0	0	0	0	0
	0	0	0	108,413	108,413
Total External Revenue	0	0	4,524,127	1,185,684	1,185,684
Interfund Service Reimbursements					
<i>General Fund contrib. to CC</i>	0	0	176,541	191,522	191,522
<i>Fund Name</i>	0	0	0	0	0
	0	0	176,541	191,522	191,522
Beginning Fund Balance	0	0	0	2,743,984	2,743,984
TOTAL RESOURCES	\$0	\$0	\$4,700,668	\$4,121,190	\$4,121,190
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials & Svcs</i>	0	281,223	1,410,688	3,846,810	3,846,810
<i>Internal Materials & Svcs</i>		\$22,279	\$230,704	\$245,738	\$245,738
	0	22,279	230,704	245,738	245,738
<i>Capital Outlay</i>	0	0	3,000	700	700
<i>Equipment Cash Transfers</i>	0	0	3,000	700	700
Total Bureau Expenses	0	303,502	1,644,392	4,093,248	4,093,248
Fund Requirements					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	0	0	6,000	5,294	5,294
<i>Compensation Adjust.</i>	0	0	6,161	0	0
	0	0	12,161	5,294	5,294

CABLE FUND (120)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Interfund Cash Transfers</i>					
<i>Transfer to Gen.Fund-overhe</i>	0	0	22,018	22,648	22,648
	0	0	22,018	22,648	22,648
<i>Inventory Account Increases</i>	0	0	0	0	0
<i>Ending Balance/Reserves</i>	0	0	3,022,097	0	0
Total Fund Requirements	0	0	3,056,276	27,942	27,942
TOTAL REQUIREMENTS	\$0	\$303,502	\$4,700,668	\$4,121,190	\$4,121,190

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

This is the second year of the Cable Fund. The Cable Fund is overlooked by the Consolidated Cable Communications Commission which consists of citizens from Portland and East County jurisdictions. The cable fund budget consists of staff support for the commission, management of cable franchise fees, and cable access support.

The Consolidated Cable Communications Commission has decided to disburse the East County Settlement Fund in full to the dedicated entities in the amount of \$2,852,397. This amount is budgeted under line item 529000, Miscellaneous Services, and will reflect as a major increase.

CONSOLIDATED CABLE COMMUNICATIONS COMMISSION (304)

Service Area: COMMUNITY DEVELOPMENT & SERVICES

Commissioner-in-Charge: EARL BLUMENAUER

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time/Limited-Term	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
Total Personal Services	\$0	\$0	\$0	\$0	\$0
521000 Professional Services	\$0	\$4,357	\$37,303	\$159,500	\$159,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	1,600	1,700	1,700
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	276,234	1,357,410	3,676,880	3,676,880
531000 Office Supplies	0	0	1,000	1,000	1,000
532000 Operating Supplies	0	0	900	1,600	1,600
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	280	2,040	750	750
542000 Local Travel	0	0	0	600	600
543000 Out-of-Town Travel	0	352	6,000	1,900	1,900
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	4,435	2,880	2,880
Subtotal External Materials & Services	\$0	\$281,223	\$1,410,688	\$3,846,810	\$3,846,810
551000 Fleet Services	\$0	\$0	\$1,040	\$1,038	\$1,038
552000 Printing/Distribution	0	6,828	8,301	12,000	12,000
553000 Facilities Services	0	0	10,429	9,513	9,513
554000 Communications	0	0	3,734	4,675	4,675
555000 Data Processing	0	0	380	339	339
556000 Insurance	0	0	5,931	4,236	4,236
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	15,451	200,889	213,937	213,937
Subtotal Internal Materials & Services	\$0	\$22,279	\$230,704	\$245,738	\$245,738
Total Materials & Services	\$0	\$303,502	\$1,641,392	\$4,092,548	\$4,092,548
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	3,000	700	700
Total Capital Outlay	\$0	\$0	\$3,000	\$700	\$700
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$0	\$303,502	\$1,644,392	\$4,093,248	\$4,093,248

CONVENTION AND TOURISM(201)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
Lodging Tax	\$1,196,839	\$1,291,877	\$1,382,676	\$1,400,827	\$1,400,827
Interest on Investment	6,797	5,523	6,000	6,000	6,000
	1,203,636	1,297,400	1,388,676	1,406,827	1,406,827
Total External Revenues	1,203,636	1,297,400	1,388,676	1,406,827	1,406,827
Beginning Fund Balance	16,543	22,853	0	0	0
TOTAL RESOURCES	\$1,220,179	\$1,320,253	\$1,388,676	\$1,406,827	\$1,406,827
REQUIREMENTS					
External Materials and Svcs	\$1,161,164	\$1,260,047	\$1,360,222	\$1,377,773	\$1,377,773
Internal Materials and Svcs	\$22,991	\$22,991	\$23,054	\$24,139	\$24,139
Total Bureau Expenses	\$1,184,155	\$1,283,038	\$1,383,276	\$1,401,912	\$1,401,912
Contingency					
General Operating Contingency	0	0	0	0	0
Cash Transfers to Other Funds					
General Fund--Overhead	13,171	2,826	5,400	4,915	4,915
Unappropriated Ending Balance	22,853	34,389	0	0	0
TOTAL REQUIREMENTS	\$1,220,179	\$1,320,253	\$1,388,676	\$1,406,827	\$1,406,827
EXPENDITURES - AU 255					
External Materials and Services					
549000 Miscellaneous	\$1,161,164	\$1,260,047	\$1,360,222	\$1,377,773	\$1,377,773
Internal Materials and Services					
559000 Other Fund Services--Gen.	\$22,991	\$22,991	\$23,054	\$24,139	\$24,139
TOTAL Bureau Expenses	\$1,184,155	\$1,283,038	\$1,383,276	\$1,401,912	\$1,401,912

The City of Portland collects a Transient Lodgings Tax which is 6% of the hotel/motel room charges. Five percent (5%) is deposited to the General fund, and one percent (1%) is deposited to the Convention and Tourism Fund. The City Charter dedicates the one percent (1%) towards the promotion and procurement of convention business and tourism and currently contracts with the Portland Oregon Visitors Association (POVA) for this service. The increase in resources from FY 1993-94 is the result of an increase in the hotel/motel business in the City.

The Bureau of Licenses manages the Convention and Tourism Fund and administers the collection of the taxes.

ECONOMIC IMPROVEMENT DISTRICT (117)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
<u>Revenue</u>					
<i>Interest on Investments</i>	5,584	7,250	35,000	0	0
<i>Open Lien Receipts</i>	1,526,188	1,357,682	1,431,200	0	42,000
<i>Service Charges & Fees</i>	0	0	0	0	2,355,411
Total Revenue	\$1,531,772	\$1,364,932	\$1,466,200	\$0	\$2,397,411
Beginning Balance	16,903	\$58,768	100,000		0
TOTAL RESOURCES	\$1,548,675	\$1,423,700	\$1,566,200	\$0	\$2,397,411
<u>REQUIREMENTS</u>					
<u>Bureau Expenses</u>					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials & Services</i>	1,489,907	1,332,506	1,566,200	0	2,397,411
<i>Internal Materials & Services</i>	0	0	0	0	0
<i>Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0
<i>Equipment Cash Transfers</i>	0	0	0	0	0
Total Bureau Expenses	\$1,489,907	\$1,332,506	\$1,566,200	\$0	\$2,397,411
<i>General Operating Contingency</i>	\$0	\$0	\$0	\$0	\$56,507
<i>Unappropriated Ending Balance</i>	\$58,768	\$91,194	\$0	\$0	\$0
TOTAL REQUIREMENTS	\$1,548,675	\$1,423,700	\$1,566,200	\$0	\$2,397,411
<u>EXPENDITURES - AU 249</u>					
<i>External Materials and Services 512000 - Professional Services</i>	1,489,907	1,332,506	1,566,200	0	2,397,411
TOTAL APPROPRIATION	1,489,907	1,332,506	1,566,200	0	2,397,411

The Economic Improvement District Fund includes the resources and requirements associated with the Downtown Economic Improvement District. The District was created in FY 1988-89 for a three year term and reauthorized in FY 1991-92 for another three year period. Due to limitations of Measure 5, the District was funded via voluntary assessment for the second three year period.

Services provided include enhanced security, street cleaning, and marketing services in the central business district. Services are provided by the Association for Portland Progress through a management agreement with the City of Portland.

For FY 1994-95, district activities will be funded by a property management license fee payable by the managers of business properties within the district. This program is now referred to as the Clean and Safe District. The proposed license fee will be based upon three factors that have been developed as measures of the need-for-services load created by the use of downtown property for business purposes. Funding was not included in the Proposed Budget because City Council had not authorized the license fee at that time.

It is anticipated that the collection of the license fee will be handled by the Bureau of Licenses, with administration costs reimbursed by the Association for Portland Progress.

ENERGY OFFICE (302)

Service Area: Community Development & Services

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$313,732	\$396,895	\$410,117	\$296,643	\$296,643
External Materials & Svcs.	65,812	102,001	117,377	78,755	78,755
Internal Materials & Svcs.	53,158	55,468	52,622	54,432	54,432
Minor Capital Outlay	4,045	1,539	0	0	0
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$436,747	\$555,903	\$580,116	\$429,830	\$429,830
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$436,747	\$555,903	\$580,116	\$429,830	\$429,830
Allocated Overhead Costs			91,918	107,355	107,355
Total Cost with Allocated Overhead			\$672,034	\$537,185	\$537,185
Authorized Full-Time Positions					
Total	4	7	7	7	7
Gen. Fund Discretionary	0.75	0.75	1.00	0.80	0.80
SOURCE OF FUNDING					
101 Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		113,159	129,076	139,634	139,634
Non-Discretionary Revenues					
Grants & Donations		313,903	316,373	97,500	97,500
Contract Revenue		0	0	0	0
Interagency Services		127,999	134,667	192,696	192,696
Bureau Program Revenue		842	0	0	0
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		442,744	451,040	290,196	290,196
Total General Fund Resources		\$555,903	\$580,116	\$429,830	\$429,830
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
Administration		\$159,472	\$158,430	\$142,251	\$142,251
Positions		0.75	1.00	0.80	0.80
Energy Efficiency		383,469	407,771	272,419	272,419
Positions		6.00	5.75	5.95	5.95
Block-By-Block Admin.		12,962	13,915	15,160	15,160
Positions		0.25	0.25	0.25	0.25
TOTAL PROGRAMS		\$555,903	\$580,116	\$429,830	\$429,830
Positions		7	7	7	7

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Portland Energy Office helps local residents and businesses save money by using energy more efficiently. A new City Energy Policy, adopted in April 1990, makes a renewed commitment to sustainable energy resources, a clean environment and a strong economy. The Energy Office offers research, education and on-site technical and financial services to help achieve these goals.

ENERGY OFFICE (302)

Service Area: Community Development & Services

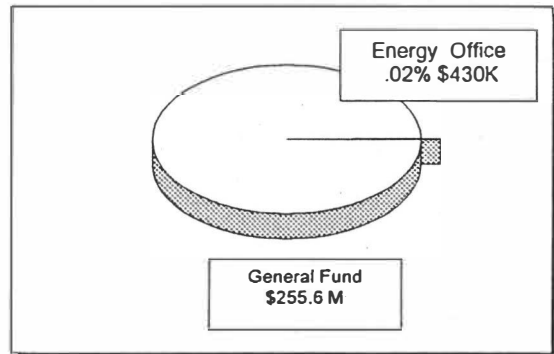
Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Energy Office provides staff support to Portland Energy and Environment Commission, and provides essential local government insight into energy policies and programs developed by the Oregon Department of Energy and Public Utilities Commission, Bonneville Power Administration, Northwest Power Planning Council, electric and natural gas utilities, and many energy and environmental organizations throughout the nation. Of significant interest is the City's participation in the international CO₂ Reduction Project to reduce carbon dioxide and adoption of a local global warming strategy in 1993.

PERCENT OF GENERAL FUND



The Energy Office budget reflects a \$149,770 reduction from the current year. The Office's reduced budget is mainly attributable to the timing of grant and contract revenues. It is anticipated that grants will be forthcoming prior to the end of FY 1993-94 to be carried over in FY 1994-95. In addition, the Energy Office anticipates generating an estimated \$250,000 in grants, contracts, and interagencies during FY 1994-95 to implement the City's Energy Policy and Carbon Dioxide Reduction Strategy. The budget reflects the continuation of the City Energy Program which will continue to decrease energy costs in City owned buildings, fleet and facilities. The goal of the Energy Office is to identify an additional \$200,000 in energy savings improvements citywide in FY 1994-95.

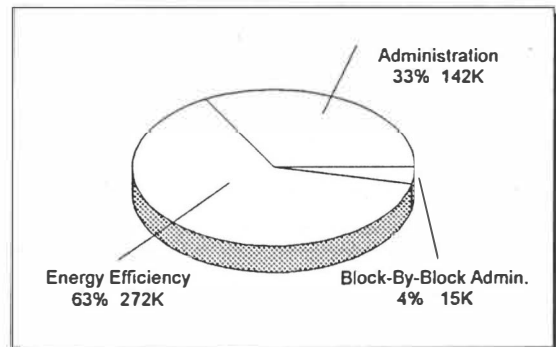
This budget supports a total of seven positions. With the exception of the Director's position, all positions will be supported by grant, contract, and interagency revenues.

DESCRIPTION OF PROGRAMS

Administration/Policy and Program Development

The Administration program provides basic planning, policy coordination, direction, reporting, budgeting, and program development services for the Energy Office and the Energy and Environment Commission. In addition, the Administration program develops funding proposals to implement the Energy Policy and the CO₂ Reduction Strategy.

PROGRAM EXPENSES



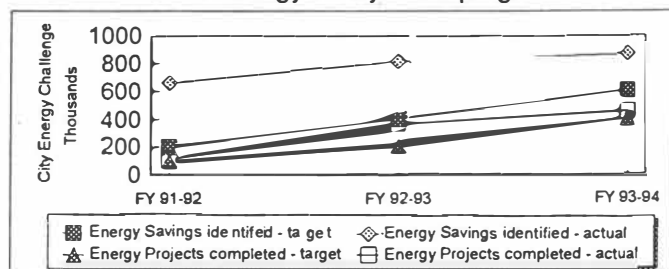
Block-By-Block Administration

This program provides basic weatherization at no cost to eligible low-income households. BBB's primary objective is to increase the energy efficiency of low-income households, reduce monthly utility bills, and improve home comfort

Energy Efficiency

The Energy Efficiency program provides energy conservation and other environmental services for City bureaus, residents, and businesses consistent with the direction of the Energy Policy. This program relies predominately on outside funding. Two

examples of Energy Office programs include efforts to weatherize lower income multi-family apartments with more than 10,000 units insulated to date, and technical assistance for businesses on energy and water conservation, recycling and transportation options. Of particular interest to Council is the City Energy Challenge program that has a goal of reducing City government's energy bill by \$1 million annually. To date \$860,000 in annual savings have been identified and actual savings of \$600,000 will result from projects already completed.



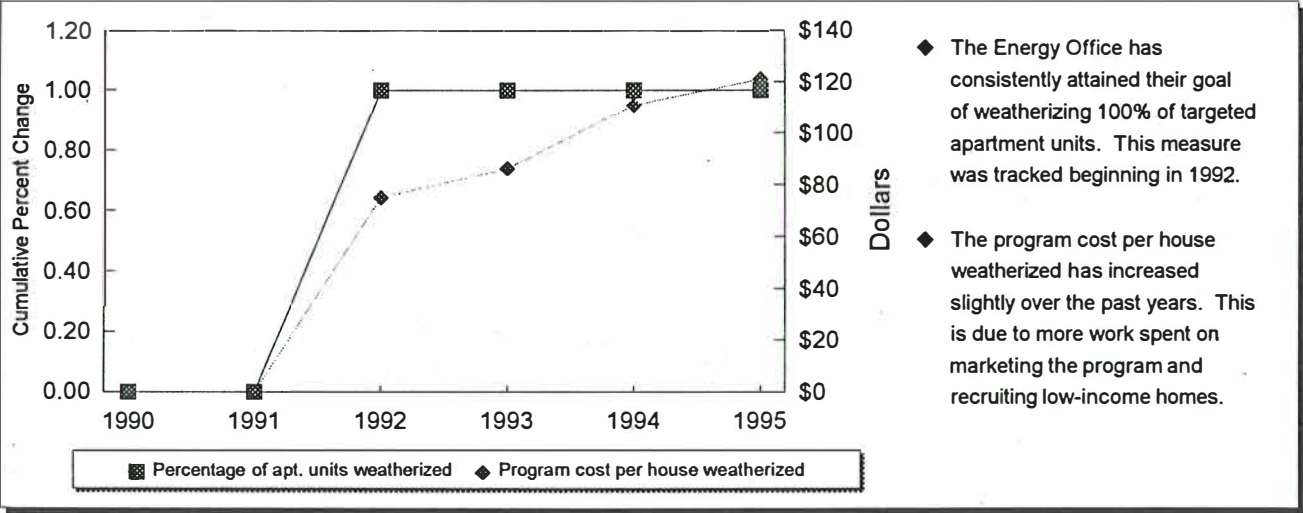
ENERGY OFFICE (302)

Service Area: Community Development & Services

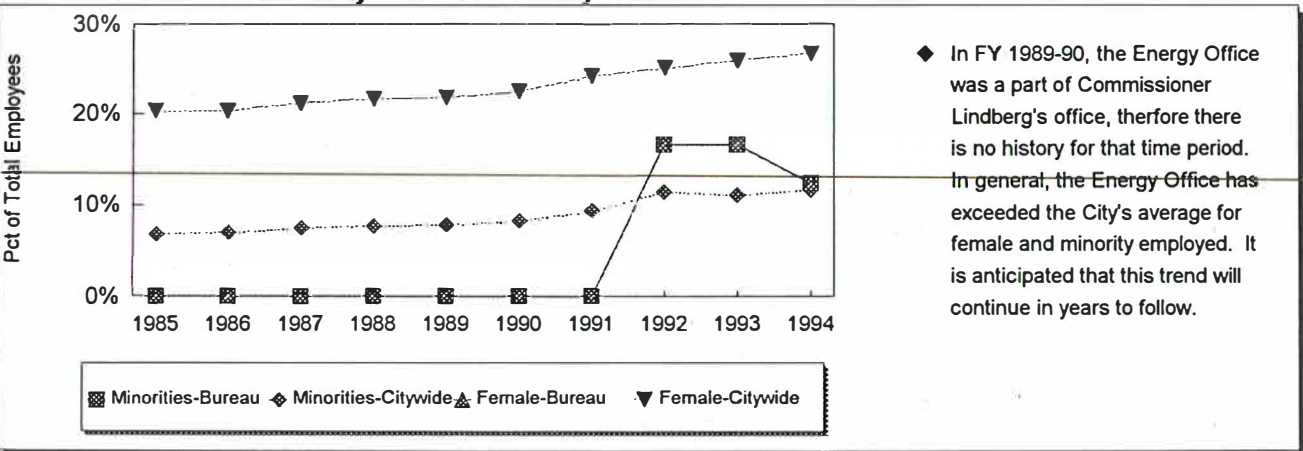
Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

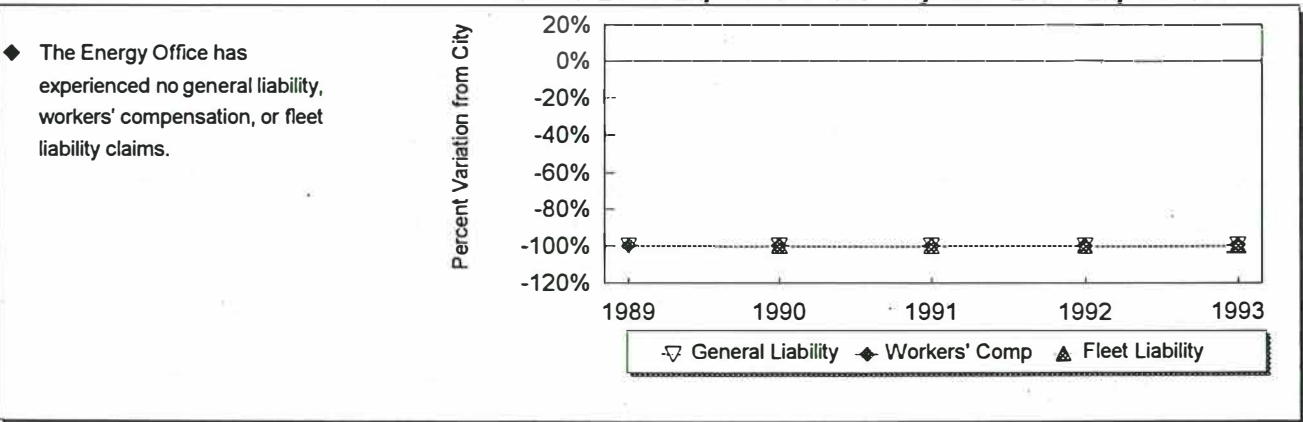
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



ENERGY OFFICE (302)

Service Area: Community Development & Services

Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1994-95 Objectives

- ◆ Facilitate the weatherization of 1,500 low-to-moderate income apartment units.
- ◆ Weatherize 125 low-income homes through the Block-By-Block program.
- ◆ Identify a total of \$800,000 in energy saving projects in City facilities and complete projects during the year that will result in a total of \$600,000 in actual energy savings.
- ◆ Help at least 50 businesses to promote energy efficiency, water conservation, waste reduction, and efficient transportation.
- ◆ Assist the Bureau of Environmental Services in setting up 325 multi-family complexes recycling systems.
- ◆ Acquire at least \$250,000 in grants, contracts, and interagencies to implement the City's Energy Policy and CO2 Reduction Strategy.
- ◆ Continue implementation of the 1990 City Energy Policy and 1993 Carbon Reduction Strategy.
- ◆ Staff City Energy and Environment Commission.
- ◆ Provide information and technical assistance to at least 6,500 persons.

MAJOR BUDGET NOTES

- ◆ None

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
◆ Percentage of apartment units weatherized	100%	100%	100%	100%
<u>EFFICIENCY MEASURES</u>				
◆ Program cost per house weatherized	\$86	\$111	\$121	\$121
<u>WORKLOAD MEASURES</u>				
◆ No. of apartment units weatherized	1,600	1,500	1,500	1,500
◆ Cumulative energy savings identified	400,000	600,000	800,000	800,000
◆ Cumulative energy savings projects complet	355,922	400,000	600,000	600,000

ENERGY OFFICE (302)

Service Area: Community Development & Services

Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$158,968	\$164,463	\$234,832	\$215,097	\$215,097
512000 Part-Time/Limited-Term	77,701	132,501	59,950	0	0
514000 Overtime	69	0	0	0	0
515000 Premium Pay	527	568	0	0	0
517000 Benefits	76,467	99,363	115,335	81,546	81,546
Total Personal Services	\$313,732	\$396,895	\$410,117	\$296,643	\$296,643
521000 Professional Services	\$30,209	\$29,493	\$46,795	\$13,033	\$13,033
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	1,147	1,978	500	1,500	1,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	8,520	10,849	929	0	0
531000 Office Supplies	3,451	2,966	8,576	4,292	4,292
532000 Operating Supplies	735	624	0	0	0
533000 Repair & Maint. Supplies	236	0	0	500	500
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	3,498	4,472	5,986	2,862	2,862
542000 Local Travel	2,004	12,140	9,512	2,800	2,800
543000 Out-of-Town Travel	13,512	11,225	24,421	9,521	9,521
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	2,500	28,254	20,658	44,247	44,247
Subtotal External Materials & Services	\$65,812	\$102,001	\$117,377	\$78,755	\$78,755
551000 Fleet Services	\$1,512	\$1,251	\$1,600	\$1,556	\$1,556
552000 Printing/Distribution	7,122	11,821	8,849	8,773	8,773
553000 Facilities Services	26,694	25,498	24,416	25,336	25,336
554000 Communications	4,625	7,952	6,927	7,238	7,238
555000 Data Processing	762	539	1,084	1,097	1,097
556000 Insurance	12,443	8,407	9,746	10,432	10,432
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$53,158	\$55,468	\$52,622	\$54,432	\$54,432
Total Materials & Services	\$118,970	\$157,469	\$169,999	\$133,187	\$133,187
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,045	1,539	0	0	0
Total Capital Outlay	\$4,045	\$1,539	\$0	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$436,747	\$555,903	\$580,116	\$429,830	\$429,830

ENERGY OFFICE (302)

Service Area: Community Development & Services

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0891	Energy Director	1	1	1	57,942	1	60,781	1	60,781
0813	City-Community Liasion	1	1	0	0	0	0	0	0
3140	Engineer Technician	1	0	0	0	0	0	0	0
3108	Engineer Technician II	0	1	0	0	0	0	0	0
0221	Secretarial Clerk II	1	1	1	25,953	1	16,869	1	16,869
0809	Urban Services Coordinator	0	1	0	0	0	0	0	0
7456	Human Resources Specialist II	0	1	0	0	0	0	0	0
7494	Sr. Community Relations Specialist	0	0	1	47,689	1	32,600	1	32,600
7492	Community Relations Specialist	0	1	2	87,862	2	66,143	2	66,143
0514	Associate Accountant	0	0	1	28,188	1	20,364	1	20,364
0816	Senior Administrative Specialist	0	0	1	17,766	1	18,340	1	18,340
TOTAL FULL-TIME POSITIONS		4	7	7	265,400	7	215,097	7	215,097

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

SUMMARY OF ALL FUNDS COMBINED

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$645,090	\$753,984	\$768,154	\$848,414	\$848,414
External Materials & Svcs.	12,660,302	15,524,886	36,445,916	32,216,973	26,435,569
Internal Materials & Svcs.	1,915,165	1,699,819	2,475,145	2,546,256	2,532,559
Minor Capital Outlay	6,222	4,813	16,000	0	0
Cash Transfers-Equipment	600	0	0	0	0
Total Operating Budget	\$15,227,379	\$17,983,502	\$39,705,215	\$35,611,643	\$29,816,542
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$15,227,379	\$17,983,502	\$39,705,215	\$35,611,643	\$29,816,542
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead		\$17,983,502	\$39,705,215	\$35,611,643	\$29,816,542
Authorized Full-Time Positions					
Total	9	10	12	14	14
Gen. Fund Discretionary	0	0	0	0	0
SOURCE OF FUNDING					
CDBG		14,752,826	29,055,360	28,749,109	22,944,008
HOME		\$68,762	7,035,105	4,102,546	\$4,102,546
Types of General Fund Resources:					
Discretionary General Fund		972,100	2,149,208	1,680,736	1,690,736
Non-Discretionary Revenues					
Grants & Donations		1,012,177	1,390,542	1,004,252	1,004,252
Contract Revenue		1,177,637	0	0	0
Interagency Services		0	75,000	75,000	75,000
Total Non-Discretionary Revenues		2,189,814	1,465,542	1,079,252	1,079,252
Total Resources		\$17,983,502	\$39,705,215	\$35,611,643	\$29,816,542
NOTE: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.					
NOTE: Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.					
NOTE: Combined total resources do not equal total program costs due to fund level contingencies and ending fund balances.					
PROGRAMS					
Administration	1,303,630	\$1,567,471	\$2,021,528	\$2,019,620	\$2,119,620
Positions	9	10	12	14	14
Housing	8,736,789	10,963,193	27,331,714	25,296,251	19,441,150
Neighborhood Imprts	506,108	277,955	589,981	643,991	643,991
Economic Development	1,209,279	1,327,150	2,896,147	2,938,401	2,938,401
Community Services					
Community Services	1,932,851	2,086,344	4,236,504	2,692,178	2,907,644
Emergency Services	181,294	113,546	477,185	128,214	128,214
Youth Programs	875,156	328,917	774,355	1,057,389	801,923
Public Safety Program	365,780	516,041	525,608	731,599	731,599
Other	0	26,144	18,750	104,000	104,000
Community Initiatives	0	25,223	30,058	0	0
ESGrant Program	116,492	203,919	218,097	0	0
PILOT Project	0	547,599	585,288	0	0
TOTAL PROGRAMS	\$15,227,379	\$17,983,502	\$39,705,215	\$35,611,643	\$29,816,542
Positions	9	10	12	14	14

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

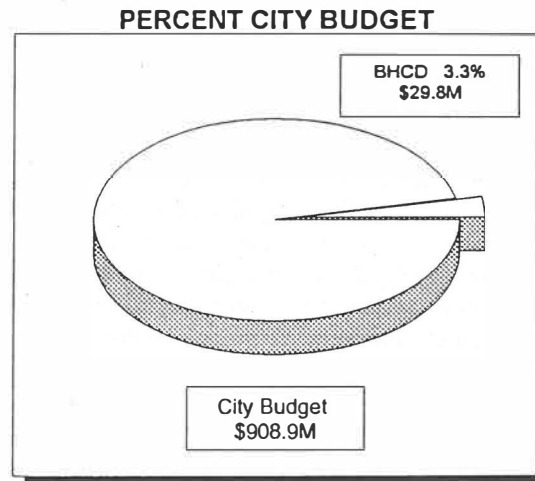
SUMMARY OF ALL FUNDS COMBINED

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Housing & Community Development (BHCD) is a General Fund agency providing services to low-income residents and neighborhoods in the City of Portland. It provides direction and staff support to the City's Housing & Community Development (HCD) Block grant program, the Housing & Community

Development Commission (HCDC), and the HOME grant. The total consolidated budget is presented here to provide a complete picture of BHCD programs funded by HCD and HOME funds and the General Fund. The bureau's combined resources total \$29,816,542 for FY 94/95: \$22,944,008 HCD funds, \$4,102,546 HOME funds, \$1,690,736 discretionary General Fund and \$1,079,252 other grants and program revenues.

The bureau's recently completed Community Development Plan defines a broad vision for community development in Portland: "We envision Portland as a vital community of healthy, stable neighborhoods in which people of all cultures choose to live and make a personal investment. We envision neighborhoods which foster an atmosphere of community, which support residents' abilities to meet their needs and those of their families, and provide for the basic needs of those who are unable to care for themselves fully." With the implementation of the Community Development Plan, this vision statement will guide the city and its residents in making funding decisions for services for low and moderate income people.



For FY 94/95, BHCD's budget and funding of activities will be at FY 93/94 level plus 4% cost of living increase. For FY 95/96, implementation of the bureau's Community Development Plan will result in a new, competitive application process for allocating funds. Current contractors have been informed of the new process and their ability to participate. BHCD plans to establish three-year funding agreements with service providers selected through the new process; however, continued funding will be based on outcome-based performance evaluations.

DESCRIPTION OF PROGRAMS - ALL FUNDS

HOUSING PROGRAM: \$19,441,150

The Housing Program involves development of affordable housing for households below 80% of median income. Programs are funded by CDBG and HOME. PDC is the primary implementing agency for these programs. The Bureau of Buildings provides the code enforcement pieces of these programs.

Housing programs include:

- Homeowner Rehabilitation and Refinance loan programs, Affordable Rental Housing, and the Homestead Program. These three programs are administered by PDC.
- Funding of Portland Housing Authority's role as a developer of Special Needs housing and Homeless Facilities. Includes staff, operating and capital funding.

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

SUMMARY OF ALL FUNDS COMBINED

HOUSING, continued

- Housing Development Operating Support – Training, technical assistance and direct funding for non-profit organizations. Includes Neighborhood Partnership Fund CDC Capacity Building Program, the Housing Development Center, the NECDC Nehemiah Program and a new Operating Support Program.

The Bureau of Buildings Housing Code Enforcement programs augment the BHCD Housing Program. BHCD currently funds these programs.

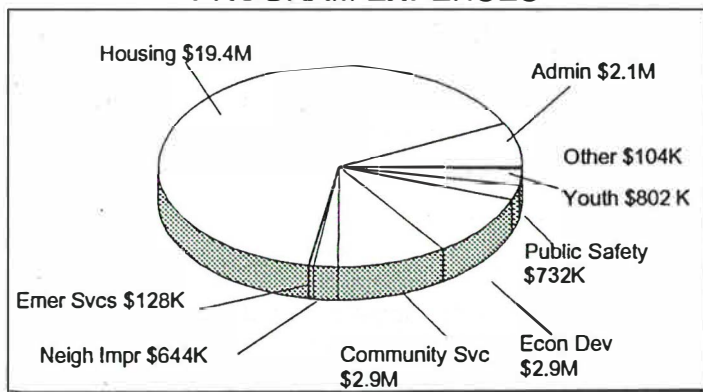
- Vacant Building Program - Inspections of substandard buildings and suspected dangerous buildings in targeted neighborhoods.
- Systematic inspection of "at-risk" multi-family housing and coordination of compliance with City code to save structures in danger of closure due to deferred maintenance .
- Targeted Housing Code Enforcement in targeted areas. In FY 1993-94 a prototype to systematically inspect housing units in three targeted neighborhoods was developed. In FY1994-95, criteria will be six neighborhoods.

NEIGHBORHOOD IMPROVEMENT PROGRAM: \$643,991

The objective of the Neighborhood Improvement Program is to revitalize and improve the livability of eligible low-income neighborhoods. Funding is provided for projects and programs which have a long term impact on the neighborhood:

- Street Improvement Program - Provides 70% of property owner's costs (100% for low-income owner occupants) for construction of residential streets, drainage (sumps), curbs and sidewalks in low-income neighborhoods.
- Ed Benedict Park/Parks Bureau. 2nd year of a two-year commitment to develop a neighborhood park adjacent to the new 911 facility.
- Outer SE District Plan/Bureau of Planning . 3rd year of a three-year commitment to develop a district plan and accompanying neighborhood plans.

PROGRAM EXPENSES



ECONOMIC DEVELOPMENT PROGRAM: \$2,938,401

All of BHCD's Economic Development programs are currently contracted through the Portland Development Commission:

- Business Development - Business retention, expansion, relocation and growth to maintain and increase the city's economic base, stimulate job creation and retention, and revitalize the economic structure of targeted neighborhoods. This is a city-wide program with special emphasis on targeted areas and small business.
- Community Economic Development - Revitalization efforts to create jobs within the community which benefit low and moderate-income residents. Includes the NE Program, carryover funding for the Walnut Park Commercial Development, and new funding for the MLK Opportunity Strategy Improvements.

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

SUMMARY OF ALL FUNDS COMBINED

Economic Development, continued

- Workforce Development - Links jobs created through economic development efforts to low-income, unemployed individuals within the City. Includes the JobNet Program and carryover funding for the Aircraft Maintenance project.
- Financial Assistance Program - Provides gap financing and technical assistance to eligible businesses. Includes the NE Loan Program, the Contractor's Opportunity Loan Program, and a portion of the Facade Improvement Program.

COMMUNITY SERVICES PROGRAM: \$4,673,380

The Community Services programs for low-income residents address the problems of:

- Providing shelter and emergency services for the homeless,
- Housing provision and repairs for low income and special needs residents,
- Assisting people to develop the capacity to help themselves,
- Programs for displaced and at risk youth,
- Public safety programs for low income individuals
- Assistance for low income neighborhoods.

● **Homeless/Emergency Services**

Supports four homeless populations: singles, families, victims of domestic violence, and youth. Downtown singles system receives the majority of funds. The City contracts with the County for services. The County then pools the City funds with its other resources and issues one contract to service providers. BHCD also contracts through the County for: system-wide emergency housing vouchers, system-wide emergency services, and youth shelter services.

A Tenant-based Rental Assistance program to help move households from transitional to permanent housing is administered by the Housing Authority of Portland and is funded by the HOME Program.

● **Housing Services**

Assists very low income residents to access housing or remain safely in their homes by providing rehab and repair grants and home sharing matches and moving assistance:

- PPS-Home Repair Training Program - safe, sanitary housing for the low income homeowners. Hands-on construction training for at risk high school youth. Jointly funded by CDBG and the School District.
- Central City Concern-Hotel Maintenance Program - repairs/maintenance for single room occupancy low-income units in the Burnside/Downtown area.
- Other Housing Assistance programs for low-income homeowners and renters, including:
 - EMO-Shared Housing matching and referral services.
 - Portland Housing Center-Home Buying information, referral, and homeownership counseling.
 - Moving Assistance/Optional Relocation assistance.
- Home repair, maintenance, and security assistance for senior and/or disabled homeowners:
 - Senior Job Center-Senior Home Repair and Maintenance - free small repairs or maintenance.
 - Home Security /Police Bureau - free home security surveys, installation of locks & smoke detectors.
 - CEP-Self Help Weatherization - education, materials and installation.

● **Neighborhood Assistance**

Programs supporting neighborhood coalitions, citizen participation, and neighborhood-based projects which meet a need on a short-term basis within low-income neighborhoods and focus areas such as removals of nuisances and neighborhood cleanups:

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

SUMMARY OF ALL FUNDS COMBINED

Neighborhood Assistance, continued

- Nuisance Abatement/Buildings - Removal of nuisances in low income neighborhoods. Funding is provided for contracts to remove nuisances in eligible neighborhoods and in focus areas.
- Neighborhood Cleanups/Environmental Services - Neighborhood cleanups in eligible areas. In FY 1994-95 improvement areas to be targeted instead of being available to all HCD eligible neighborhoods.
- Support for citizen participation and technical assistance for community projects to HCD eligible neighborhoods:
 - NE Coalition - Livability project.
 - Southeast Uplift-Citizen Participation.
 - REACH-Sunnyside Target Area Improvement Plan for the Belmont Strip

● **Youth Employment**

This program primarily provides workforce development services for low-income youth through the Private Industry Council:

- Self Enhancement, Inc.- preventative program for middle school youth from three inner N/NE schools.
- Graffiti Employment Program - skills training and employment to gang-affected youth, and is used to remove gang and hate graffiti from public and private sites in neighborhoods.
- Multnomah County-Youth Employment and Empowerment Program - A partnership program of youth agencies, businesses, and the community to provide training & job placement services to at-risk youth.
- Several programs which focus on pre-employment and work maturity training, skills training and subsidized work experience for at-risk youth:
 - Community Pride Program -Summer program for at-risk youth.
 - Outside/In Employment Program - Job placement & advocacy services to homeless street youth.
 - Portland Impact-Youth in Careers and Culture -targeted for Hispanic and Native American youth.
 - Continuum/Work Experience Program - Year-round program.
 - Oregon Outreach, Inc.- Includes academic instruction and educational enrichment for summer work experience to at-risk North/Northeast youth.
 - AMA Neighborhood Connection Program -Includes educational and cultural awareness opportunities for in-school African American youth.

● **Youth Services**

This program area includes projects and programs which focus on the needs of low income youth:

- NE Coalition-Youth Outreach Project - Outreach services, case management and referrals for youth, families and neighborhood residents in an effort to combat gang activity.
- Catholic Community Services-SE Asian Youth Outreach - Funding for a three month summer program of cultural and recreational activities, counseling and employment services for Vietnamese, Mien, Cambodian and Loatian youth who are at risk for gang involvement.
- PPS-TLC-Tnt - Summer day camps with involvement of the students' families to promote a sense of self esteem through TLC - tender loving care.

● **Public Safety**

These programs and projects address public safety concerns with services for low income persons.

- Mult. County-Council for Prostitution Alternatives - City/County funded program providing services to adult women leaving prostitution. Provides case management services for up to one year, drop-in services, crisis intervention and support services including assistance with enrollment into substance abuse treatment programs.

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

SUMMARY OF ALL FUNDS COMBINED

Public Safety, continued

- Central City Concern-CHIERS - The CHIERS Outreach Program intervenes with public inebriates by providing transportation and medical assessment services within the established service district in the core city area of Portland.

● *Other Services*

- Community Initiatives Program - One time grants to community-based organizations to carry out projects which benefit low and moderate income persons.
- PDC-Non Profit Facilities Loan Program - Facility rehabilitation loans to non-profit agencies providing services to low income persons.
- Domestic Violence Prevention programs:
Support staff funding for the Family Violence Intervention Steering Committee. Currently part-time staff also works on State grant for reducing domestic violence. The \$185,0000 State grant is administered by BHCD.
- Program funding - operational support for transitional housing for victims of domestic violence, and additional funding for an emergency shelter.
- Downtown Hispanic Services and Hispanic Access Center - This program is funded by the Bureau of Police. BHCD administers the program on an interagency agreement.

ADMINISTRATION PROGRAM: \$1,103,615

The Bureau of Housing & Community Development's Administration Program provides management of the federal Community Development Block Grant (CDBG), the HOME Grant, and the Emergency Services Grant as well as city General Funds.

- Services include all requirements for federal grant applications, fiscal, accounting and performance monitoring and reporting, and ensuring that federal requirements are met. The program also provides citizen outreach, contract and interagency agreement development and monitoring, and staff support to the county-wide Housing & Community Development Commission (HCDC).
- Develop, administer and monitor performance on 130-150 contracts with service providers, including non-profit agencies, Multnomah County, the Housing Authority of Portland, other city bureaus, and the Portland Development Commission (PDC). Staff also provide contractors with formal training and technical assistance.
- BHCD also prepares the HUD- required Statement of Objectives and Use of Funds, Grantee Performance Report and Comprehensive Housing Affordability Strategy. Fair Housing information and referral and enforcement is provided by contracts with the Portland Housing Center, Legal Aid and the Fair Housing Council.

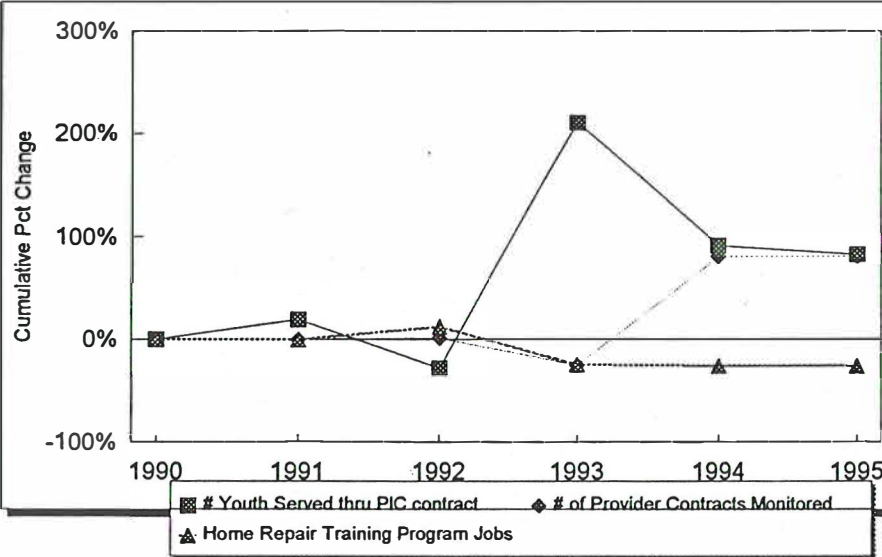
BUREAU OF HOUSING & COMMUNITY DEVELOPMENT

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

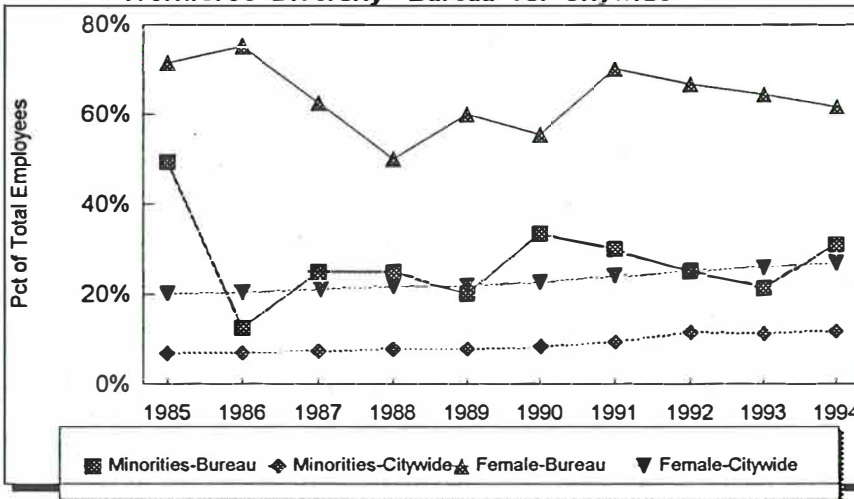
SUMMARY OF BUREAU EXPENSES

PERFORMANCE TRENDS



- ◆ 1994/95 performance goals will be maintained at 1993-94 levels.
- ◆ In 1995/96 all providers will be expected to meet specific outcome based targets. Continued funding will be based on these evaluations.
- ◆ Current performance measures may be used or new targets may be developed.

Workforce Diversity - Bureau vs. Citywide



- ◆ BHCD's workforce is comprised of 69% female and 31% minority, well above the city's averages.

Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ There are no general liability, workers' compensation liability or fleet liability claims.

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, ALL FUNDS)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Implement the Community Development Plan/Allocation Policy.
2. Continue working with the community to develop Kennedy School into a useful facility.
3. Assist the City in implementing various adopted plans, such as Prosperous Portland, Progress Board, Future Focus, Albina Community Plan, Outer Southeast Community Plan, etc.
4. Develop integrated strategies for community development and utilize multiple funding sources when possible. Focus resources through planning and coordination with other public, private and community sector interests.
5. Identify the intended outcomes of community development activities and evaluate effectiveness.
6. Implement the Homeless Shelter Reconfiguration plan.
7. Implement the Strategy for Fair Housing to site special needs facilities.
8. Establish a multi-year, open allocation process for activities funded with federal and local funds.
9. Complete and implement the Joint Funding Strategy for youth employment programs.

MAJOR BUDGET NOTES

Council will review the services provided by the General Fund through BHCD for appropriateness and consider if they should be continued.

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Drug Diversion Clients Remaining Crime Feee	90%	75%	75%	75%
Energy Program, % Clients using Materials	90%	90%	90%	90%
<u>EFFICIENCY MEASURES</u>				
Bureau Admin % HCD Program	4.5%	4.6%	3.5%	3.5%
Bureau Admin % HOME Program	6.3%	1.4%	2.7%	2.7%
On-Site Programs Monitored	100%	100%	100%	100%
<u>WORKLOAD MEASURES</u>				
Housing Rehab - # of units rehabilitated	212	196	200	200
Street Improvement Projects	2	1	2	2
City residents obtaining full-time employment	349	250	250	250
Home Security Program - # Homes	176	170	200	200
Self Enhancement, Inc.-# Youth Served	246	294	250	250
Oregon Outreach - # Youth Served	110	175	20	20
Central City Concern-CHIERS - # Clients served	n/a	1,375	5,000	5,000
Community Initiatives Program - # Projects Funded	n/a	40	60	60

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540, 532, 537)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

ALL FUNDS COMBINED - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$451,260	\$528,680	\$557,157	\$597,879	\$597,879
512000 Part-Time/Limited-Term	9,252	19,656	5,591	27,630	27,630
514000 Overtime	0	0	0	0	0
515000 Premium Pay	5,058	7,227	1,675	0	0
517000 Benefits	179,520	198,421	203,731	222,905	222,905
Total Personal Services	\$645,090	\$753,984	\$768,154	\$848,414	\$848,414
521000 Professional Services	\$22,989	\$27,920	\$75,000	\$25,000	\$25,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	517	1,701	3,080	3,000	3,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	12,582,964	13,407,958	36,301,817	32,123,773	26,342,369
531000 Office Supplies	8,301	8,833	2,569	4,000	4,000
532000 Operating Supplies	1,010	1,911	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	50	313	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,616	4,172	1,200	1,000	1,000
541000 Education	5,521	8,422	5,750	5,600	5,600
542000 Local Travel	1,904	2,640	2,700	1,800	1,800
543000 Out-of-Town Travel	1,707	9,432	9,500	8,000	8,000
544000 External Rent	27,000	40,100	40,800	40,800	40,800
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	6,723	11,484	3,500	4,000	4,000
Subtotal External Materials & Services	\$12,660,302	\$13,524,886	\$36,445,916	\$32,216,973	\$26,435,569
551000 Fleet Services	\$1,269	\$1,391	\$2,795	\$2,075	\$2,075
552000 Printing/Distribution	26,031	23,046	25,199	25,343	25,343
553000 Facilities Services	0	245	0	0	0
554000 Communications	12,650	12,676	11,814	12,319	12,319
555000 Data Processing	1,200	1,396	2,786	2,830	2,830
556000 Insurance	17,513	22,585	17,119	19,071	19,071
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	8,500	0	0
559000 Other Fund Services	1,856,502	1,638,480	2,406,932	2,484,618	2,470,921
Subtotal Internal Materials & Services	\$1,915,165	\$1,699,819	\$2,475,145	\$2,546,256	\$2,532,559
Total Materials & Services	\$14,575,467	\$15,224,705	\$38,921,061	\$34,763,229	\$28,968,128
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	6,222	4,813	16,000	0	0
Total Capital Outlay	\$6,222	\$4,813	\$16,000	\$0	\$0
573000 Cash Transfers-Equipment	\$600	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$15,227,379	\$15,983,502	\$39,705,215	\$35,611,643	\$29,816,542

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$451,260	\$528,680	\$557,157	\$597,879	\$597,879
512000 Part-Time/Limited-Term	9,252	19,656	5,591	27,630	27,630
514000 Overtime	0	0	0	0	0
515000 Premium Pay	5,058	7,227	1,675	0	0
517000 Benefits	179,520	198,421	203,731	222,905	222,905
Total Personal Services	\$645,090	\$753,984	\$768,154	\$848,414	\$848,414
521000 Professional Services	\$22,989	\$27,920	\$75,000	\$25,000	\$25,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	517	1,701	3,080	3,000	3,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,682,393	2,224,850	2,618,284	1,756,736	1,766,736
531000 Office Supplies	8,301	8,833	2,569	4,000	4,000
532000 Operating Supplies	1,010	1,911	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	50	313	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,616	4,172	1,200	1,000	1,000
541000 Education	5,521	8,422	5,750	5,600	5,600
542000 Local Travel	1,904	2,640	2,700	1,800	1,800
543000 Out-of-Town Travel	1,707	9,432	9,500	8,000	8,000
544000 External Rent	27,000	40,100	40,800	40,800	40,800
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	6,723	11,484	3,500	4,000	4,000
Subtotal External Materials & Services	\$1,759,731	\$2,341,778	\$2,762,383	\$1,849,936	\$1,859,936
551000 Fleet Services	\$1,269	\$1,391	\$2,795	\$2,075	\$2,075
552000 Printing/Distribution	26,031	23,046	25,199	25,343	25,343
553000 Facilities Services	0	245	0	0	0
554000 Communications	12,650	12,676	11,814	12,319	12,319
555000 Data Processing	1,200	1,396	2,786	2,830	2,830
556000 Insurance	17,513	22,585	17,119	19,071	19,071
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	8,500	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$58,663	\$61,339	\$68,213	\$61,638	\$61,638
Total Materials & Services	\$1,818,394	\$2,403,117	\$2,830,596	\$1,911,574	\$1,921,574
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	6,222	4,813	16,000	0	0
Total Capital Outlay	\$6,222	\$4,813	\$16,000	\$0	\$0
573000 Cash Transfers-Equipment	\$600	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$2,470,306	\$3,161,914	\$3,614,750	\$2,759,988	\$2,769,988

BUREAU OF HOUSING & COMMUNITY DEVELOPMENT (540)

Service Area: Community Development

Commissioner-in-Charge: Commissioner Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
7480	Director	1	1	1	58,094	1	61,638	1	61,638
114	Clerical Specialist	0	1	0	0	0	0	0	0
222	Secretarial Assistant	1	1	0	0	0	0	0	0
815	Administrative Specialist	0	0	1	23,989	1	25,409	1	25,409
819	Administrative Assistant 1	1	1	1	32,510	1	33,860	1	33,860
827	Financial Analyst	1	1	1	44,600	1	46,187	1	46,187
924	Administrative Supervisor 3	0	0	1	38,690	1	41,739	1	41,739
968	Program Manager 1	0	0	1	38,542	3	140,999	3	140,999
970	Program Manager 2	1	1	1	51,810	1	53,891	1	53,891
7490	Community Relations Assistant	1	1	2	71,430	4	140,265	4	140,265
7492	Community Relations Specialist	2	2	2	91,726	0	0	0	0
7494	Sr. Community Relations Specialist	1	1	1	46,450	1	53,891	1	53,891
TOTAL FULL-TIME POSITIONS		9	10	12	497,841	14	597,879	14	597,879

HOUSING & COMMUNITY DEVELOPMENT FUND - HCD (254)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenue					
Federal Grant, CDBG	\$7,494,394	\$8,827,303	\$17,628,159	\$13,409,379	\$13,409,379
	7,494,394	8,827,303	17,628,159	13,409,379	13,409,379
Miscellaneous Revenues					
PDC	3,605,147	6,132,251	9,902,000	13,845,856	8,004,452
Other/NECDC	1,931,997	21,961	1,910,000	1,910,000	1,910,000
	5,537,144	6,154,212	11,812,000	15,755,856	9,914,452
Total External Revenue	13,031,538	14,981,515	29,440,159	29,165,235	23,323,831
Interfund Cash Transfers					
Buildings Fund	0	50,326	60,000	60,000	60,000
	0	50,326	60,000	60,000	60,000
TOTAL RESOURCES	\$13,031,538	\$15,031,841	\$29,500,159	\$29,225,235	\$23,383,831
REQUIREMENTS					
Bureau Expenses					
Personal Services	\$0	\$0	\$0	\$0	\$0
External Materials & Svcs	10,900,569	13,118,476	26,706,401	26,363,854	20,572,450
Internal Materials & Svcs					
General, Trans Op,					
LID const, Buildings Op	1,856,504	1,634,350	2,348,959	2,385,255	2,371,558
	12,757,073	14,752,826	29,055,360	28,749,109	22,944,008
Total Bureau Expenses	12,757,073	14,752,826	29,055,360	28,749,109	22,944,008
Fund Requirements					
Gen Oper Contingency	0	0	90,511	99,152	62,849
	0	0	90,511	99,152	62,849
Interfund Cash Transfers					
General	203,690	192,374	225,247	247,378	247,378
Trans Const	10,543	6,590	11,673	4,888	4,888
Buildings Op	60,232	80,051	117,368	124,708	124,708
	274,465	279,015	354,288	376,974	376,974
Total Fund Requirements	274,465	279,015	444,799	476,126	439,823
TOTAL REQUIREMENTS	\$13,031,538	\$15,031,841	\$29,500,159	\$29,225,235	\$23,383,831

HOUSING & COMMUNITY DEVELOPMENT FUND - HCD (254)

AU EXPENSES - LINE ITEM DETAIL

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>EXPENDITURES - AU 532</i>					
529000 <i>Miscellaneous Services</i>	10,900,571	13,118,476	26,706,401	26,363,854	20,572,450
559000 <i>Other Fund Services</i>	1,856,502	1,634,350	2,348,959	2,385,255	2,371,558
<i>Total AU Expenses</i>	\$12,757,073	\$14,752,826	\$29,055,360	\$28,749,109	\$22,944,008

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The HCD budget funds the Portland Development Commission's Housing programs (\$11,203,348); Economic Development (\$2,938,401) and Neighborhood Improvements (\$15,742).

The Housing & Community Development (HCD) Program has two goals: to improve the quality of and livability of low income neighborhoods which are experiencing blight and deterioration, and to assist in providing programs which meet the needs of low-income households. The HCD fund has five major program areas: Housing, Neighborhood Improvements, Economic Development, Community Services, and Administration.

HOME FUND (255)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenue					
<i>Federal Grants Home</i>	0	68,762	3,323,702	3,656,000	3,656,000
<i>Carryover FY92-93</i>	0	0	3,735,536	0	0
	0	68,762	7,059,238	3,656,000	3,656,000
Miscellaneous Revenues					
<i>Program Income</i>	0	0	0	475,000	475,000
TOTAL RESOURCES	\$0	\$68,762	\$7,059,238	\$4,131,000	\$4,131,000
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	0	0	0	0	0
<i>External Materials & Svcs</i>	0	64,632	6,977,132	4,003,183	4,003,183
<i>Internal Materials & Svcs</i>		\$4,130	\$57,973	\$99,363	\$99,363
Total Bureau Expenses	0	68,762	7,035,105	4,102,546	4,102,546
Fund Requirements					
<i>Gen Oper Contingency</i>	0	0	24,133	28,454	28,454
Total Fund Requirements	0	0	24,133	28,454	28,454
TOTAL REQUIREMENTS	\$0	\$68,762	\$7,059,238	\$4,131,000	\$4,131,000

AU EXPENSES - LINE ITEM DETAIL

EXPENDITURES - AU 537

529000 <i>Miscellaneous Services</i>	0	64,632	6,977,132	4,003,183	4,003,183
559000 <i>Other Fund Services</i>	0	4,130	57,973	99,363	99,363
Total AU Expenses	\$0	\$68,762	\$7,035,105	\$4,102,546	\$4,102,546

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The HOME Program is a federal entitlement program of the U.S. Department of Housing and Urban Development. The purpose of the grant is to assist local governments with the development of affordable housing. The Portland HOME Consortium, consisting of the City of Portland, the City of Gresham, and Multnomah County will receive \$3.35 million in FY 1994. Portland is the lead partner of the Consortium and is responsible for receiving and administering the HOME grant. HOME funds will be used for acquisition, rehabilitation, and/or new construction of housing for low income and special needs persons. The City will contract with implementing agencies or project sponsors to carry out eligible activities in accordance with the principles and priorities of the adopted Comprehensive Housing Affordability Strategy (CHAS).

The HOME Program allows for up to 10% of the funds to be used for administration. Grant administration costs are currently less than 3% of resources. Major program areas have not changed from the prior fiscal year except for the initiation of a new Community Housing Development Organization (CHDO) operating support program. Resources in the FY 1993-94 appear to be larger than FY 1994-95 because they include carryover of dollars from FY 1992-93. FY 1994-95 resources have actually increased from the prior fiscal year due to increased entitlement and receipt of program income.

LID CONSTRUCTION FUND (742)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
<i>Interest on investments</i>	\$639,722	\$155,255	\$100,000	\$20,000	\$20,000
<i>Bond Sales</i>	10,935,000	57,440,000	6,500,000	9,507,000	9,507,000
	11,574,722	57,595,255	6,600,000	9,527,000	9,527,000
<i>Open Lien Receipts</i>	3,815,241	12,205,884	1,000,000	3,406,112	3,406,112
<i>Interest on Liens</i>	288,655	1,313,931	100,000	84,000	84,000
	4,103,896	13,519,815	1,100,000	3,490,112	3,490,112
Miscellaneous Revenues					
<i>Miscellaneous Revenues</i>	1,544,527	2,272,066	1,400,000	1,100,000	1,100,000
<i>Bond Anticipation Notes</i>	31,318,715	10,000,000	3,500,000	8,075,000	8,075,000
	32,863,242	12,272,066	4,900,000	9,175,000	9,175,000
Total External Revenue	48,541,860	83,387,136	12,600,000	22,192,112	22,192,112
Interfund Cash Transfers					
<i>Transportation Constr</i>	0	44,700	62,050	36,720	36,720
<i>Sewer System Constr</i>	176,294	5,231,390	125,600	114,980	114,980
	176,294	5,276,090	187,650	151,700	151,700
Interfund Service Reimbursements					
<i>Housing & Comm Dev</i>	323,147	54,129	45,897	272,619	272,619
<i>Sewer & Transportation</i>	2,808,382	268,881	223,403	153,171	153,171
	3,131,529	323,010	269,300	425,790	425,790
Beginning Fund Balance	29,412,941	2,197,273	4,000,000	2,600,000	2,600,000
TOTAL RESOURCES	\$81,262,624	\$91,183,509	\$17,056,950	\$25,369,602	\$25,369,602
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials & Svcs</i>	154,191	71,358	375,000	200,000	200,000
Internal Materials & Svcs					
<i>General</i>	639,910	797,197	936,649	1,137,070	1,137,070
<i>Sewer System Constr</i>	2,560,655	64,425	44,672	0	0
<i>Transportation & Water</i>	1,052,240	1,116,909	767,367	474,169	474,169
	4,252,805	1,978,531	1,748,688	1,611,239	1,611,239
<i>Capital Outlay</i>	19,394,233	4,624,055	3,496,000	5,054,500	5,054,500
Equipment Cash Transfers					
<i>Fund Name</i>	0	0	0	0	0
<i>Fund Name</i>	0	0	0	0	0
	0	0	0	0	0
Total Bureau Expenses	23,801,229	6,673,944	5,619,688	6,865,739	6,865,739

LID CONSTRUCTION FUND (742)

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
Fund Requirements					
<i>Contingency</i>					
Gen Oper Contingency	0	0	1,902,043	1,930,776	1,930,776
Compensation Adjust.	0	0	0	0	0
	0	0	1,902,043	1,930,776	1,930,776
<i>Debt Service</i>					
Principal	34,148,125	37,370,320	3,500,000	10,450,000	10,450,000
Interest	0	0	0	0	0
	34,148,125	37,370,320	3,500,000	10,450,000	10,450,000
<i>Interfund Cash Transfers</i>					
General Fund Overhead	0	72,482	175,219	123,087	123,087
Sewer System Operating	21,115,997	46,216,915	5,860,000	6,000,000	6,000,000
Fund Name	0	0	0	0	0
	21,115,997	46,289,397	6,035,219	6,123,087	6,123,087
Inventory Account Increases	0	0	0	0	0
Ending Balance/Reserves	2,197,273	849,848	0	0	0
Total Fund Requirements	57,461,395	84,509,565	11,437,262	18,503,863	18,503,863
TOTAL REQUIREMENTS	\$81,262,624	\$91,183,509	\$17,056,950	\$25,369,602	\$25,369,602
Line Item Detail - AU 550					
<i>External Materials and Services</i>					
5120 Professional Services	\$32,423	\$30,608	\$375,000	\$200,000	\$200,000
5290 Miscellaneous Services	78,002	15,318	0	0	0
5490 Miscellaneous	43,766	25,434			
<i>Internal Materials and Services</i>					
5590 Other Fund Services	4,252,805	1,978,531	1,748,688	1,611,239	1,611,239
<i>Capital Outlay</i>					
5630 Improvements	19,394,233	4,624,055	3,496,000	5,054,500	5,054,500
TOTAL Bureau Expenses	\$23,801,229	\$6,673,946	\$5,619,688	\$6,865,739	\$6,865,739

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The LID Construction Fund accounts for local improvement activities of the Assessment and Liens Division of the City Auditor's Office. The program supports local sewer, street, sidewalk, water systems and other infrastructure construction as well as the recording, financing and collection of resulting special assessments. Local improvement activities are authorized by Chapter 223 of the Oregon Revised Statutes, Chapter 9 of the City Charter, and Title 5 and 17 of the City Code. The work of the Assessments and Liens Division is further guided by Council policies regarding apportionment, project financing, assessment collection and foreclosure. It is policy that the LID Construction Fund operate in a manner which insures the following:

1. Cost effective construction of public improvements
2. Full recovery of all construction, engineering, financing, assessment and administrative costs.
3. Preservation of the financial integrity of City bond issues and debt service funds.
4. Open public process for planning and authorizing the formation of local improvement districts.
5. Fair and equitable apportionment of improvement costs.

For the previous six years, the LID Construction Fund was dominated by the Mid County Sewer Project. During this period, the City formed, financed and constructed sewer systems at rates in excess of five times the traditional level of local improvement construction. The mandatory sewer construction increased LID Construction Fund level requirements from \$10.7 million in FY 1987-88 to more than \$96 million in FY 1990-91. In March 1992, the Council converted the Mid County Sewer Project from local improvement district financing to the capital improvement program of the Bureau of Environmental Services. As a result the LID Construction Fund requirements are expected to return to the \$10 million level set in FY 1993-94. This trend will continue in FY 1994-95.

The run-up mandatory sewer construction has resulted in a substantial increase in assessment loans, lien accounts, customer services and assessment collection activities. During the previous six fiscal years, the inventory of active City assessment liens has climbed from 7,000 to more than 30,000 in the current fiscal year. The inventory will reach a historic plateau during the next two fiscal years. As a result, operating costs in the LID Construction Fund will continue at a high.

METROPOLITAN HUMAN RIGHTS COMMISSION (341)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$0	\$160,365	\$240,401	\$250,379	\$250,379
External Materials & Svcs.	0	11,794	41,016	10,472	10,472
Internal Materials & Svcs.	0	51,235	38,997	43,302	43,302
Minor Capital Outlay	0	725	5,035	0	0
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$0	\$224,119	\$325,449	\$304,153	\$304,153
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$0	\$224,119	\$325,449	\$304,153	\$304,153
Allocated Overhead Costs			94,858	80,726	80,726
Total Cost with Allocated Overhead			\$420,307	\$384,879	\$384,879
Authorized Full-Time Positions					
Total	0	5	5	5	5
Gen. Fund Discretionary	0	0	0	0	0
SOURCE OF FUNDING					
101 Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		125,474	213,747	197,855	197,855
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenue		98,645	103,202	106,298	106,298
Interagency Services		0	8,500	0	0
Bureau Program Revenue		0	0	0	0
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		98,645	111,702	106,298	106,298
Total General Fund Resources		\$224,119	\$325,449	\$304,153	\$304,153
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose. Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
TOTAL PROGRAMS		\$224,119	\$325,449	\$304,153	\$304,153
Positions		0	0	0	0

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Adopted budget for FY 1994-95 supports the Commission, information and referral and the Disability Project. Addition of the second Community Relations position, ensures the momentum built in the last year will continue. Several major projects which were initiated in FY 1993-94 are scheduled to come to fruition in FY 1994-95. The Commission has established credibility and developed partnerships with community organizations in both the public and private sectors, and the requests for assistance and collaboration have greatly increased. A sophisticated data base has been developed, which has been a valuable tool MHRC has shared with government bureaus and agencies seeking to identify ethnic populations for outreach purposes. After a year of development and stabilization, the Commission is poised to move forward.

METROPOLITAN HUMAN RIGHTS COMMISSION (341)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

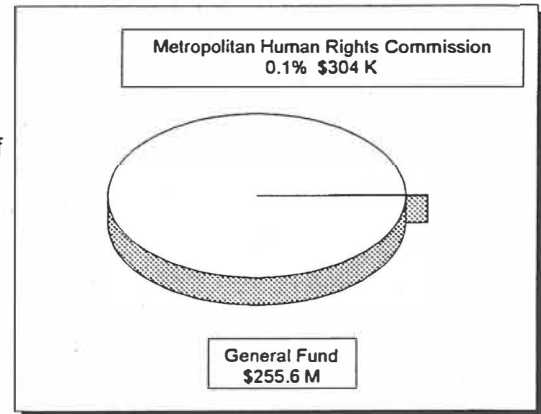
SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94 continued

Ongoing projects include sponsoring community events which promote harmony and respect (often in collaboration with other community groups), advocacy and technical assistance on issues affecting human rights, and networking with government, ethnic organizations, law enforcement, civil rights groups and citizens. The Commission's actions are based on a foundation of public dialogue, which takes place through several avenues. The staff provides information, referral and technical assistance to individuals and organizations on issues of human rights. Hundreds of calls a year are fielded with a response time of less than 24 hours.

The Civil Rights Committee, one of three Issues Committees, conducts focus groups in ethnic communities in order to assess the level of need in regard to protecting and fostering human rights and addressing violations. Citizens may also bring their concerns directly to the Commission for consideration. The Commission will provide ongoing anti-bigotry training, utilizing volunteers and workshops for parents and guardians on understanding their rights with regards to the public schools. The Disability Project provides advocacy and assistance on issues affecting persons with disabilities. Volunteers monitor the effectiveness of the American with Disabilities Act and implement projects which make the community more accessible. The Project Manager coordinates the City\County Advisory Committee on the Disabled and review architectural plans for accessibility. The Commission is a dynamic, responsive body of fifteen volunteers from a cross section of the population in Portland and Multnomah County. Collectively, they make up the conscience of the community.

PERCENT OF GENERAL FUND



BUREAU MANAGEMENT OBJECTIVES

- ◆ Conduct eight Parent/Guardian Rights and Responsibilities Workshops for parents/guardians of ethnic minority children attending public schools.
- ◆ Conduct ten volunteer based diversity trainings through the "Dynamic Differences" program.
- ◆ Facilitate six focus group meetings with ethnic communities within Portland and Multnomah County.
- ◆ Provide technical assistance to fifteen hundred citizens of Portland and Multnomah County, private and public sector organizations, citizen groups and ethnic communities.
- ◆ Develop collaborative strategies and partnerships between the City of Portland, Multnomah County, private and public sector organizations, citizen groups and ethnic communities.
- ◆ Measure effectiveness of MHRC trainings and workshops through participant surveys.
- ◆ Continue to collect data that documents the effect of the Americans with Disabilities Act on making communities more accessible for persons with disabilities.
- ◆ Establish a program which utilizes volunteers to monitor adult care homes, to ensure the residents' quality of life and well-being are enhanced and maintained at a satisfactory level.
- ◆ Develop a funding plan to acquire outside resources for Commission and Committee projects, programs and events.

MAJOR BUDGET NOTES

None

METROPOLITAN HUMAN RIGHTS COMMISSION (341)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	<i>Actual</i>	<i>Revised</i>	<i>Proposed</i>	<i>Adopted</i>
	<i>FY 1992-93</i>	<i>FY 1993-94</i>	<i>FY 1994-95</i>	<i>FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Response time to community issues.	N/A	N/A	24 hrs.	24 hrs.
Number of contacts made with citizens, private and public sector organizations.	N/A	N/A	3,200	3,200
Effectiveness of skills learned at MHRC trainings and workshops.	N/A	N/A	100%	100%
<u>EFFICIENCY MEASURES</u>				
Number of volunteer hours worked	N/A	2,000	2,200	2,200
Amount of in-kind services	N/A	\$3,750	\$5,500	\$5,500
Grants acquired	N/A	N/A	\$25,000	\$25,000
<u>WORKLOAD MEASURES</u>				
"Dynamic Differences" diversity training	N/A	N/A	10	10
Committee Meetings	N/A	60	60	60
Community Projects & Events	N/A	30	40	40
Parent/Guardian Rights and Responsibilities Workshops	N/A	2	8	8
Technical Assistance	N/A	1,500	1,500	1,500
Commission Support & Meetings	N/A	200 hrs.	200 hrs.	200 hrs.
Public speaking	N/A	60	60	60
Information & Referrals	N/A	1,500	1,500	1,500

METROPOLITAN HUMAN RIGHTS COMMISSION (341)

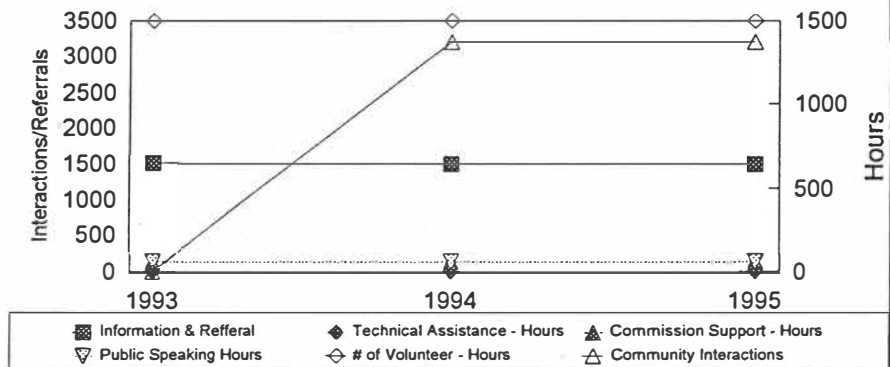
Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafo

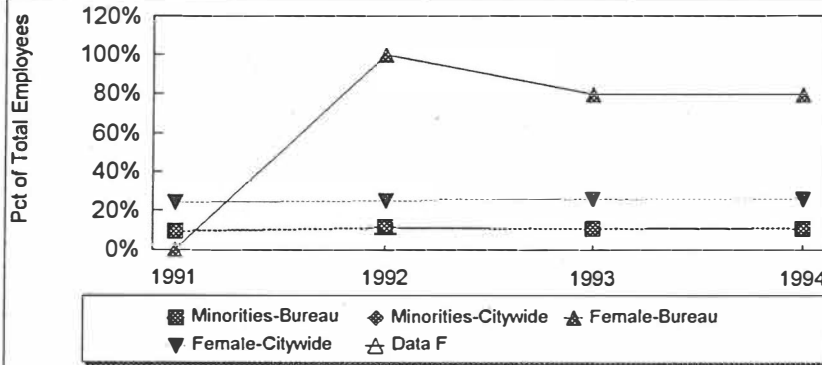
SUMMARY OF BUREAU EXPENSES

PERFORMANCE TRENDS

◆ The Metropolitan Human Rights Commission has met or exceeded all performance measures and has added additional measures that focus on effectiveness and efficiency.

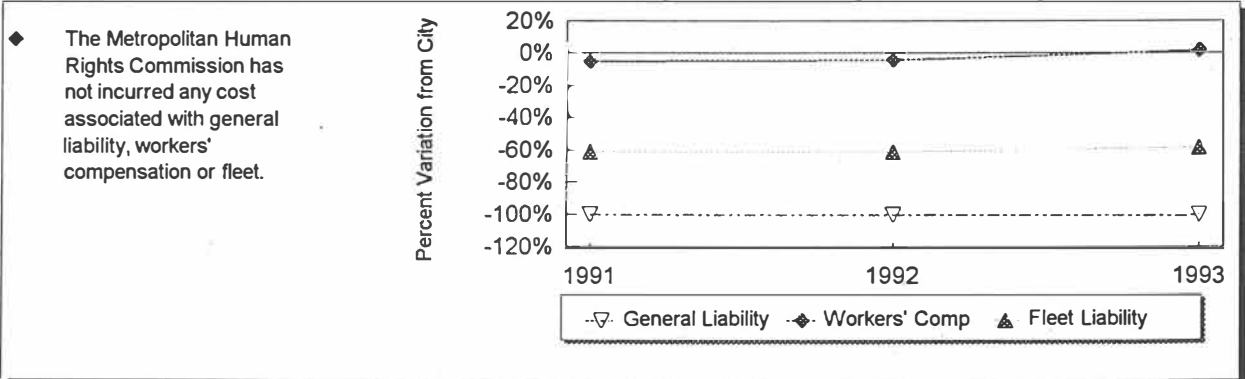


Workforce Diversity - Bureau vs. Citywide



◆ The Metropolitan Human Rights Commission has demonstrated a commitment to employ women, minorities, and persons with disabilities.

Bureau Loss Experience Vs. Citywide Loss Experience



◆ The Metropolitan Human Rights Commission has not incurred any cost associated with general liability, workers' compensation or fleet.

METROPOLITAN HUMAN RIGHTS COMMISSION (341)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$0	\$116,675	\$169,614	\$182,803	\$182,803
512000 Part-Time/Limited-Term	0	8,258	0	0	0
514000 Overtime	0	89	0	0	0
515000 Premium Pay	0	92	306	694	694
517000 Benefits	0	35,252	70,481	66,882	66,882
Total Personal Services	\$0	\$160,365	\$240,401	\$250,379	\$250,379
521000 Professional Services	\$0	\$807	\$28,700	\$2,500	\$2,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	300	700	700
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	2,724	5,667	1,286	1,286
531000 Office Supplies	0	4,681	2,489	1,000	1,000
532000 Operating Supplies	0	967	500	500	500
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	181	1,000	500	500
541000 Education	0	1,684	1,160	2,400	2,400
542000 Local Travel	0	0	200	886	886
543000 Out-of-Town Travel	0	300	1,000	500	500
544000 External Rent	0	0	0	200	200
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	451	0	0	0
Subtotal External Materials & Services	\$0	\$11,794	\$41,016	\$10,472	\$10,472
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	6,224	9,488	10,046	10,046
553000 Facilities Services	0	35,005	20,245	22,730	22,730
554000 Communications	0	4,811	5,108	4,167	4,167
555000 Data Processing	0	0	0	1,125	1,125
556000 Insurance	0	5,195	4,156	5,234	5,234
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$0	\$51,235	\$38,997	\$43,302	\$43,302
Total Materials & Services	\$0	\$63,029	\$80,013	\$53,774	\$53,774
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	725	5,035	0	0
Total Capital Outlay	\$0	\$725	\$5,035	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$0	\$224,119	\$325,449	\$304,153	\$304,153

METROPOLITAN HUMAN RIGHTS COMMISSION (341)

Service Area: Community Development & Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual FY 1992	Actual FY 1993	Revised Budget FY 1993-94		Proposed FY 1994-95		Adopted FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
7494	Sr. Comm. Rel. Specialist	0	1	1	42,267	1	45,484	1	45,484
0966	Program Coordinator	0	1	1	38,147	1	41,878	1	41,878
7490	Community Relations Assistant	0	2	2	67,734	2	72,329	2	72,329
0221	Secretarial Clerk II	0	1	1	20,410	1	23,112	1	23,112
TOTAL FULL-TIME POSITIONS		0	5	5	168,558	5	182,803	5	182,803

MODEL CITIES ECON. DEVELOPMENT TRUST FUND (601)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
Revenue					
<i>Loan Repayments</i>	24,148	18,970	25,000	0	0
<i>Interest</i>	15,685	12,292	15,000	0	0
Total Revenue	\$39,833	\$31,262	\$40,000	\$0	\$0
Beginning Balance	191,482	99,292	133,592	0	0
TOTAL RESOURCES	\$231,315	\$130,554	\$173,592	\$0	\$0
<u>REQUIREMENTS</u>					
Bureau Expenses					
<i>External Materials & Services</i>	132,023	0	173,592	0	0
<i>Unappropriated Ending Balance</i>	99,292	130,554	0	0	0
TOTAL REQUIREMENTS	\$231,315	\$130,554	\$173,592	\$0	\$0
<u>EXPENDITURES - AU 455</u>					
<i>External Materials and Services</i>					
542600 - Misc Servoces	132,023	0	173,592	0	0
TOTAL APPROPRIATION	132,023	0	173,592	0	0

This fund was established using Model Cities monies for the purpose of providing a business loan program for Model Cities neighborhoods. (Model Cities was a federally funded grant program in the 1970's). In FY 1993-94 the remaining balance of the fund was transferred to the Portland Development Commission to be used for the Contractors Opportunity Loan Program.

BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

Service Area: Community Development and Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$798,347	\$720,613	\$789,863	\$1,136,125	\$1,165,203
External Materials & Svcs.	1,316,375	1,462,136	1,443,478	1,301,233	1,341,944
Internal Materials & Svcs.	141,775	136,644	194,900	95,112	124,212
Minor Capital Outlay	4,322	4,992	0	3,200	3,200
Cash Transfers-Equipment	0	153,257	0	0	0
Total Operating Budget	\$2,260,819	\$2,477,642	\$2,428,241	\$2,535,670	\$2,634,559
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$2,260,819	\$2,477,642	\$2,428,241	\$2,535,670	\$2,634,559
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead			\$2,428,241	\$2,535,670	\$2,634,559
Authorized Full-Time Positions					
Total	19	16	16	21	22
Gen. Fund Discretionary	18	15	15	20	21

SOURCE OF FUNDING

General Fund (101)

Types of General Fund Resources:

Discretionary General Fund	2,428,256	2,346,475	2,370,859	2,399,869
Non-Discretionary Revenues				
Grants & Donations	31,479	19,918	86,116	86,116
Contract Revenue	16,907	57,406	78,695	78,695
Interagency Services	0	4,442	0	69,879
Bureau Program Revenue	1,000	0	0	0
Overhead Revenue from Other Funds	0	0	0	0
Total Non-Discretionary Revenues	49,386	81,766	164,811	234,690
Total General Fund Resources	\$2,477,642	\$2,428,241	\$2,535,670	\$2,634,559

Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.

Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.

PROGRAMS

Citizen Participation	\$1,127,010	\$1,016,159	\$944,428	\$973,528
Positions	6.5	6.5	7.5	7.5
Crime Prevention	936,634	956,977	937,819	937,819
Positions	2.5	2.0	4	4
Neighborhood Mediation	207,595	299,702	322,793	322,793
Positions	5	5.5	5.5	5.5
P/M Commission on Aging	181,175	155,403	244,630	244,630
Positions	2	2	2	2
Metro Human Rel'ns Com	25,228	0	0	0
Positions	0	0	0	0
Information & Referral	0	0	86,000	155,789
Positions	0	0	2	3
TOTAL PROGRAMS	\$2,477,642	\$2,428,241	\$2,535,670	\$2,634,559
Positions	16	16	21	22

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The FY 1995 Office of Neighborhood Associations (ONA) budget maintains the types and levels of services provided during FY 1993-94 and includes one major program enhancements. This is the addition of a City-wide Information and Referral program, comprised of 3 new staff persons plus the staff currently by the Bureau of General Services.

BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

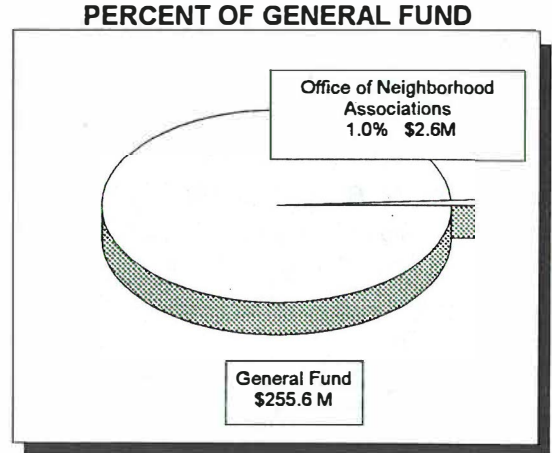
Service Area: Community Development and Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

The overall mission of the Office of Neighborhood Associations is to promote and maintain citizen access to government and to increase the effectiveness of citizen participation in the formulation and implementation of public policy regarding neighborhood livability. Included is \$1.5M (55%) to support 91 Neighborhood Associations and 6 District Coalitions (including services to citizens in the areas of land use, traffic management neighborhood improvement and livability, and community policing projects, crime prevention programs and services.) Also included within the FY 1995 budget are the continuation of the Neighborhood Mediation Center program, the Portland/Multnomah Commission on Aging, and the Bureau Advisory Committee program which will be evaluated and re-designed to increase the effectiveness of citizen participation in the budget process.

The Adopted budget adds 6 staff people. Three of these relate to the decision package which creates a City-wide Information and Referral program aimed at enhancing and streamlining citizen access to all City services. The remaining 3 result from a change in the method for provision of services to the North Portland area from contracting to creating new City employees. These latter 3 positions will be funded within the existing allocation.



BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

Service Area: Community Development and Services

Commissioner-in-Charge: Charlie Hales

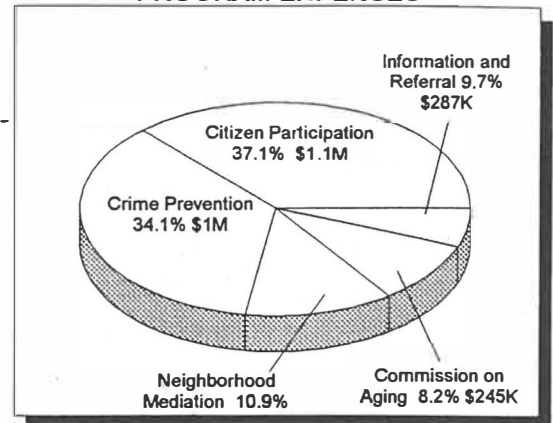
SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

CITIZEN PARTICIPATION

This program provides direct avenues for citizen involvement in the decision-making process and promotes neighborhood livability through the active involvement of citizens in community life, including the Bureau Advisory Committee process to ensure citizen participation in development of the City's budget. The program supports 16.75 staff (through contract and directly) to give neighborhood services such as help with land use and zoning issues, transportation and neighborhood traffic management issues, community organizing, citizen access issues, and planning and general livability issues.

PROGRAM EXPENSES



CRIME PREVENTION

The program provides a variety of crime prevention and reduction services including liaison regarding community policing, coordination regarding liquor outlet siting, activities targeted to reduce gang-related crime, and city-wide crime prevention planning and problem-solving. Additional services provided are the formation and support of block-watch, apartment-watch, and business-watch networks, coordination of community foot patrols, assistance to citizens in dealing with drug houses, graffiti, derelict buildings and autos, and the development and coordination of special neighborhood crime prevention and reduction projects, for example with youth at risk of becoming involved in criminal activities. The general goal of the program is to increase the strength and livability of the City's neighborhoods through the involvement of citizens in crime prevention. Through use of contracted and direct staff, the program supports 22.25 staff to meet this goal.

NEIGHBORHOOD MEDIATION CENTER

Through 5.5 staff, this program provides direct outreach to individuals and neighborhood groups experiencing conflict and creates a positive avenue for resolution. As a component of the program, The Mediation Center trains and coordinates volunteers and seeks to encourage mediation as a technique for improving neighborhood livability and for dealing with problems before they escalate, possibly requiring Police intervention.

PORTLAND/MULTNOMAH COMMISSION ON AGING

This program provides access for Portland's elderly population to work with policy makers at all levels for improvement in services which lead to increasing their quality of life. The program is jointly funded by the City and Multnomah County and will, additionally, receive substantial federal grant funds for FY 1994-1996.

CITY-WIDE INFORMATION AND REFERRAL

This program will provide the City's citizens with centralized information and referral, increasing and streamlining access by citizens to all City services, as well as other services available in the metropolitan area. The program includes specialized training for staff and funds for publicizing the service during the first year. It provides 3 information specialists to answer phones on an expanded daily basis, including a follow-up and customer satisfaction component.

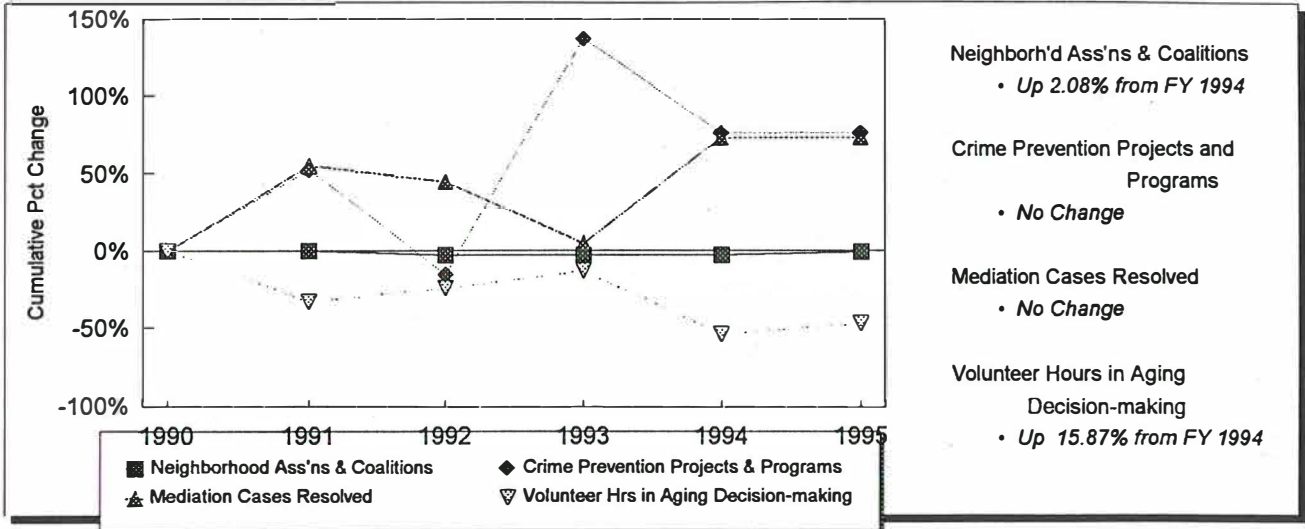
BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

Service Area: Community Development and Services

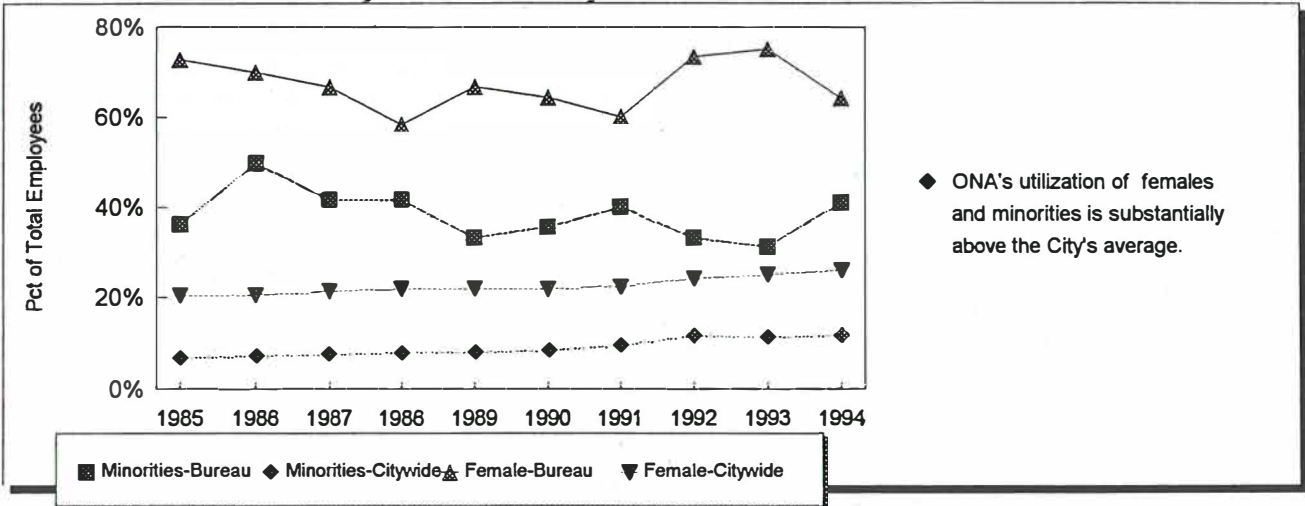
Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

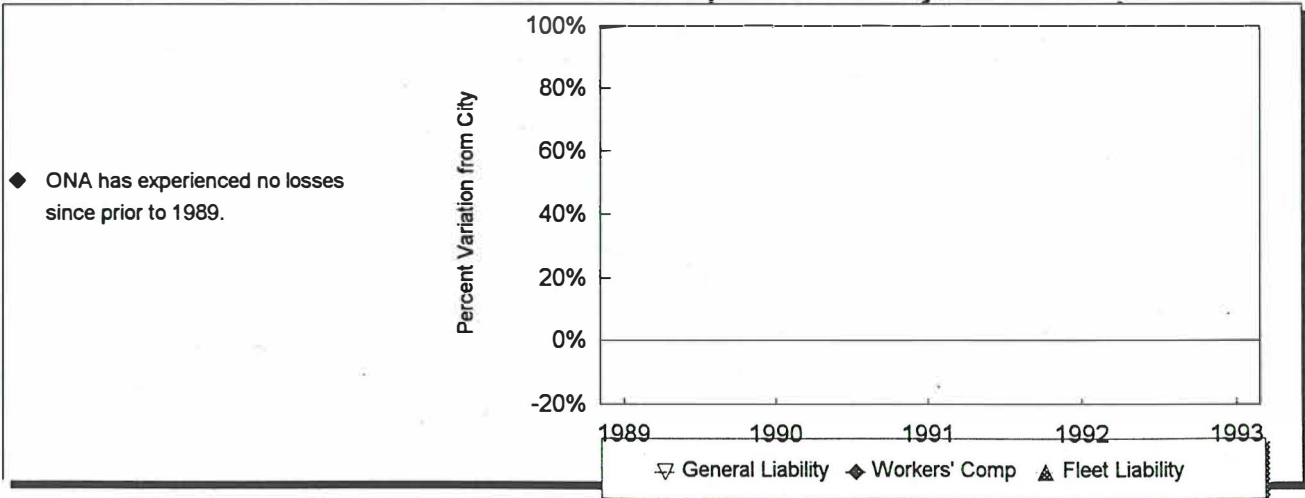
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

Service Area: Community Development and Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES**BUREAU MANAGEMENT OBJECTIVES**

1. Increase citizen participation in neighborhood associations and increase the linkages among neighborhood associations, business associations, and other community-based organizations.
2. To improve coordination of outreach efforts by all City Bureaus to neighborhood associations and other community-based groups.
3. To provide complete information and referral services to citizens of Portland who contact the City in order to ensure good customer services to the public.
4. To design and present trainings to Coalitions, neighborhood associations, City staff and other governmental entities, and other community-based organizations on effective outreach to diversify and build membership and on community organizing skills.
5. To re-evaluate the Bureau Advisory Committee (BAC) program and improve citizen participation in the budget process.

MAJOR BUDGET NOTES

None

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
% Technical Assistance and Intergovernmental Coordinations Achieved Above Goal	N/A	1%	1%	1%
% Community Policing Projects Developed and Maintained Above Goal	N/A	1%	1%	1%
% Mediation Cases Resolved Above Goal	N/A	1%	1%	1%
<u>EFFICIENCY MEASURES</u>				
# Technical Assistance and Intergovernmental Coordinations	2,176	1,800	1,800	1,800
# Community Policing Projects Achieved	N/A	100	100	100
# Mediation Cases Resolved	393	650	650	650
<u>WORKLOAD MEASURES</u>				
Neighborhood Associations and DCBs Served	96	96	98	98
I & R Calls Responded To	39,600	40,000	50,000	50,000
Special Projects Conducted	211	135	135	135
Crime Prevention Problem-solving Projects Developed and Maintained	320	330	330	330
Mediation Volunteers Trained and Coordinated	104	50	65	65
Citizen Volunteer Hours Generated in Local Decision-making (PMCOA)	19,084	10,080	11,680	11,680

BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

Service Area: Community Development and Services

Commissioner-in-Charge: Charlie Hales

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$561,170	\$512,186	\$571,849	\$757,299	\$777,526
512000 Part-Time/Limited-Term	15,353	16,172	0	73,304	73,304
514000 Overtime	0	79	0	0	0
515000 Premium Pay	737	995	1,678	1,335	1,335
517000 Benefits	221,087	191,181	216,336	304,187	313,038
Total Personal Services	\$798,347	\$720,613	\$789,863	\$1,136,125	\$1,165,203
521000 Professional Services	\$56,879	\$245,511	\$36,751	\$27,268	\$27,268
522000 Utilities	0	0	0	2,400	2,400
523000 Equipment Rental	0	1,875	0	2,200	2,200
524000 Repair & Maintenance	1,280	3,736	4,893	4,615	4,615
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,234,124	1,168,820	1,380,224	1,220,046	1,260,757
531000 Office Supplies	6,214	8,951	6,554	9,586	9,586
532000 Operating Supplies	0	290	0	750	750
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	429	0	700	700
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,208	537	0	0	0
541000 Education	3,559	3,050	1,800	3,242	3,242
542000 Local Travel	6,263	5,487	6,216	8,741	8,741
543000 Out-of-Town Travel	2,741	2,442	1,200	3,765	3,765
544000 External Rent	4,022	8,803	5,840	10,940	10,940
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	85	12,205	0	6,980	6,980
Subtotal External Materials & Services	\$1,316,375	\$1,462,136	\$1,443,478	\$1,301,233	\$1,341,944
551000 Fleet Services	\$216	\$237	\$207	\$208	\$208
552000 Printing/Distribution	31,473	32,109	19,839	26,182	26,182
553000 Facilities Services	60,792	66,596	138,094	30,229	59,329
554000 Communications	16,456	13,520	15,469	16,695	16,695
555000 Data Processing	1,732	1,212	1,481	1,694	1,694
556000 Insurance	30,815	22,970	19,810	20,104	20,104
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	291	0	0	0	0
Subtotal Internal Materials & Services	\$141,775	\$136,644	\$194,900	\$95,112	\$124,212
Total Materials & Services	\$1,458,150	\$1,598,780	\$1,638,378	\$1,396,345	\$1,466,156
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,322	4,992	0	3,200	3,200
Total Capital Outlay	\$4,322	\$4,992	\$0	\$3,200	\$3,200
573000 Cash Transfers-Equipment	\$0	\$153,257	\$0	\$0	\$0
Total Bureau Expenses	\$2,260,819	\$2,477,642	\$2,428,241	\$2,535,670	\$2,634,559

BUREAU OF NEIGHBORHOOD ASSOCIATIONS (342)

Service Area: Community Development and Services

Commissioner-in-Charge: Charlie Hales

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
7498	Neighborhood Programs Manager	1	1	1	52,750	1	53,313	1	53,313
7494	Sr Community Relations Specialist	0	3	3	127,232	3	137,538	3	137,538
7492	Community Relations Specialist	0	6	6	237,018	6	248,363	6	248,363
7490	Community Relations Assistant	0	0	0	0	1	34,847	1	34,847
5183	Crime Prevention Representative	0	0	0	0	2	60,216	2	60,216
968	Program Manager I	0	1	1	41,455	1	44,746	1	44,746
221	Secretarial Clerk II	3	2	2	50,976	3	71,540	3	71,540
152	Police Clerical Specialist	0	0	0	0	3	80,156	3	80,156
118	Customer Services Representative	0	0	0	0	0	0	1	20,227
114	Clerical Specialist	1	1	1	24,645	1	26,580	1	26,580
7485	Crime Prevention Coordinator	1	0	0	0	0	0	0	0
7460	Human Resources Coord II	5	0	0	0	0	0	0	0
7483	Mediation Program Coordinator	1	0	0	0	0	0	0	0
7482	Mediation Specialist	2	0	0	0	0	0	0	0
877	Handicap Program Coordinator	1	0	0	0	0	0	0	0
873	Neighborhood Association Coord	1	0	0	0	0	0	0	0
819	Administrative Assistant	1	1	0	0	0	0	0	0
222	Secretarial Assistant	1	1	1	20,153	0	0	0	0
220	Secretarial Clerk I	0	0	1	17,620	0	0	0	0
900	Staff Assistant*	1	0	0	0	0	0	0	0
	*Limited-term position included as full-time on prior year submissions					0	0	0	0
TOTAL FULL-TIME POSITIONS		19	16	16	571,849	21	757,299	22	777,526

BUREAU OF PLANNING (510)

Service Area: Community Development & Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$3,073,759	\$3,047,625	\$3,398,388	\$3,466,404	\$3,651,913
External Materials & Svcs.	134,890	352,233	269,778	250,317	278,489
Internal Materials & Svcs.	480,584	550,732	539,493	573,676	579,933
Minor Capital Outlay	27,940	21,420	91,090	18,000	38,000
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$3,717,173	\$3,972,010	\$4,298,749	\$4,308,397	\$4,548,335
Capital Improvements	0	0	0	141,985	141,985
TOTAL BUREAU EXPENSES	\$3,717,173	\$3,972,010	\$4,298,749	\$4,450,382	\$4,690,320
Allocated Overhead Costs			589,002	635,378	635,378
Total Cost with Allocated Overhead			\$4,887,751	\$5,085,760	\$5,325,698
Authorized Full-Time Positions					
Total	62	60	64	63	66
Gen. Fund Discretionary	34	34	37	38	38.5
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		2,054,845	2,563,686	2,696,326	2,794,279
Non-Discretionary Revenues					
Grants & Donations		144,121	23,635	70,000	70,000
Contract Revenue		106,850	0	32,500	32,500
Interagency Services		553,488	549,828	515,492	515,492
Bureau Program Revenue		1,112,706	1,161,600	1,136,064	1,278,049
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		1,917,165	1,735,063	1,754,056	1,896,041
Total General Fund Resources		\$3,972,010	\$4,298,749	\$4,450,382	\$4,690,320
Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.					
Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.					
PROGRAMS					
Administration		\$668,900	\$889,320	\$933,074	\$896,476
Positions		12	12	11	11
Current Planning		1,075,118	1,316,416	1,299,232	1,299,232
Positions		17	19	19	19
Long Range Planning		1,169,335	964,510	799,104	801,438
Positions		13	14	11.00	11.5
Permit Center		330,790	527,109	595,471	595,471
Positions		6	9.5	10.5	10.5
District Planning		727,867	601,394	823,501	1,097,703
Positions		12	9.5	11.50	14.0
TOTAL PROGRAMS		\$3,972,010	\$4,298,749	\$4,450,382	\$4,690,320
Positions		60	64	63	66

BUREAU OF PLANNING (510)

Service Area: Community Development & Services
Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

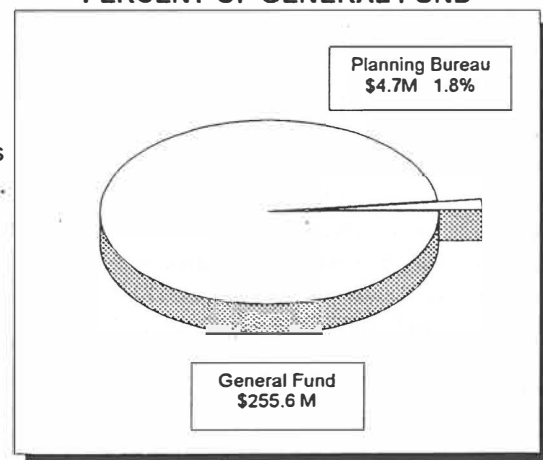
GENERAL DESCRIPTION and CHANGES FROM 1993-94

The mission of the Bureau of Planning is to develop and implement policies which guide development and protect livability. The FY 1994-95 budget consists of the following programs: Administration, Current Planning, Long Range Planning and Urban Design, Permit Center and District Planning. The budget provides for adequate training resources to increase customer service and efficient operations. Targeted training includes Time Management, Total Quality Management, Computer Training and Writing Skills. Finally, the budget reflects additional General Fund resources to enable the Bureau to: 1) update its outdated computer system to improve staff efficiencies and customer service by reducing reliance on time consuming manual systems and improving communication ability within the Bureau; 2) address the update of the City's Historic Resources Inventory as it currently does not meet State standards nor does it meet the City's Comprehensive Plan State Goal 5 requirements; 3) address the development of technical amendments necessary to implement the River District Plan and 4) support for the undertaking of a community plan for Southwest Portland.

The budget totals \$4.7 Million and supports 66 positions, an increase of 2 from FY 1993-94. One clerical position is being added to be shared between Current Planning and the Permit Center to address work-load associated with maintaining land use decisions. Another Planner position is being added as support on the Southwest Community Plan.

It should be noted that the Bureau may receive additional support related to the Livable City Housing Initiative, a proposal to develop a strategy to accommodate 50,000 new housing units in the City over the next 20 years. Pending the creation of a private/public organization to address this issue, the budget reflects a total of \$330,000 in a Special Appropriation representing the City's commitment to fund half the costs. This proposal is in its first stage of development and particulars regarding direction and staffing are not yet known.

PERCENT OF GENERAL FUND



The budget is composed of \$2.7 million in General Fund discretionary funding and \$1.75 M in non-discretionary General Fund revenues such as land use review fees, interagency agreements, and contracts. The Bureau's interagency partners have reduced long range planning requirements, reducing interagency revenues from prior levels. Projected land use review fee revenues are less than the current year. Land Use Review fees have been increased only enough to provide for normal inflation. The Bureau is currently conducting a cost-of-service study which is due to be completed in June, 1994. At that time a new fee schedule may be presented to City Council.

APPROVED SECOND YEAR DECISION PACKAGES

Decision Packages for 1995-96 (in constant 1994-95 dollars):

- ◆ Computer Services Support/Upgrade

Total 1995-96 Decision Packages (in constant 1994-95 dollars)

Total 1994-95 Budget

Total 1995-96 Budget (in constant 1994-95 dollars):

	<i>Estimated Cost</i>		
	<i>Full-Time Positions</i>	<i>General Fund Discretionary</i>	<i>Total Cost</i>
	0.0	63,318	79,318
	0.0	\$63,318	\$79,318
	66.0	\$2,794,279	\$4,690,320
	66.0	\$2,857,597	\$4,769,638

Administration

This program provides administrative, graphic support and Geographic Information Systems support to other programs as well as to provide staff support to the Planning Commission and the Bureau's Advisory Committee.

This program will be reduced by two Graphic Illustrator positions due to reduced demand. One Graphics position will be reclassified to a Tech I to accurately reflect the duties currently performed in that position to assist with land use review processing. Overall, the Administration Program will be reduced by one position.

Current Planning

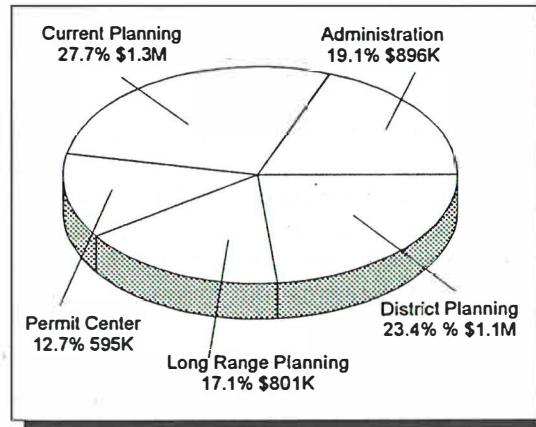
This program administers the land use reviews mandated by city ordinance and State law. Staff members also provide support for the Landmarks and Design Commissions assisting in processing applications for major and minor design reviews. No position changes are directly reflected in this program.

Long Range Planning

This program maintains, improves and implements land use and design policies adopted by City Council to enhance the City's appearance and livability. Services include maintaining compliance with adopted statewide land use planning goals through the periodic review of the City's Comprehensive Plan.

This program will dedicate 3 FTE's to address increased commitment to efficient and effective implementation of the Portland Zoning Code and Comprehensive Plan and the researching of needed code amendments. This represents an increase of 1.5 FTE's from the current year. This program is also receiving .5 FTE in additional support (.25 FTE fees and .25 FTE General Fund) to address the River District Plan implementation. It includes a rewrite of Title 34, the land division code. The section will also provide inter-agency planning services to the Bureaus of Environmental Services, Transportation, Housing and Community Development and Metro in the areas of environmental and transportation planning, housing policy and participation in Metro's regional planning program, Region 2040.

PROGRAM EXPENSES



BUREAU OF PLANNING (510)

Service Area: Community Development & Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

Permit Center

This program provides planning and zoning services to the public, issuing permits, receiving land use review applications and developing brochures and information packets for staff and public use.

An additional Clerical position will be shared equally between the Permit Center and Current Planning to assist in managing permit plan records for land use review applications and final decisions. Most importantly this position will enable the bureau to keep current its land use decision records in order for planners to have available data in the Bureau's computer system which can be readily retrieved.

District Planning

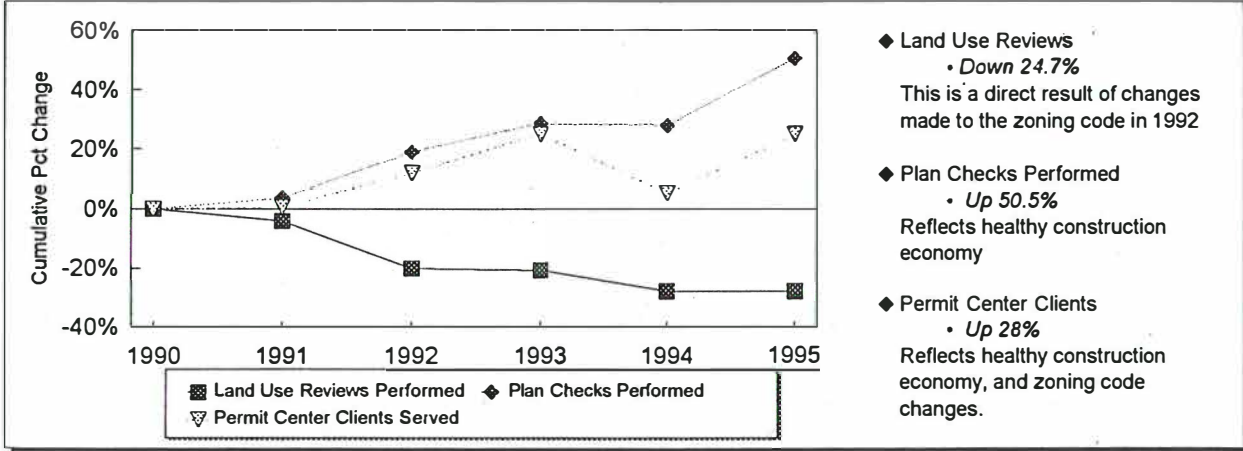
This program develops revitalization plans addressing housing, economic development, infrastructure, historic preservation and human service issues affecting the neighborhoods. The work program will include additional resources to update the City's Historic Resources Inventory (.5 FTE total of which half is supported by the General Fund and the other half by fee revenues). The section will also complete a District Plan for Portland State University. The Plan will be funded by PSU. Finally, 3.5 positions are being funded to undertake the Southwest community plan. Another .5 FTE will support the follow-up activities associated with completed community plans.

BUREAU OF PLANNING

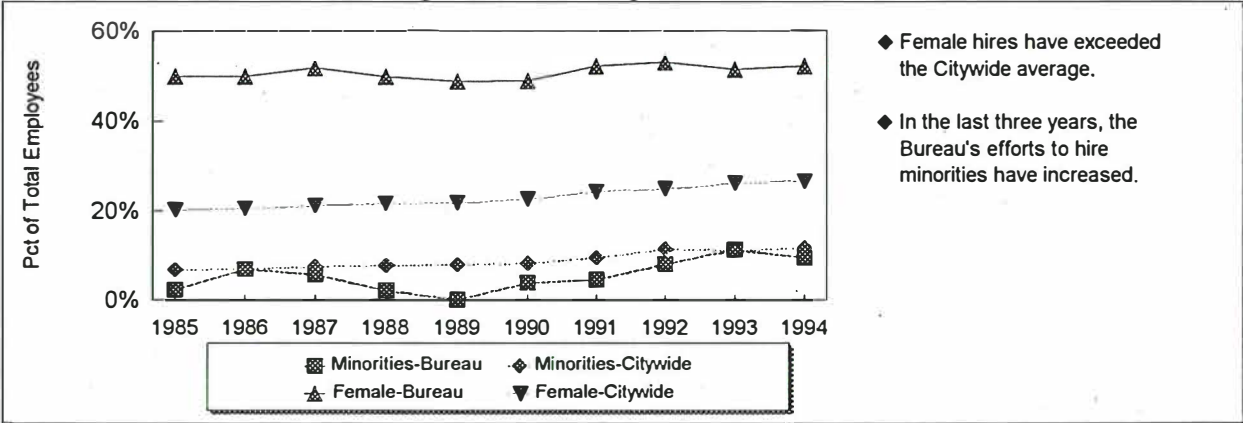
Service Area: Community Development & Services
 Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

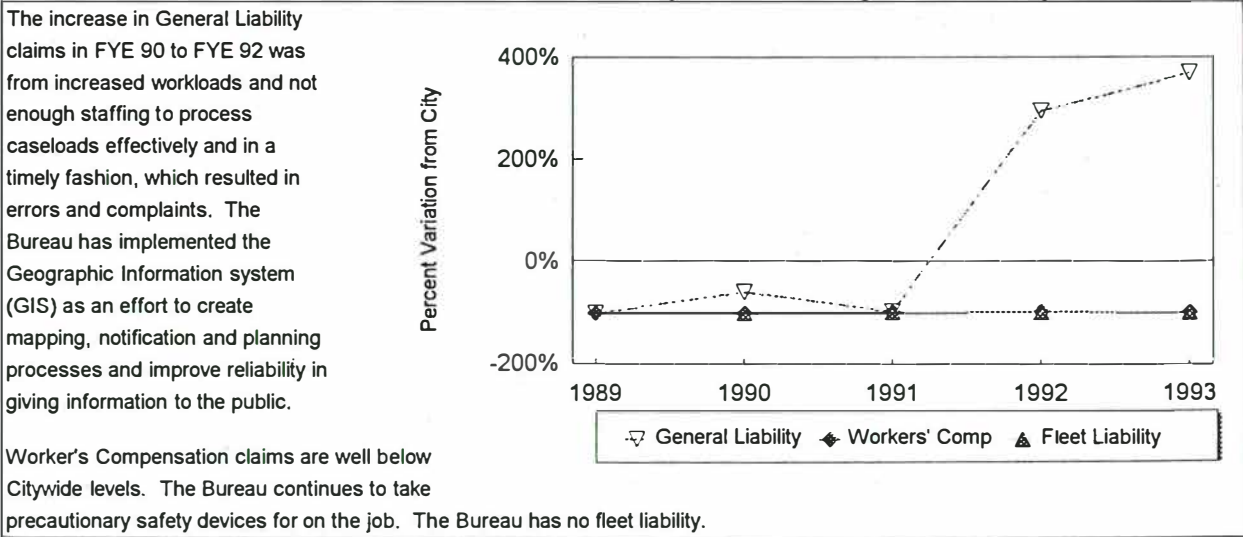
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



BUREAU OF PLANNING (510)

Service Area: Community Development & Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Provide effective timely, review of plan checks and land use applications in accordance with State Statutes through use of a highly trained staff and appropriate technology.
2. Aid the efficient functioning of the development review process by continuing to monitor, update and streamline the 1990 Zoning Code. Modifying the code as needed and rewrite of the Land Division Code, Title 34 of the City Code.
3. Update the City's Comprehensive Plan through neighborhood and community plans.
4. Increase the City's potential zoning for housing and ensure that adequate opportunity exists to meet the Portland Future Focus target of over 20% of regional population growth.
5. Provide information to the public about zoning regulations and land use review requirements and procedures through better written information to customers as well as the public at-large.
6. Reduce tort claims through training program for the Permit Center staff.
7. Implement recommendations of the Environmental Zone Streamlining Committee to improve clarity and certainty in environmental regulation
8. Planning Commission adoption of Sellwood-Moreland Neighborhood Plan.
9. Adoption by the Council of two citizen generated planning projects.
10. Comply with the requirements of land use goals established by the Oregon Department of Land Conservation and Development.

MAJOR BUDGET NOTES

1. Cost of Service Study. Costs shall be included to offset costs associated with automation as well as to build reserve for annual and future requirements. Discretionary revenues freed as a result of plan implementation shall be first dedicated to continuation of work on historical resources inventory and River District Planning.
2. Livable Cities. Appropriation has been placed in a Special Appropriation pending the creation of the private/public organization and further direction on the approach and staffing of the project.

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
% Type II Cases By Planning Staff Upheld by Review Body Use Body	95%	95%	95%	95%
% of City's Area With Adopted Comprehensive Plan Updated Through District Planning	5%	22%	22%	22%
<u>EFFICIENCY MEASURES</u>				
% Cases Reviewed by City Within 120 -Days Adoption of the Outer South East Plan	100%	100%	100%	100%
	N/A	N/A	100%	100%
<u>WORKLOAD MEASURES</u>				
Land Use Reviews Performed	879	800	800	800
Plan Checks Performed	3,424	3,100	3,400	3,400

BUREAU OF PLANNING (510)

Service Area: Community Development & Services

Commissioner-in-Charge: Charlie Hales

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$2,185,110	\$2,181,695	\$2,388,085	\$2,432,510	\$2,575,450
512000 Part-Time/Limited-Term	53,501	67,904	70,583	72,751	72,751
514000 Overtime	2,851	1,487	1,700	32,400	26,143
515000 Premium Pay	2,685	1,034	4,000	4,000	4,000
517000 Benefits	829,612	795,505	934,020	924,743	973,569
Total Personal Services	\$3,073,759	\$3,047,625	\$3,398,388	\$3,466,404	\$3,651,913
521000 Professional Services	\$19,055	\$211,284	\$65,950	\$36,598	\$18,074
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	78	0	0	0
524000 Repair & Maintenance	24,018	16,462	26,476	26,600	26,600
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	29,507	47,006	29,600	46,800	51,800
531000 Office Supplies	12,190	17,483	43,991	23,433	24,433
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	18,292	15,312	13,038	17,000	17,000
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,750	1,573	1,400	1,600	1,600
541000 Education	7,339	7,235	9,000	35,500	35,500
542000 Local Travel	226	738	1,200	3,100	3,100
543000 Out-of-Town Travel	4,200	3,520	5,800	5,774	5,774
544000 External Rent	0	0	0	0	0
546000 Refunds	13,382	26,766	16,000	0	0
547000 Retirement	13,382	0	0	0	0
549000 Miscellaneous	4,931	4,776	57,323	53,912	94,608
Subtotal External Materials & Services	\$148,272	\$352,233	\$269,778	\$250,317	\$278,489
551000 Fleet Services	\$9,670	\$11,610	\$7,545	\$11,427	\$11,427
552000 Printing/Distribution	159,174	171,921	182,722	171,851	171,851
553000 Facilities Services	196,638	228,566	213,213	220,343	226,600
554000 Communications	32,526	47,787	49,622	42,124	42,124
555000 Data Processing	9,079	4,327	6,070	46,307	46,307
556000 Insurance	73,497	84,971	80,321	81,624	81,624
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	1,550	0	0	0
Subtotal Internal Materials & Services	\$480,584	\$550,732	\$539,493	\$573,676	\$579,933
Total Materials & Services	\$628,856	\$902,965	\$809,271	\$823,993	\$858,422
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	27,940	21,420	91,090	159,985	179,985
Total Capital Outlay	\$27,940	\$21,420	\$91,090	\$159,985	\$179,985
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$3,730,555	\$3,972,010	\$4,298,749	\$4,450,382	\$4,690,320

BUREAU OF PLANNING (510)

Service Area: Community Development & Services

Commissioner-in-Charge: Charlie Hales

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
3359	Project Manager	2	1	1	56,054	1	59,738	2	119,476
3271	Graphics Illustrator II	1	1	1	39,756	1	41,145	1	41,175
3270	Graphics Illustrator I	3	3	3	77,935	1	32,280	1	32,280
3238	City Planning Director	1	1	1	72,266	1	72,597	1	72,597
3236	Chief Planner	2	3	3	171,511	3	182,640	3	182,589
3231	Sr. City Planner	9	9	9	427,465	8	425,937	9	455,320
3229	City Planner	26	26	25	924,681	25	907,817	24.5	921,243
3228	Assistant City Planner	0	0	4	115,500	4	98,981	4	123,884
3226	District Plan Manager	1	0	0	0	0	0	0	0
3222	Permit Center Supervisor	0	1	1	48,014	1	51,796	1	51,935
3108	Technician II	0	0	1	32,253	1	35,920	1	36,509
3107	Technician I	2	2	2	83,789	3	88,541	4	121,274
2544	Sr. MIS Support Analyst	1	1	1	44,080	1	48,630	1	48,630
2540	MIS Support Technician	1	0	0	0	0	0	0	0
924	Admin Supervisor III	1	1	1	40,615	1	48,693	1	48,824
819	Administrative Assistant	0	0	1	31,371	1	35,076	1	35,172
813	City-Community Liaison	0	0	0	0	0	0	0	0
514	Associate Accountant	1	1	1	23,636	1	28,677	1	26,351
510	Accounting Assistant	1	1	1	21,703	1	22,738	1	22,738
345	Word Processing Operator I	2	2	2	37,400	2	52,701	2.5	64,645
245	Hearings Clerk	1	1	1	27,937	1	30,784	1	30,902
222	Secretarial Assistant	1	1	0	0		0		0
221	Secretarial Clerk II	2	2	2	43,072	3	92,756	3	64,843
210	Typist Clerk	1	1	1	20,277	1	21,903	1	21,903
114	Clerical Specialist	3	2	2	48,770	2	53,160	2	53,160
TOTAL FULL-TIME POSITIONS		62	60	64	2,388,085	63.0	2,432,510	66.0	2,575,450



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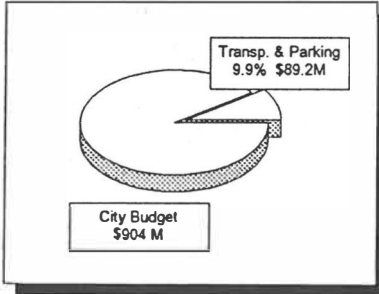
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Transportation and Parking

PROGRAM AREA OVERVIEW

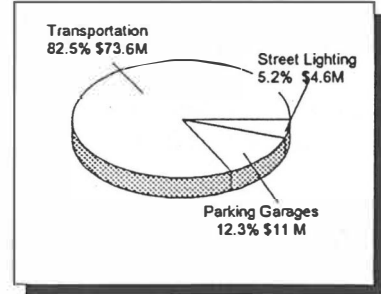
PERCENT OF BUDGET



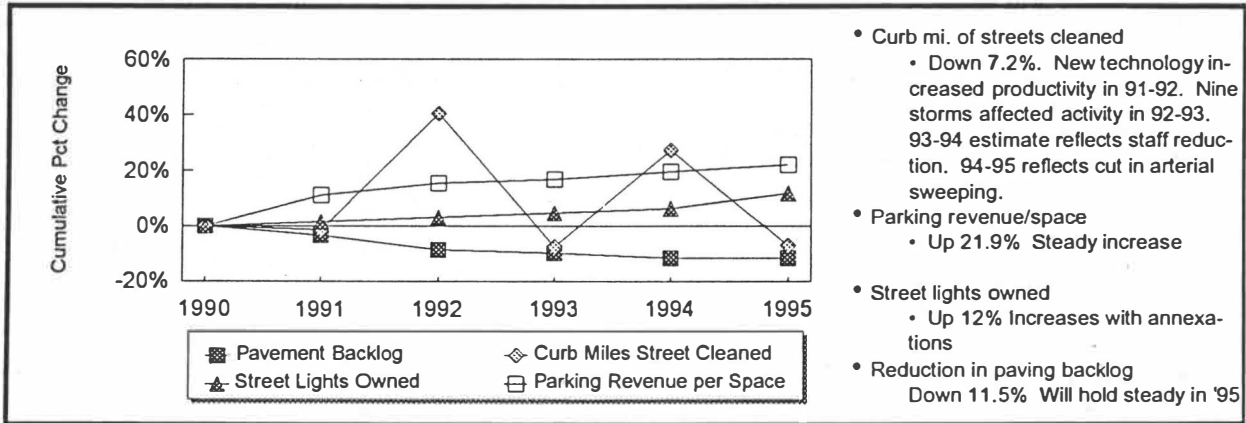
BUDGET DATA

1994-95 Budget \$89.2M
 Change from 93-94: Down 6.2%
 Change per Capita: own 10.5%
 1994-95 Positions: 718
 Change from 93-94: No change
 Change per Thousand: Down 4.6%

EXPENDITURES



HISTORICAL TRENDS



SIGNIFICANT BUDGET ISSUES

- Maintain Central Business District and Transit Mall street cleaning to six nights per week at a cost of \$448,505. Include North Transit Mall extension.
- Fully implement Abandoned Automobile program, with enhanced service levels.
- Fund fourth year of \$1 million match for Westside Light Rail project.
- Expanded bicycle and pedestrian capital programs
- Increased emphasis on "multi-modal" forms of transportation.
- \$320,000 School Safety Program to increase pedestrian safety around schools.

AUTOPORT FUND (158)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Service Charges					
<i>Parking fees</i>	814,416	889,603	1,021,788	1,042,392	1,042,392
<i>Rents and Reimbsmts</i>	813	9,430	9,750	10,042	10,042
	815,229	899,033	1,031,538	1,052,434	1,052,434
Government Sources					
<i>Port. Dev. Commission</i>	\$7,650	\$6,930	\$8,400	\$8,400	\$8,400
	7,650	6,930	8,400	8,400	8,400
Miscellaneous Revenues					
<i>Interest on Investments</i>	27,731	32,779	32,648	15,328	15,328
<i>Other Misc. Revenues</i>	887	2,414	0	0	0
<i>Note Sales</i>	324,167	0	0	0	0
	352,785	35,193	32,648	15,328	15,328
Total External Revenue	1,175,664	941,156	1,072,586	1,076,162	1,076,162
Interfund Cash Transfers					
<i>General</i>	0	0	0	0	0
<i>Park Fac Bond Redemptn</i>	0	0	0	0	0
	0	0	0	0	0
Interfund Service Reimbursements					
<i>General</i>	234,735	226,361	246,000	262,800	262,800
<i>Buildings</i>	90,349	92,714	103,200	106,800	106,800
<i>Hydropower</i>	2,160	2,160	2,400	2,400	2,400
<i>Sewer System Operating</i>	63,885	66,961	75,600	79,200	79,200
<i>Transportation Operating</i>	37,883	37,218	45,600	37,200	37,200
<i>Water</i>	36,215	29,202	32,400	32,400	32,400
<i>Golf</i>	747	997	1,200	2,400	2,400
<i>Communication Services</i>	1,080	1,080	400	0	0
<i>Fleet Services</i>	21,315	6,734	0	0	0
<i>Justice Center</i>	8,640	8,640	0	0	0
<i>Facilities Services</i>	9,720	10,675	93,366	97,484	97,484
<i>Refuse</i>	0	0	0	1,200	1,200
<i>Printing/Distribution Svces</i>	55,421	71,512	7,200	7,200	7,200
	562,150	554,253	607,366	629,084	629,084
Beginning Fund Balance	275,062	283,491	800,149	500,000	649,798
TOTAL RESOURCES	\$2,012,876	\$1,778,900	\$2,480,101	\$2,205,246	\$2,355,044

AUTOPORT FUND (158)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
REQUIREMENTS					
Bureau Expenses					
Personal Services	\$0	\$0	\$0	\$0	\$0
External Materials & Svcs	313,240	320,348	339,271	342,531	342,531
Internal Materials & Svcs					
General	29,461		40,446	40,794	40,794
Communication Svcs	274	441	326	655	655
Insurance and Claims	5,626	4,073	0	0	0
Transportation	148,254	191,512	176,642	198,353	198,353
Facilities Services	155,636	98,445	290,096	106,307	145,187
	339,251	294,471	507,510	346,109	384,989
Capital Outlay	534,466	0	723,357	0	0
Total Bureau Expenses	1,186,957	614,819	1,570,138	688,640	727,520
Fund Requirements					
Contingency					
Gen Oper Contingency	0	0	443,920	781,679	892,597
	0	0	443,920	781,679	892,597
Debt Service					
Principal	196,269	0	124,263	0	0
Interest	17,868	10,634	6,213	0	0
	214,137	10,634	130,476	0	0
Interfund Cash Transfers					
General Fund Overhead	14,479	13,650	14,200	21,802	21,802
General Fund Tax Offset	28,213	33,009	32,674	36,068	36,068
Transportation	285,599	87,786	288,693	566,357	566,357
Trans. - Speed Bumps	0	0	0	110,700	110,700
	0	328,291	134,445	734,927	734,927
Ending Fund Balance	283,491	1,019,002	0	0	
Total Fund Requirements	825,919	1,164,081	909,963	1,516,606	1,627,524
TOTAL REQUIREMENTS	\$2,012,876	\$1,778,900	\$2,480,101	\$2,205,246	\$2,355,044

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Autoport (1st and Jefferson) garage provides about 630 spaces to the general public, and about 370 spaces to City bureaus to park and repair fleet vehicles. Usage and revenues are projected to increase at this facility at about 7% this year. This increase is due in part to the higher monthly rate, and in part to the success of the Smart Park marketing program which increased usage. Operating expenses will not increase materially in FY 94-95. The seismic reinforcement project is on hold until the results of a comprehensive seismic study of buildings being done by a multi-agency group are received.

The major change in the budget is the increase in the transfers to fund Transportation programs. The largest of these will fully fund the Abandoned Auto Program. Transportation is also proposing to charge their full overhead rates. Our projections for the Autoport fund indicate annual net revenues of \$600,000, so it can absorb the \$300,000 increase from Transportation. The Interagency Parking Group will complete a Strategic Plan for the parking garages, which will include recommendations for the use of remaining net revenues.

AUTOPORT (709)

Service Area: Transportation and Parking

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time/Limited-Term	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
Total Personal Services	\$0	\$0	\$0	\$0	\$0
521000 Professional Services	\$245,326	\$254,009	\$277,293	\$285,193	\$285,193
522000 Utilities	47,167	54,434	53,582	54,654	54,654
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	0	0	0	0
531000 Office Supplies	0	0	0	0	0
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	0	0
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	20,747	11,905	8,396	2,684	2,684
Subtotal External Materials & Services	\$313,240	\$320,348	\$339,271	\$342,531	\$342,531
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	155,635	98,445	290,096	106,307	145,187
554000 Communications	275	441	326	655	655
555000 Data Processing	0	0	0	0	0
556000 Insurance	5,626	4,073	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	177,715	191,512	217,088	239,147	239,147
Subtotal Internal Materials & Services	\$339,251	\$294,471	\$507,510	\$346,109	\$384,989
Total Materials & Services	\$652,491	\$614,819	\$846,781	\$688,640	\$727,520
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	534,466	0	723,357	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	0	0	0
Total Capital Outlay	\$534,466	\$0	\$723,357	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$1,186,957	\$614,819	\$1,570,138	\$688,640	\$727,520

PARKING FACILITIES FUND (159)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Service Charges					
<i>Parking Fees</i>	3,611,081	4,032,019	4,169,948	4,253,347	4,253,347
<i>Rents and Reimbursements</i>	700,221	623,299	817,549	842,075	842,075
	4,311,302	4,655,318	4,987,497	5,095,422	5,095,422
Miscellaneous Revenues					
<i>Interest on Investments</i>	211,250	132,361	149,648	134,548	134,548
<i>Other Misc. Revenues</i>	114,794	175,824	0	0	0
<i>Refunds</i>	5,875	9,658	0	0	0
<i>Note Sales</i>	6,786,850	0	0	0	0
Total Misc. Revenues	7,118,769	317,843	149,648	134,548	134,548
Total External Revenue	11,430,071	4,973,161	5,137,145	5,229,970	5,229,970
Interfund Cash Transfers					
<i>General</i>	15,000	15,000	15,000	15,000	15,000
<i>Downtown Park Bond Red</i>	0	0	0	0	0
	15,000	15,000	15,000	15,000	15,000
Interfund Service Reimbursements					
<i>Bureau of Traffic Mgmt</i>	0	0	0	50,556	50,556
<i>Facilities</i>	0	104,921	100,240	114,240	114,240
	0	104,921	100,240	164,796	164,796
Residual Equity Transfer					
<i>Downtown Parking Bond Red.</i>	0	415	0	0	0
Beginning Fund Balance					
<i>Encumbered</i>					
<i>Unencumbered</i>	3,035,770	2,636,201	3,041,943	3,363,703	3,063,838
	3,035,770	2,636,201	3,041,943	3,363,703	3,063,838
TOTAL RESOURCES	\$14,480,841	\$7,729,698	\$8,294,328	\$8,773,469	\$8,473,604
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$0	\$0	\$0	\$0	\$0
<i>External Materials & Svcs</i>	1,952,230	2,234,536	2,277,293	1,964,299	1,960,299
Internal Materials & Svcs					
<i>General</i>	73,361	76,786	105,520	109,697	109,697
<i>Communications Svcs</i>	3,362	2,749	1,408	4,898	4,898
<i>Computer Services</i>	0	0	1,089	979	979
<i>Facilities Services</i>	557,815	637,592	384,106	1,026,020	1,185,540
<i>Insurance and Claims</i>	12,343	13,961	0	0	0
<i>Printing and Distribution</i>	4,225	222	0	0	0
	651,106	731,310	492,123	1,141,594	1,301,114
<i>Capital Outlay</i>	301,545	894,376	334,757	0	0
<i>Equipment Cash Transfers</i>	0	0	0	0	0
Total Bureau Expenses	2,904,881	3,860,222	3,104,173	3,105,893	3,261,413

PARKING FACILITIES FUND (159)**FUND SUMMARY****Fund Requirements***Interfund Cash Transfers*

<i>General Fund Overhead</i>	83,533	69,929	73,499	93,982	93,982
<i>General Fund Tax Offset</i>	122,526	119,852	121,440	134,054	134,054
<i>Downtown Park Bond Red</i>	26,000	0	0	0	0
<i>Morr Park E Bond Redemp</i>	363,000	228,000	383,000	390,000	390,000
<i>Morr Park W Bond Redem</i>	308,000	238,000	323,000	329,000	329,000
<i>Old Town Park Bond Red.</i>	8,030,200	689,265	666,500	667,000	667,000
<i>Dwntwn Waterfront Bond Red</i>		0	0	690,000	690,000
<i>Public Arts Trust</i>	6,500	0	0	0	0
	<u>8,939,759</u>	<u>1,345,046</u>	<u>1,567,439</u>	<u>2,304,036</u>	<u>2,304,036</u>

Debt Service

<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	1,510	0	0	0

Contingency

<i>Gen Oper Contingency</i>	0	0	3,622,716	3,363,540	2,908,155
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Ending Fund Balance

	<u>2,636,201</u>	<u>2,522,920</u>	<u>0</u>	<u>0</u>	<u>0</u>
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Total Fund Requirements

	<u>11,575,960</u>	<u>3,869,476</u>	<u>5,190,155</u>	<u>5,667,576</u>	<u>5,212,191</u>
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TOTAL REQUIREMENTS

	<u>\$14,480,841</u>	<u>\$7,729,698</u>	<u>\$8,294,328</u>	<u>\$8,773,469</u>	<u>\$8,473,604</u>
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GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Parking Facilities Fund accounts for the maintenance and operation of five of the seven City-owned parking garages in downtown Portland. These are: Third and Alder, Tenth and Yamhill, Fourth and Yamhill, Front and Davis, and O'Bryant Square. These garages provide 2,528 parking spaces and 57,480 square feet of commercial space for the downtown area.

The Bureau of General Services, Administrative Services Division provides management and policy direction for the garage system, in cooperation with the Office of Finance and Administration, the Bureau of Traffic Management, and the Portland Development Commission. Day-to-day garage operations, security, janitorial, and promotion services are provided through a contract with the Association for Portland Progress.

Usage and revenues in the current fiscal year have increased well above projections due to the success of the Smart Park promotion program. Growth will be nearly 8% for FY 93-94. For FY 1994-95 this growth rate will slow slightly, to about 6%, which is still well above the historical average. Spending will not change materially in the coming year.

A new program will be added in FY 94-95 to provide for management of the three new parking lots that will be built in Goose Hollow as part of the West Side Light Rail parking replacement plan. The approximate \$50,000 cost will be entirely covered by an Interagency Agreement with the Bureau of Traffic Management. Their cost will in turn be offset by parking fees from the new lots.

PARKING FACILITIES (712)

Service Area: Transportation and Parking

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$0	\$0	\$0	\$0	\$0
512000 Part-Time/Limited-Term	0	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	0	0	0	0
Total Personal Services	\$0	\$0	\$0	\$0	\$0
521000 Professional Services	\$1,374,883	\$1,476,407	\$1,535,732	\$1,636,474	\$1,636,474
522000 Utilities	159,323	167,662	167,535	173,386	173,386
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	6,117	7,952	8,200	12,000	8,000
531000 Office Supplies	0	0	0	0	0
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	0	0	0	0	0
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	0	0	0	0	0
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	411,907	582,515	565,826	142,439	142,439
Subtotal External Materials & Services	\$1,952,230	\$2,234,536	\$2,277,293	\$1,964,299	\$1,960,299
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	4,225	222	0	0	0
553000 Facilities Services	557,815	637,592	718,863	1,026,020	1,185,540
554000 Communications	3,362	2,749	1,408	4,898	4,898
555000 Data Processing	0	0	1,089	979	979
556000 Insurance	12,343	13,961	0	0	0
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	73,361	76,786	105,520	109,697	109,697
Subtotal Internal Materials & Services	\$651,106	\$731,310	\$826,880	\$1,141,594	\$1,301,114
Total Materials & Services	\$2,603,336	\$2,965,846	\$3,104,173	\$3,105,893	\$3,261,413
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	301,545	894,376	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	0	0	0
Total Capital Outlay	\$301,545	\$894,376	\$0	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$2,904,881	\$3,860,222	\$3,104,173	\$3,105,893	\$3,261,413

MORRISON PARK EAST BOND REDEMPTION FUND (358)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$35,946	\$20,472	\$17,843	\$14,000	\$14,000
<i>Interest-Other</i>	0	0	0	0	0
	<u>35,946</u>	<u>20,472</u>	<u>17,843</u>	<u>14,000</u>	<u>14,000</u>
<i>Transfers from Other Funds-Cash</i>					
<i>Parking Facilities</i>	363,000	228,000	383,000	390,000	390,000
<i>Beginning Fund Balance</i>	622,426	550,732	397,247	396,000	396,000
TOTAL RESOURCES	\$1,021,372	\$799,204	\$798,090	\$800,000	\$800,000
REQUIREMENTS					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$280,640	\$197,721	\$186,233	\$0	\$0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	190,000	205,000	215,000	225,000	225,000
<i>Debt Retirement</i>	0	0	0	174,175	174,175
<i>Ending Fund Balance</i>					
<i>Unexpendable Reserve</i>	298,337	389,877	396,857	395,911	395,911
<i>Unappropriated Ending Balance</i>	252,395	6,606	0	4,914	4,914
	<u>550,732</u>	<u>396,483</u>	<u>396,857</u>	<u>400,825</u>	<u>400,825</u>
TOTAL REQUIREMENTS	\$1,021,372	\$799,204	\$798,090	\$800,000	\$800,000
EXPENDITURES - AU 724					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$280,640	\$197,721	\$186,233	\$0	\$0
<i>Other Requirements</i>					
<i>5781 Bonded Debt Retirement</i>	190,000	205,000	215,000	225,000	225,000
<i>5781 Bonded Debt Retirement</i>	0	0	0	174,175	174,175
TOTAL APPROPRIATION	\$470,640	\$402,721	\$401,233	\$399,175	\$399,175

This fund pays principal and interest on bonds issued to construct the Morrison Park East parking structure. Debt service is paid from fees charged for parking and for retail space rental.

MORRISON PARK EAST BOND REDEMPTION FUND (358)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to construct the Morrison Park East parking structure. Debt service is paid from fees charged for parking and for retail space rental. This schedule shows the remaining payments for principal and interest the City owes to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1977B	\$5,500,000	09/01/77	09/01/94	5.400%	\$225,000	\$225,000	\$6,075
			09/01/95	5.500%	240,000		13,200
			09/01/96	5.500%	255,000		14,025
			09/01/97	5.500%	270,000		14,850
			09/01/98	5.500%	285,000		15,675
			09/01/99	5.500%	300,000		16,500
			09/01/00	5.500%	320,000		17,600
			09/01/01	5.500%	335,000		18,425
			09/01/02	5.500%	355,000		19,525
			09/01/03	5.500%	375,000		20,625
			09/01/04	5.500%	395,000		21,725
TOTAL Morrison Park East Bond Redemption Fund (cash basis)					<u>\$3,355,000</u>	<u>\$225,000</u>	<u>\$178,225</u>

INTEREST ACCRUALS:

TOTAL Morrison Park East Bond Interest Due FY 94-95 (cash basis)	\$178,225
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(61,433)
Interest to be Paid in FY 95-95 but Accrued to FY 94-95	57,383
Net Interest Accrual	<u>(4,050)</u>
TOTAL Interest Appropriation for FY 94-95	<u>\$174,175</u>

MORRISON PARK WEST BOND REDEMPTION FUND (357)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$30,361	\$19,005	\$15,570	\$11,500	\$11,500
<i>Interest-Other</i>	0	0	0	0	0
	30,361	19,005	15,570	11,500	11,500
<i>Transfers from Other Funds-Cash</i>					
<i>Parking Facilities</i>	308,000	238,000	323,000	329,000	329,000
<i>Beginning Fund Balance</i>	439,937	424,665	340,240	339,000	339,000
TOTAL RESOURCES	\$778,298	\$681,670	\$678,810	\$679,500	\$679,500
<u>REQUIREMENTS</u>					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$188,633	\$164,395	\$154,342	\$0	\$0
<i>Other Requirements</i>					
<i>Bond Retirement</i>	165,000	175,000	185,000	195,000	195,000
<i>Interest</i>	0	0	0	143,541	143,541
<i>Ending Fund Balance</i>					
<i>Unexpendable Reserve</i>	253,036	253,036	339,468	339,468	339,468
<i>Unappropriated Ending Balance</i>	171,629	89,239	0	1,491	1,491
	424,665	342,275	339,468	340,959	340,959
TOTAL REQUIREMENTS	\$778,298	\$681,670	\$678,810	\$679,500	\$679,500
<u>EXPENDITURES - AU 723</u>					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$188,633	\$164,395	\$154,342	\$0	\$0
<i>Other Requirements</i>					
<i>5781 Bonded Debt Retirement</i>	165,000	175,000	185,000	195,000	195,000
<i>5788 Interest</i>	0	0	0	143,541	143,541
TOTAL APPROPRIATION	\$353,633	\$339,395	\$339,342	\$338,541	\$338,541

This fund pays principal and interest on bonds issued to construct the Morrison Park West parking structure. Debt service is paid from fees charged for parking and for retail space rental.

MORRISON PARK WEST BOND REDEMPTION FUND (357)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to construct the Morrison Park West parking structure. Debt service is paid from fees charged for parking and for retail space rental. This schedule shows the remaining payments for principal and interest the City owes to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1977A	\$4,500,000	12/01/77	12/01/94	5.700%	\$195,000	\$195,000	\$5,558
			12/01/95	5.800%	210,000		12,180
			12/01/96	5.800%	220,000		12,760
			12/01/97	5.800%	235,000		13,630
			12/01/98	5.800%	245,000		14,210
			12/01/99	5.800%	265,000		15,370
			12/01/00	5.800%	280,000		16,240
			12/01/01	5.800%	295,000		17,110
			12/01/02	5.800%	315,000		18,270
			12/01/03	5.800%	330,000		19,140
TOTAL Morrison Park West Bond Redemption Fund (cash basis)					\$2,590,000	\$195,000	\$144,468

INTEREST ACCRUALS:

TOTAL Morrison Park West Bond Interest Due FY 94-95 (cash basis)	\$144,468
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(12,502)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	11,575
Net Interest Accrual	(927)
TOTAL Interest Appropriation for FY 94-95	\$143,541

OLD TOWN PARKING BOND REDEMPTION FUND (362)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
<u>RESOURCES</u>					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$24,786	\$44,980	\$900	\$800	\$800
<i>Miscellaneous</i>	0	610	0	0	0
	24,786	45,590	900	800	800
<i>Transfers from Other Funds-Cash</i>					
<i>Parking Facilities</i>	8,030,200	689,265	666,500	667,000	667,000
<i>Beginning Fund Balance</i>	16,347	726,228	21,897	22,000	22,000
TOTAL RESOURCES	\$8,071,333	\$1,461,083	\$689,297	\$689,800	\$689,800
<u>REQUIREMENTS</u>					
<i>Expenditures</i>					
<i>External Materials & Services</i>					
<i>Miscellaneous</i>	\$660,137	\$475,265	\$463,113	\$0	\$0
	78,000	25,065	0	0	0
	738,137	500,330	463,113	0	0
<i>Other Requirements</i>					
<i>Debt Retirement</i>	6,606,968	190,000	205,000	215,000	215,000
<i>Interest</i>	0	0	0	449,515	449,515
<i>Ending Fund Balance</i>					
<i>Unappropriated Ending Balance</i>	726,228	770,753	21,184	25,285	25,285
TOTAL REQUIREMENTS	\$8,071,333	\$1,461,083	\$689,297	\$689,800	\$689,800
<u>EXPENDITURES - AU 725</u>					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$660,137	\$475,265	\$463,113	\$0	\$0
<i>5490 Miscellaneous</i>	78,000	25,065	0	0	0
	738,137	500,330	463,113	0	0
<i>Other Requirements</i>					
<i>5781 Bonded Debt Retirement</i>	6,606,968	190,000	205,000	215,000	215,000
<i>5788 Interest</i>	0	0	0	449,515	449,515
TOTAL APPROPRIATION	\$7,345,105	\$690,330	\$668,113	\$664,515	\$664,515

This fund pays principal and interest on bonds issued to construct the Old Town parking structure. Debt Service is paid from fees charged for parking and for retail space rental. In 1992 the City refunded the original 1987 issue to take advantage of lower interest rates. The projected savings to the City is expected to be approximately \$450,000.

OLD TOWN PARKING BOND REDEMPTION FUND (362)

Revenue Bonds

DEBT REDEMPTION SCHEDULE

This fund pays principal and interest on bonds issued to construct the Old Town parking structure. In February 1992, the City refunded a portion of the bonds originally issued in 1987 to take advantage of lower interest rates. The projected savings to the City will be approximately half a million dollars over the life of the issue. Principal and interest payments are made from fees charged for parking and for retail space rental. This schedule shows the remaining payments for principal and interest the City owes to holders of these bonds.

<i>Bond Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1987	\$6,860,000	10/01/87	10/01/94	7.300%	\$155,000	\$155,000	\$5,658
			10/01/95	7.500%	165,000		12,375
			10/01/96	7.700%	180,000		13,860
			10/01/97	7.800%	190,000		14,820
							690,000
Series 1992	\$6,810,000	02/01/92	10/01/94	4.400%	60,000	60,000	1,320
			10/01/95	4.700%	65,000		3,055
			10/01/96	4.950%	65,000		3,218
			10/01/97	5.200%	70,000		3,640
			10/01/98	5.350%	280,000		14,980
			10/01/99	5.450%	295,000		16,078
			10/01/00	5.600%	310,000		17,360
			10/01/01	5.750%	325,000		18,688
			10/01/02	5.900%	350,000		20,650
			10/01/03	6.000%	365,000		21,900
			10/01/04	6.100%	390,000		23,790
			10/01/05	6.200%	410,000		25,420
			10/01/06	6.300%	435,000		27,405
			10/01/07	6.350%	465,000		29,528
10/01/08	6.400%	495,000	31,680				
10/01/09	6.375%	525,000	33,469				
10/01/10	6.375%	560,000	35,700				
10/01/11	6.375%	595,000	37,931				
10/01/12	6.375%	635,000	40,481				
				6,695,000	60,000	406,291	
TOTAL Old Town Bond Redemption Fund (cash basis)					\$7,385,000	\$215,000	\$453,004

INTEREST ACCRUALS:

TOTAL Old Town Bond Interest Due FY 94-95 (cash basis)	\$453,004
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(114,996)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	111,507
Net Interest Accrual	(3,489)
TOTAL Interest Appropriation for FY 94-95	\$449,515

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF AU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Requested FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
Personal Services	\$29,975,185	\$32,000,713	\$34,150,469	\$35,075,172	\$35,338,959
External Materials & Svcs.	13,447,708	13,122,951	16,634,412	15,255,315	14,960,084
Internal Materials & Svcs.	11,638,531	11,240,936	10,943,392	10,627,530	10,849,523
Minor Capital Outlay	778,920	695,288	1,124,999	1,523,855	1,777,445
Cash Transfers-Equipment	164,909	2,048	48,000	15,000	15,000
Total Operating Budget	\$56,005,253	\$57,061,936	\$62,901,272	\$62,496,872	\$62,941,011
Capital Improvements	9,508,868	11,375,621	28,581,510	16,229,571	16,094,765
TOTAL BUREAU EXPENSES	\$65,514,121	\$68,437,557	\$91,482,782	\$78,726,443	\$79,035,776
Allocated Overhead Costs			2,524,222	2,360,327	2,429,218
Total Cost with Allocated Overhead			\$94,007,004	\$81,086,770	\$81,464,994
Authorized Full-Time Positions					
Total	709	701	718	715	719
Gen. Fund Discretionary	18	4	0	6	6
SOURCE OF FUNDING					
Discretionary Resources					
Discretionary General Fund		2,050,077	3,389,972	5,137,986	4,637,986
General Transportation Discretionary		39,655,366	49,886,139	49,911,380	51,012,522
Total Discretionary Resources		41,705,443	53,276,111	55,049,366	55,650,508
Non-Discretionary Revenues					
Grants & Donations		3,004,912	7,233,208	3,191,522	3,191,522
Contract Revenue		545,113	7,626,101	1,486,116	1,486,116
Interagency Services		20,394,977	20,231,639	14,476,087	14,184,278
Bureau Program Revenue		2,607,112	3,115,723	4,523,352	4,523,352
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		26,552,114	38,206,671	23,677,077	23,385,268
TOTAL FUNDING		\$68,257,557	\$91,482,782	\$78,726,443	\$79,035,776
<p>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose. Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</p>					
PROGRAMS					
Bureau of Maintenance	\$36,885,893	\$40,169,696	\$39,486,834	\$39,954,479	
Positions	428	430	425	428	
Bureau of Traffic Management	12,624,417	19,425,632	17,671,455	17,777,701	
Positions	106	117	118	119	
Bureau of Transportation Engineering and Development	15,462,051	25,948,315	17,340,684	17,076,126	
Positions	128	133	133	133	
Office of Transportation Director	3,465,197	5,939,139	4,227,470	4,227,470	
Positions	39	38	39	39	
TOTAL PROGRAMS	\$68,437,557	\$91,482,782	\$78,726,443	\$79,035,776	
Positions	701	718	715	719	

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF AU EXPENSES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>PROGRAMS & SECTIONS</u>				
Bureau of Maintenance	36,885,893	40,169,696	39,954,479	39,954,479
<i>Positions</i>	428	430	428	428
<i>Street Preservation</i>	10,100,448	10,622,927	10,032,222	10,065,812
<i>Traffic Maintenance</i>	5,319,084	5,934,695	5,969,003	5,969,003
<i>Street Cleaning</i>	4,014,343	4,791,683	4,758,317	4,758,317
<i>Sidewalk Preservation</i>	2,221,076	2,552,743	2,897,237	2,897,237
<i>Structural Maintenance</i>	1,927,835	1,998,626	1,885,615	1,885,615
<i>Emergency Services</i>	2,036,808	672,960	572,214	572,214
<i>Sewer Maintenance</i>	5,386,050	6,431,107	6,621,748	6,621,748
<i>Drainage Maintenance</i>	2,747,106	3,147,192	3,121,680	3,121,680
<i>Support and Administration</i>	3,133,143	4,017,763	4,096,443	4,062,853
Bureau of Traffic Management	12,624,417	19,425,632	17,667,001	17,777,701
<i>Positions</i>	106	117	118	119
<i>Operations</i>	921,180	964,642	960,287	960,287
<i>Project Analysis And Design</i>	658,193	1,496,016	1,343,030	1,343,030
<i>Neighborhood Traffic Management</i>	539,718	1,734,738	787,855	898,555
<i>Traffic Signals</i>	1,577,348	2,881,057	2,274,852	2,274,852
<i>Street Lighting</i>	5,106,572	7,456,537	5,899,468	5,899,468
<i>Parking Patrol</i>	1,823,230	2,343,315	2,451,109	2,451,109
<i>Parking Management</i>	793,326	1,051,308	2,104,268	2,104,268
<i>Administration & Support</i>	1,204,850	1,498,019	1,846,132	1,846,132
Bureau of Transportation Engineering and Development	15,462,051	25,948,315	17,076,126	17,076,126
<i>Positions</i>	128	133	133	133
<i>Arterial Improvements</i>	6,272,691	13,955,128	6,343,805	6,343,805
<i>Development Services</i>	2,110,939	2,942,344	2,939,427	2,939,427
<i>Local Improvements</i>	3,081,401	3,630,592	4,228,476	4,228,476
<i>Engineering Support</i>	3,997,020	5,420,251	3,564,418	3,564,418
Office of Transportation Director	3,465,197	5,939,139	4,227,470	4,227,470
<i>Positions</i>	39	38	39	39
<i>Director</i>	586,606	639,562	643,532	643,532
<i>Resources</i>	1,028,691	1,409,320	1,364,851	1,364,851
<i>Planning</i>	1,849,900	3,890,257	2,219,087	2,219,087
TOTAL PROGRAMS	68,437,557	91,482,782	78,925,076	79,035,776
<i>Positions</i>	701	718	718	719

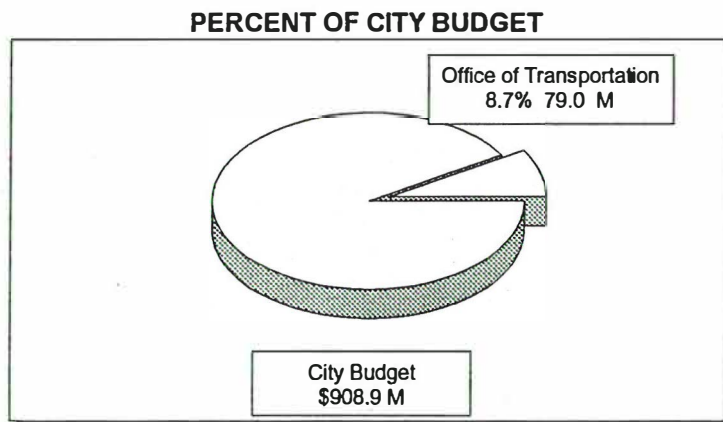
OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94



Portland Office of Transportation

The Portland Office of Transportation exists to provide for the safe and efficient movement of people, goods, and services to enhance the economic vitality and livability of the City of Portland. The Office of Transportation is responsible for planning, design, construction, management, operation, and maintenance of the City's street system.

The Office of Transportation comprises four bureaus: the Bureau of Maintenance, the Bureau of Traffic Management, the Bureau of Transportation Engineering & Development, and the Office of the Director.

Bureau of Maintenance

The Bureau of Maintenance is charged with the responsibility of preserving the public investment of \$1.9 billion in transportation facilities and \$1.4 billion in sewer infrastructure by inspecting, cleaning, maintaining, and repairing all transportation and sewer related infrastructure within the City of Portland. The infrastructure consists of paved streets, sewers, sidewalks, bridges, curbs, street corners, retaining walls, guardrails, stairways, traffic control devices, street lights, and parking spaces. In addition, the Bureau performs around-the-clock response to emergencies such as storms and other incidents that inhibit safe transportation.

The FY1994-95 Adopted Budget is \$39.95 million, which is approximately \$215,000 less than the FY1993-94 Revised Budget, and supports 428 positions compared to the current level of 430. The funding level reflects reductions in the areas of Street Cleaning, Structural Maintenance, Street Preservation, Sewer Maintenance, and Drainage and Roadside Maintenance.

Street preservation activity for FY1994-95 will hold the paving backlog at or near the present level of 390 miles. The requested funding level includes a reduction of \$500,000 from FY1993-94, which equates to a decrease of 7.5 miles from the current level of 100.0 miles of slurry sealing and resurfacing activities. In FY1989-90 the Bureau implemented a comprehensive street preservation program in order to manage the backlog of maintenance needs. It was determined that to reduce the backlog an annual total of 102.5 miles of slurry sealing and resurfacing was required. As indicated by the numbers, the program was reduced in FY1993-94, and will be further reduced in FY1994-95 due to budget limitations.

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

Street cleaning services will be reduced on the arterials as a result of the \$900,000 reduction in revenue received from the Bureau of Environmental Services for these activities. More specifically, arterial street sweeping will be reduced from 14-16 times a year to 8-9 times a year. In order to maintain the current service level of six nights a week in the Central Business District and on the Transit Mall, General Transportation Revenues of \$448,505 were diverted from other activities.

Sewer repair and cleaning and drainage and roadside maintenance activities supported by the Bureau of Environmental Services reflect reduced service levels due to a decrease of approximately \$1.1 million from the current interagency agreement. The actual activities include: elimination of off-shift emergency response, chemical root cleaning, and inspection of outfalls; significant reduction in the number of sumps and manholes constructed; and reduced weed control of ditches and roadsides, drainage ditch cleaning, culvert cleaning, and culvert maintenance and installation.

In addition, the Bureau of Environmental Services has shifted priorities among the remaining drainage and roadside maintenance activities by expanding the sump cleaning program in an attempt to bring the City closer in line with the cleaning cycles dictated by the Combined Sewer Overflow (CSO) efforts. There has also been a significant increase in the sump inventory related to CSO, and 1,400 sumps will be cleaned over the FY1993-94 service level of 480.

Lastly, the Adopted Budget does not provide funding for the maintenance of retaining walls, concrete and wood stairs, and for selected activities associated with the Rose Festival. These cuts, in addition to the reduction in street preservation activities, are required to meet the level of General Transportation Revenue available to the Bureau in FY1994-95. Furthermore, it was necessary to redirect existing resources to develop and implement an ongoing program to bring the City into compliance with the American Disability Act (ADA) regulations governing street corners.

The total number of positions is reduced by a net of two from FY1993-94. As a result of the decrease in funding received from the Bureau of Environmental Services, eight existing positions are cut, and two additional positions in the area of structural maintenance are cut in order to meet the Bureau's General Transportation Revenue target. Eight new positions are added, three of these represent transfers from Multnomah County in accordance with the street transfer agreement between the City and County, four are due to additional work requested by the Bureau of Traffic Management in the areas of parking control and neighborhood traffic management, and the last position is funded by Environmental Services to support the expanded sump cleaning program.

Bureau of Traffic Management

The Bureau of Traffic Management is the City agency responsible for operating the City's transportation system and managing the City's street lighting system. Key objectives for the bureau include maintaining and improving the safety of the system for the traveling public, reducing the number of traffic accidents, optimizing the efficiency of the transportation system, and protecting the livability of the City's residential areas while accommodating economic development. The Bureau plans, designs, inspects the installation of, and monitors the operation of traffic and parking controls within the City. These include parking signs, pavement markings, traffic signs, parking meters, street lights, traffic management devices, and traffic signals. Included within Traffic Management is the Parking Patrol Division, which seeks to ensure a smooth traffic flow and optimum available curb parking throughout the City by enforcing parking regulations. The Bureau also manages the City's street lighting system which is comprised of over 45,000 lights.

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

(Continued)

The Operations Program is a comprehensive program that provides for statutory and public needs through the operation of the City's transportation system. Staff activities are varied and include the following; design of traffic sign and pavement marking systems to control traffic flow; land use review; management of special events; investigation and improvement of safety and capacity needs identified through public contact and staff studies; and collection and maintenance of transportation data and records.

The Project Analysis and Design Program provides for the planning, design and construction monitoring needed to improve traffic operations and safety. This program also identifies capital requirements and other improvements needed to accommodate cyclists.

The Neighborhood Traffic Management Section includes three program activities: the Neighborhood Traffic Management Program (NTMP), the Arterial Traffic Calming Program (ATCP), and the Neighborhood Speed Watch Program. NTMP receives over 75 requests per year from City residents for measures to address speeding, volume, and safety problems on local streets. Currently, there are 229 qualified projects waiting to be undertaken. Each year, the City prioritizes all NTMP requests according to an objective point allocation system and undertakes the top-rated projects. A traffic management plan is then developed, with resident participation, for each project. This neighborhood traffic management plan usually leads to construction of traffic management devices such as traffic circles, diverters and speed bumps. ATCP addresses citizen traffic concerns related to speeding and safety on residential neighborhood collector streets. These concerns are addressed through the development and implementation of education, enforcement and engineering measures. There are over 500 neighborhood collector street segments which may qualify for ATCP projects. The Speed Watch Program loans radar guns to citizen volunteers. Public awareness letters are then mailed to the registered owners of vehicles detected exceeding the posted speed limit. Additional efforts in the section include development of a criteria for "routine" installation of speed bumps, continuation of the monitoring and mitigation of construction impacts on neighborhoods caused by the Westside Corridor construction projects and development and implementation of school safety projects to increase pedestrian safety near elementary schools.

The Traffic Signals Program provides for the operation of the traffic signal system. This program also includes the planning and construction of capital improvements for traffic signals. This program pays for all traffic signal power costs, but not traffic signal maintenance costs. Due to the proposed replacement of the obsolete central traffic signal computer, this program is expected to save \$15,000 annually in computer maintenance and room rental costs.

The Street Lighting Program promotes pedestrian and traffic safety, economic vitality and liveability through the efficient and effective operation and improvement of the City's street lighting system. The program provides for the monitoring, reviewing and ordering of modifications to the street lighting system, and includes planning, design, construction and monitoring of capital improvements for the City's street lighting system. This program pays for all street lighting power and maintenance costs, and monitors utility rate development.

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

(Continued)

This will be the second year in which street lighting services are funded, in part, by the General Fund. The City Council has decided that FY1993-94 was the first year of a three-year transition to full General Fund support for street lighting operations and maintenance and related costs. The balance of the funds for street lighting in FY1994-95 will come from the Transportation Operating Fund and the ending fund balance of the Street Lighting Fund, which will be terminated at the end of FY1993-94. The FY1994-95 Budget includes \$500,000 for the installation of additional ornamental street lighting in Old Town. The project is being coordinated with other efforts to encourage development in Old Town. In FY1995-96, all operations and maintenance costs will be funded by the General Fund.

The Parking Patrol Program provides parking enforcement city-wide Monday through Saturday. Personnel provide routine patrol and citation issuance, response to special enforcement requests, enforcement of unpaid parking citations (through the tag warrant process), and supervisory and clerical support. A new shift was created in FY1993-94 to address citizen and business concerns relating to parking enforcement of violations such as traffic hazards, blocked driveways, all hours loading zones, and no parking, during the evening hours. This 'swing-shift' enforcement continues in FY1995-96. A new Secretarial Clerk II position has been added to support additional administrative needs required by the Abandoned Auto program, which transferred from the Bureau of Buildings in FY1993-94.

The Parking Management Program seeks to affect the supply, operation, and/or demand for parking to support economic development opportunities, traffic flow, transit usage, and environmental quality. The operation of on-street curb parking including area parking permits; programs for demand and access management; the regulation of private off-street parking through conditional use permits; and determining recommendations on City-owned garages are included in this program. Capital changes from FY1993-94 include the installation of meters in the Lloyd Center area.

The Administration and Support Program continues to ensure current and long-range traffic operations needs of the City are met, reviews and recommends revenue options, monitors expenditures, measures program effectiveness, and provides central secretarial and public response support for the Bureau. This program also provides coordination of central traffic safety education and outreach information to the community in the form of public forums, college-level instruction, elementary and high school curriculum development assistance, and providing speakers, brochures and other materials to neighborhood meetings.

This effort combines a variety of education, engineering and enforcement activities so the City can collectively identify traffic problems and potential solutions to calm neighborhood traffic and improve transportation safety.

The FY1994-95 Budget includes the transfer of a Technician I/CADD (previously budgeted in the Signals Program), and a reclassification of a Technician III (previously in the NTMP Program) to a Graphics Illustrator III. This position is needed to assist in the development of the many graphics products currently paid for with professional services contracts.

Bureau of Transportation Engineering and Development

The Bureau of Transportation Engineering and Development is the capital implementation arm of the Portland Office of Transportation and leads in development service activities. The organization's work is distributed among four programs and two special project groups reporting to the Director. The key responsibility of our programs are:

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

(Continued)

Support economic development and neighborhood livability through the arterial collector and transit systems.

Facilitate public and private development of job opportunities, housing and cultural amenities.

Improve neighborhood access and livability and ensure the safety and serviceability of the City's bridges and structures.

Provide bureau administration, specialized staff support, computer services, mapping functions, and Geographic Information System implementation.

In addition, the Bureau of Transportation is involved with special projects, such as Central City Streetcar and Oregon Convention Center to create public/private partnerships to provide infrastructure improvements which support and facilitate desirable patterns of private investment. The implementation of the Central City Streetcar project will link existing and new urban residential communities to the downtown employment core area. The Bureau of Transportation Engineering and Development also supports major economic development initiatives in the Oregon Convention Center (OCC) area.

The Bureau of Transportation Engineering and Development is managing the implementation of the Geographic Information System. The Geographic Information System Project is responsible for implementation of a City-wide computerized database which links information with spatial (geographic) features and which will display that data either in tabular form or as a map. This City-wide effort is being designed and jointly funded by a number of bureaus in addition to PDOT.

Office of the Director

The Office of the Director is responsible for overall administrative, financial and planning direction for the Office of Transportation. The Director's Office recommends and ensures the implementation of transportation policies approved by City Council; coordinates program development opportunities as requested by the Commissioner-in-Charge; represents the Portland Office of Transportation to both public and private sector agencies; and, provides overall administrative guidance and direction for the Office of Transportation.

The Director's Office develops and recommends necessary funding mechanisms to provide long-term fiscal stability for Transportation's capital and operating programs; reviews and authorizes operational procedures; improves the organization's productivity, responsiveness and effectiveness of services and programs; participates in regional planning for transportation projects and advocates for the interest of the City of Portland; coordinates activities between the Office of Transportation and other City bureaus, as well as other public jurisdictions; and participates in management committees with city-wide concerns.

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

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SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Director's Office is actively involved in the regional transportation financing process (through Tri-Met, METRO and the League of Oregon Cities) that is critical to the future funding stability of transportation capital projects and operating programs. Urban services issue analysis and state and federal legislative analysis and response are needed to ensure the success of funding initiatives and productivity issues.

The Director's Office provides for overall management of the bureau's capital improvement program. It ensures the implementation of transportation policies regarding capital projects; monitors the progress of capital improvement programs; redirects unspent capital resources to other high priority capital needs; tracks capital improvement projects and prepares information related to project status and schedules; and, provides facilitation of transportation improvements in business districts as needed.

The FY1994-95 objectives include emphasizing significant work on regional transportation projects, especially the Alternative Analysis for the North/South Transit Corridors, the Regional Rail Program and the Transportation System Plan. In addition, commitment to project development on priority projects, to providing transportation studies and area plans for development areas, and to the development of the Transportation System Plan will continue. These planning objectives will provide the framework for future City transportation improvements.

The major focus of regional rail efforts, which will be funded in FY1994-95 with General Transportation Revenues, will be the Regional Rail Summit IV, Alternative Analysis studies of light rail corridors, and continued public outreach. Project planning will focus on a variety of regional and local projects including the Northwest area, the Columbia Corridor Transportation Study, and projects related to the Mcloughlin Corridor. Policy and programming work will continue on the Transportation System Plan. Transit efforts will address the high speed rail study, Intermodal projects, and transit service issues.

Financial and administrative services include financial planning, forecasting, and revenue policy development; monitoring, developing, initiating and responding to federal, state and regional transportation legislation and policies and coordinating the implementation of the City's Urban Service Policy in Transportation bureaus; securing and maintaining the stability of the City/County Agreement for transfer of County road funds to the City; identifying the repair, preservation, operating and maintenance needs of transportation capital facilities; identifying the construction and expansion needs of the transportation network and proposing policies relating to the systems management; proposing funding options for transportation activities; and improving the Office of Transportation's responsiveness to citizen needs.

The Director's Office is also administering the implementation of the Infrastructure Management System (IMS). This is a PDOT-wide system to create, automate, and integrate transportation facility information for which PDOT is responsible. Design and implementation of IMS is planned to occur in three phases over a seven-year period. Upon full implementation of IMS, PDOT will be better able to manage transportation information and improve the efficiency of maintenance operations and identification of capital needs. Improved productivity is expected from better allocation of resources (people, equipment, dollars) and improved maintenance planning and budgeting.

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SUMMARY OF BUREAU EXPENSES

BUDGET DECISIONS FOR 1995-96

	<i>Full-Time Positions</i>	<i>Estimated Cost</i>	
		<i>General Fund Discretionary</i>	<i>Total Cost</i>
<i>Decision Packages for 1995-96 (in constant 1994-95 dollars):</i>			
◆ Neighborhood Traffic Management Program redesign	0	\$0	(\$500,000)
◆ Development Services Full Cost Recovery/Service Reduction	Unknown	\$0	(\$200,000)
◆ Regional Rail and Outreach elimination	Unknown	\$0	(\$1,000,000)
◆ Capital Improvements Plan reduction	0	\$0	(\$300,000)
<i>Total 1995-96 Decision Packages (in constant 1994-95 dollars):</i>	0	\$0	(\$2,000,000)
<i>Total 1994-95 Budget</i>	715	\$51,012,522	\$79,035,776
<i>Total 1995-96 Budget (in constant 1994-95 dollars):</i>	715	\$51,012,522	\$77,035,776

Other Budget Decisions for 1995-96:

- ◆ As recommended in the Financial Plan, Transportation will carry forward the unbudgeted revenues from FY 1993-1994, resulting from the Legislature's action on the gasohol exemption.

OFFICE OF TRANSPORTATION (159)

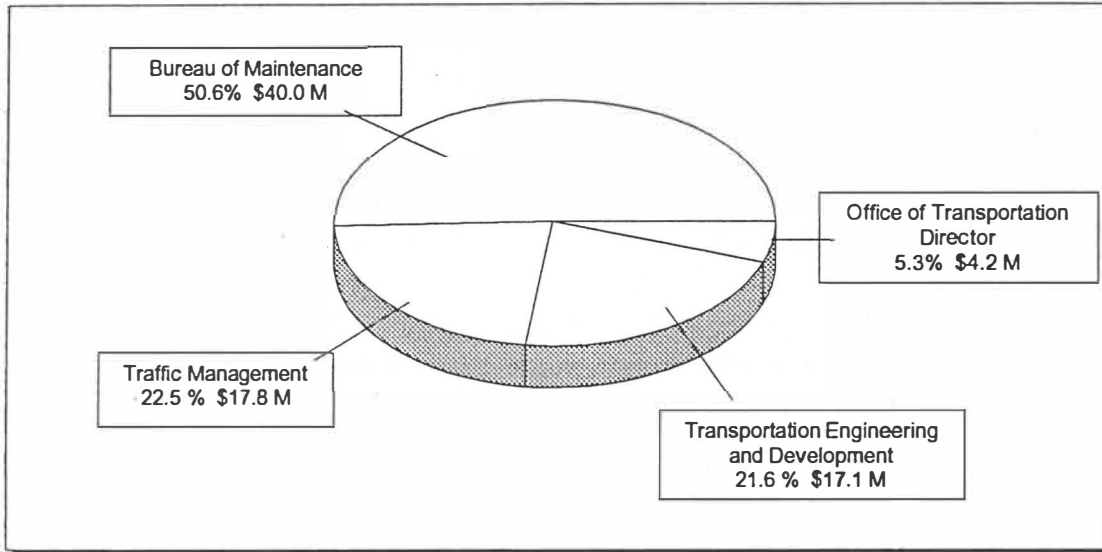
Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

PROGRAM EXPENSES



BUREAU OF MAINTENANCE

Street Preservation

The City maintains 1,372 miles of curbed streets and 272 miles of non-curbed streets. The Bureau of Maintenance uses a Pavement Management System (PMS) based on visual inspection and structural testing to identify and prioritize all street maintenance projects. 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 full reconstruction. As of November 1993, PMS data showed a 390 mile backlog of streets requiring surface treatment, rehabilitation or reconstruction costing \$28.0 million.

The backlog grows an average of 96 miles each year as a result of normal deterioration from traffic, weather, and age. In order to manage the backlog of maintenance needs the Bureau implemented a comprehensive street preservation program in FY1989-90, which has resulted in a significant increase in the surface maintenance program, bringing it to an annual total of 102.5 miles of slurry sealing and resurfacing. This total was reduced in FY1993-94 to 100.0 miles due to budget limitations.

The funding level for FY1994-95 reflects a further reduction in service levels of 7.5 miles. The actual activities include 42.5 miles of resurfacing, 56,800 square yards of base repair, 264,900 square yards of surface repair, 50 miles of slurry seal and 109,610 square yards of patching. It is anticipated that completion of these activities will hold the backlog at or near the present level of 390 miles.

OFFICE OF TRANSPORTATION (159)

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

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 to ensure public safety and convenience and control deterioration of these structures. Within the City of Portland there are 136 major and minor bridge structures (excluding the Willamette bridges), 171 stairways, 209 retaining walls, the harbor wall along the Willamette River, 15 miles of guardrail, 13 tunnels, 2 miles of fencing and 525 units of street furniture.

The FY1994-95 Adopted Budget does not include funding for the maintenance of retaining walls and concrete and wood stairs, and as a result of these reduced service levels, two full-time positions have been eliminated.

Sidewalk Preservation and Safety

The Sidewalk Preservation and Safety program oversees the maintenance of 2,496 miles of sidewalk, 2,583 miles of curb and 81,600 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 owners of needed repairs. In the event timely repairs are not made by the property owner, the Bureau of Maintenance makes the repairs and bills the property owner for the cost. Non-reimbursed activities currently include inspection, permits issuance, corner maintenance, curb maintenance and mall maintenance.

The American with Disabilities Act (ADA), signed into law July 26, 1990, contains provisions that significantly affect facilities within the public right-of-way. Specifically, ADA requires the City of Portland to provide curb ramps in the downtown and commercial areas by January 1995. In response to the federal mandate, the requested budget includes resources to develop and implement an ongoing program to upgrade existing corners to ADA standards. In addition, beginning in FY1994-95 personnel currently assigned to sidewalk/driveway repair will be diverted to corner repair and sidewalk/driveway repair will be contracted out.

The FY1994-95 funding level supports service levels that are consistent with FY1993-94. Actual activities include 4,200 inspection postings, replacement of 112,000 square feet of sidewalk and driveway, and repair of 600 corners.

Traffic Maintenance

This program supports the maintenance of 890 signalized intersections; 90 partially controlled intersections; 5,468 legends placed on the street surface; 1,700 miles of painted line; 1,850 crosswalks; 30,850 traffic control signs; 37,450 parking control signs and 67,000 street name signs. In addition, the City owns approximately 43,000 street lights, of which 5,200 are maintained by the Bureau.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Traffic Maintenance (continued)

The FY1994-95 Adopted Budget includes an increase of work requested by the Bureau of Traffic Management due to an expansion of the Neighborhood Traffic Management Program and Parking Control Program. More specifically, the increase supports the installation of 250 new speed bumps around schools and other areas where traffic calming has been requested, and installation of 2,250 new metered parking spaces in the Lloyd Center area.

The portion of the budget that supports maintenance activities will provide a service level consistent with FY1993-94. Actual activities include 15,000 sign repairs; signal repairs at 7,000 locations; 3,400 pass miles of pavement striping; 255,900 square feet of pavement markings; and service to 5,800 parking meters. The budget includes seven additional positions, four of which are funded by increased resources from the Bureau of Traffic Management, and the remaining three represent transfers from Multnomah County in accordance with the street transfer agreement between the City and County. The agreement provides that for every 10 miles of street annexed to the City of Portland, one position is transferred.

Street Cleaning

Within the City of Portland there are 4,084 curb miles which are mechanically cleaned on a regular basis, including 2,048 miles of residential streets, 1,989 miles of arterial and 47 miles of street in the Central Business District. This program also provides for cleaning 6 pedestrian subways, 169 stairways, and 700 trash receptacles.

For FY1994-95, the service demands will increase with the addition of the North Transit Mall extension, development of the Lloyd District and addition of streets in annexed areas. At the same time, the funding level reflects a \$900,000 reduction in the revenue received from the Bureau of Environmental Services in support of street cleaning activities. In order to maintain the current service level of six nights a week in the Central Business District and on the Transit Mall, General Transportation Revenues of \$448,505 were diverted from other activities. The net result is the reduction of one full-time position. Consequently, a reduced level of street cleaning services will occur in arterial areas, where cleaning will take place 8-9 times a year rather than 14-16 times per year. However, the FY94-95 Budget does include additional resources for the increased sidewalk flushing and scrubbing associated with the completion of the North Mall extension.

Drainage & Roadside Maintenance

The Bureau of Maintenance in conjunction with the Bureau of Environmental Services is charged with maintaining the surface storm drainage system within the City of Portland. The Clean Water Act of 1987 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.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Drainage & Roadside Maintenance (continued)

The FY1994-95 funding level reflects a decrease of service reimbursement revenue from the Bureau of Environmental Services in support of storm drainage and roadside activities. The loss of this revenue results in the elimination of three full-time positions and the reductions in the service level of the following activities: brush cutting, mowing, weed control of ditches and roadsides, drainage ditch cleaning, culvert cleaning, and culvert maintenance and installation. These reductions may potentially have significant adverse impact on managing water quality and quantity, preventative maintenance, public safety, prompt attention to hazards and risks, and citizen's concerns and customer service.

In addition, the Bureau of Environmental Services has shifted priorities among the remaining drainage and roadside maintenance activities by expanding the sump cleaning program. In response an additional Sewer Vacuum Operator position is funded and three existing positions will be reassigned to this activity to form two additional two-men crews in order for the City to come closer in line with the cleaning cycles dictated by the Combined Sewer Overflow (CSO) efforts. There has also been a significant increase in the sump inventory related to CSO and 1,400 sumps will be cleaned over the FY1993-94 service level of 480.

Emergency Services

The Bureau of Maintenance provides for round the clock response to emergencies, including snow/ice/wind storms, floods and other weather conditions; hazardous materials incidents; clean-up following certain police actions; sewer breaks or plugs; and other natural or manmade incidents that inhibit safe transportation or threaten public safety.

The FY1994-95 funding level supports the personal services and material and equipment costs associated with emergency responses. Appropriation is also included for weather forecasting services to obtain timely forecast data. The weather service has proven very effective in preventing premature call-out of the emergency work force, thus avoiding unnecessary over-time expenditures. During emergency operations, the Bureau is reorganized and all personnel are available to make up the emergency crews.

Sewer Maintenance

The Bureau of Maintenance oversees the annual programs for cleaning and inspection of the 1,816 miles of sewer, 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 Sewer Maintenance program through an interagency agreement. The City of Portland's sewer system services 110,291 homes, 9,878 multiple dwelling buildings, and 13,551 commercial and industrial establishments, for a total of 133,720 individual connections and customers.

The FY1994-95 level of funding received from the Bureau of Environmental Services does not support current service levels for sewer repair and cleaning activities. The off-shift emergency response, chemical root cleaning, and inspection of outfall activities will be totally eliminated, and the construction of sumps and manholes will be significantly reduced which results in the elimination of four full-time positions.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Support and Administration

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

BUREAU OF TRAFFIC MANAGEMENT

Operations

The program is comprehensive in serving statutory and public needs for the management of traffic on City streets. Program activities include: traffic control through the use of traffic signs and pavement marking systems; land use development review; management of special events; planning and design; investigation and improvement of safety and capacity needs identified through public contact and staff studies; collection and maintenance of transportation data and records; and sign visibility review.

The Operations Program is funded by General Transportation Revenue and revenues from other Transportation bureaus to pay for traffic engineering assistance on various projects.

Neighborhood Traffic Management

The three programs in the Neighborhood Traffic Management Section improve neighborhood livability in Portland neighborhoods by working with communities to address traffic concerns related to safety, speeding and excessive volumes on local streets and neighborhood collectors. The capital construction carried out by the Neighborhood Traffic Management Program (NTMP) and the Arterial Traffic Calming Program (ATCP), address traffic issues in residential areas through the development of traffic management projects and the construction of traffic management devices. The second basic service provided by both programs is community planning and education. The programs support the policies of the Comprehensive Plan and the Transportation Element which call for protection of residential areas by mitigating impacts of vehicular traffic on local streets. The Neighborhood Speed Watch Program provides citizen involvement and education services. Volunteers are trained to use radar guns to learn about speeding on their streets and awareness letters are sent to motorists exceeding the speed limit. This program is supported by General Transportation Revenue.

Project Analysis and Design

This program serves to develop and/or guide transportation projects to meet goals of improved traffic operation and safety, and to the protection of neighborhoods from traffic impacts. The program represents the City's interests related to traffic issues on a variety of regional transportation projects. Traffic safety is monitored at locations throughout the city, and capital improvement projects are developed to address safety needs.

OFFICE OF TRANSPORTATION (159)

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Project Analysis and Design (continued)

This program also plans and implements modifications or improvements necessary to retrofit street systems to safely accommodate cyclists. The program plans bicycle facilities, coordinates capital projects to provide safe bicycle transportation facilities and ensure that consideration is given to bicyclists; reviews plans for City Code compliance; installs bicycle racks in the public right-of-way; administers bicycle locker rental operation; reviews capital projects and provides public information.

The Project Analysis and Design Program is funded by General Transportation Revenue and Transportation interagency revenue. The program also receives fees from locker rentals. Grant revenues are expected from regional Congestion Mitigation and Air Quality Funds (CMAQ).

Traffic Signals

This program promotes pedestrian and motorist safety and mobility through the efficient operation of, and improvement to the City's traffic signal system. This program provides for operating, monitoring, reviewing, and modifying the traffic signal system. This program also includes the planning, design, and construction of capital improvements for traffic signals. This program pays for all traffic signal power costs, but not for traffic signal maintenance costs.

The Traffic Signals Program is funded by General Transportation Revenue, and Federal-Aid Urban, Intermodal Surface Transportation Efficiency Act (ISTEA) and Congestion Management and Air Quality (CMAQ) grant funds. The Signals Program is also partially reimbursed by the Oregon Department of Transportation for maintaining and operating traffic signals on State routes.

Street Lighting

The Street Lighting Program promotes pedestrian and traffic safety, economic vitality and liveability through the efficient and effective operation and improvement of the City's street lighting system. The program provides for the monitoring, reviewing and ordering of modifications to the street lighting system. The program also includes the planning, design and construction review and monitoring of capital improvements for the street lighting system. The program pays for all street lighting power and maintenance costs and monitors utility rate development. This is the second year that the Street Lighting Program will be funded, in part, by the General Fund. The City Council decided that FY1993-94 would be the first year of a three-year transition to full General Fund support for street lighting operations and maintenance and related costs. In FY1995-96 all of these costs will be funded by the General Fund's discretionary revenues. The balance of the funds for FY1994-95 will come from the Transportation Fund. The Street Lighting Fund will be terminated.

The Street Lighting Program is funded by General Transportation Revenue and by General Fund Discretionary Revenues, with the exception of revenues from other sections and bureaus for costs incurred in operating and maintaining the Intergraph computer mapping system, and for costs incurred in overseeing design and construction of street lighting projects built by others.

DESCRIPTION OF PROGRAMS

(Continued)

Parking Patrol

This program achieves and maintains an optimum level of safe and continuous traffic flow and helps ensure the availability of short-term, on-street parking spaces to support retail and commercial business throughout the City of Portland. This program ensures vehicle and pedestrian safety, manages parking space turnover and enforces neighborhood parking rights. Key services include clearing obstructions from intersections, crosswalks and sidewalks, removal of dangerous or abandoned vehicles, and issuing citations for parking violations.

The Parking Patrol Program has interagencies with the Water Bureau which pays for barricade inspections and enforcement. The enforcement services provided generate approximately \$4.35 million in revenue per year, 50% of which goes to the State District Court for processing and adjudication. The parking enforcement services provided through this program also assure the generation of meter revenues, which total approximately \$5.42 million each year. Additionally, a cash transfer from the AutoPort Fund supports all positions and related materials and services required for the Abandoned Auto Program, which was transferred to the Traffic Management Bureau in FY1993-94.

Parking Management

This program develops and implements policies for transportation demand management which affect the supply, operation and/or demand for parking, and encourage commuters to use alternatives to the single-occupancy vehicle. Activities include, but are not limited to: working with businesses, developers and citizens on parking requests, transit subsidies, carpools, and alternative work hours; managing parking to optimize air quality, the Parking Meter Program, conditional use permits, area parking programs, special use permits, parking control signage and design; development of parking policies and programs to manage growth-generated travel demand; and modifying the operations of City-owned garage and curb parking to carry out the goals of the Downtown Parking and Circulation Policy and other components of the Downtown Plan.

The Parking Management Program is funded primarily by General Transportation Revenue, but the Parking Manager position and related materials and services are funded through an interagency with the AutoPort Fund for work related to operational policies and expansion of the system. Additionally, the AutoPort also funds efforts related to the Air Quality Offsets Program via cash transfer to the Transportation Operating Fund.

Administration and Support

This program develops, implements and manages the City's traffic, parking and street lighting systems to promote safety, efficiency, neighborhood livability and economic development. Key services include ensuring current and long-range City traffic operational needs are met; reviewing and recommending revenue options; developing and implementing activities to meet affirmative action requirements; monitoring Bureau expenditures and measuring program effectiveness; providing public education and outreach services; and determining and implementing program changes to reflect future community needs. This program also provides central secretarial and public reception support for the Bureau.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Administration and Support (continued)

The Administration and Support Program is primarily funded with General Transportation Revenue. The program will also receive partial funding from the Oregon Traffic Safety Division for education and outreach efforts.

BUREAU OF TRANSPORTATION ENGINEERING & DEVELOPMENT

Arterial Improvements

This program supports economic development and neighborhood liveability through management of and improvement to the City's arterial, collector, and transit systems. The work includes project development, planning, design, and construction management.

In addition to specific capital project management, this program supports economic initiatives in special districts such as the Oregon Convention Center/Lloyd District, River District, and Columbia South Shore. These district initiatives are targeted at providing new job and housing opportunities within the City and adjacent established neighborhoods.

Major transit projects include Westside Light Rail, Central City Streetcar, and Transit Mall Restoration. These efforts seek to increase the modal share of the transit system and provide for regional growth without the addition of significant highway capacity.

This program is funded through a mix of federal, state, and local resources. In the case of special districts, public/private partnerships have been formed to meet the improvement requirements.

Development Services

The Development Services Program facilitates public and private development opportunities which lead to job creation, housing construction, and enhanced neighborhood livability through management of improvements to the transportation system and regulation of private use of the street right of way. The program also provides support to all PDOT bureaus in addressing environmental regulations and hazardous materials issues. The program consists of four subprogram areas:

The Street Systems Management subprogram is responsible for leading the Office of Transportation in development activities through the coordination of transportation bureau responses to development proposals and facilitating resolution of policy issues. Additionally, this subprogram regulates private use of the City's street system through various permitting processes.

The Permit Engineering subprogram 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.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Development Services (continued)

The Right-of-Way Acquisition subprogram provides resources to acquire public rights of way and property needed by both Transportation and Environmental Services for public improvement projects. The subprogram also manages the street vacation process, negotiation and administration of subterranean and air right leases, and maintains the legal property records.

The Pedestrian Program provides the development and implementation of policies and projects which promote integration of the pedestrian into the City's total transportation system. Goals include: identification of pedestrian facility needs and barriers to the provision of those facilities, and providing public outreach and education on pedestrian issues.

Local Improvements

This program enhances neighborhood access and livability through improvements to the local street system and ensures the safety and serviceability of the City's bridges and structures. The Local Improvements Program is comprised of four subprograms:

The Local Design Engineering subprogram manages private or HCD Block Grant funded LID Street Improvements. To assist residents desiring interim street improvements, a Substandard Street Improvement process is available. Project management and design services are provided for both the Neighborhood Traffic Management and Bicycle Programs under service agreements.

The Structural/Maintenance Engineering subprogram manages the inspection, structural design and construction management of the City's bridges, tunnels and retaining walls. Additionally, this subprogram manages all seismic-related structural issues for structures in public rights-of-way. In compliance with Federal law, detailed inspections of all City-owned bridges are conducted on a bi-annual cycle.

The Construction Inspection subprogram provides quality assurance and inspection services in support of the Bureau's street improvement programs.

The Survey subprogram provides surveying services in support of the street improvement programs and, through service agreements, the Bureau of Environmental Services' sewer programs.

Engineering Support

This program provides bureau management and administration and provides specialized staff support to program managers on personnel, budget, and policy matters. In addition, the Program manages computer services for all Office of Transportation organizations. Services include for management of right-of-way mapping activities and development of a Citywide Geographic Information System.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

OFFICE OF THE DIRECTOR

Director

This program provides overall administrative and planning direction for the Office of Transportation. The Director recommends and ensures the implementation of transportation policies approved by City Council; coordinates program development opportunities as requested by the Commissioner-in-Charge; represents the Portland Office of Transportation to both public and private sector agencies; and, provides overall administrative guidance and direction for the Office of Transportation.

The Director Program develops and recommends necessary funding mechanisms to provide long-term fiscal stability for Transportation's capital and operating programs; reviews and authorizes operational procedures; improves the organization's productivity, responsiveness and effectiveness of services and programs; participates in regional planning for transportation projects and advocates for the interest of the City of Portland; coordinates activities between the Office of Transportation and other City bureaus, as well as other public jurisdictions; and participates in management committees with city-wide concerns.

Additionally, the Director's Program provides for overall management of the bureau's capital improvement program. It ensures the implementation of transportation policies regarding capital projects; monitors the progress of capital improvement programs; redirects unspent capital resources to other high priority capital needs; tracks capital improvement projects and prepares information related to project status and schedules; and, provides facilitation of transportation improvements in business districts as needed.

Resources

This program provides financial and administrative services for the Office of Transportation, including financial planning, forecasting and reporting, and revenue policy development; monitors, develops, initiates and responds to federal, state and regional transportation legislation and policies and coordinates the implementation of the City's Urban Service Policy in Transportation bureaus; secures and maintains the stability of the City/County Agreement for transfer of County road funds to the City; identifies the repair, preservation, operating and maintenance needs of transportation capital facilities; identifies the construction and expansion needs of the transportation network and proposes policies relating to the systems management; proposes funding options for transportation activities; and improves the Office of Transportation's responsiveness to citizen needs.

The Resources Program is also administering the implementation of the Infrastructure Management System (IMS). This is a PDOT-wide system to create, automate, and integrate transportation facility information for which PDOT is responsible. Design and implementation of IMS is planned to occur in 3 phases over a 7-year period. Upon full implementation of IMS, PDOT will be better able to manage transportation information and improve the efficiency of maintenance operations and identification of capital needs. Improved productivity is expected from better allocation of resources (people, equipment, dollars) and improved maintenance planning and budgeting.

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SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

(Continued)

Resources (continued)

The program provides for the active involvement in the regional transportation financing process (through Tri-Met, METRO and the League of Oregon Cities) that is critical to the future funding stability of transportation capital projects and operating programs. The program's urban services issue analysis, state and federal legislative analysis and response are needed to ensure the success of funding initiatives and productivity issues. The program also works to improve Transportation's communication with the public.

Planning

The FY1994-95 objectives for the Planning Program are to emphasize significant work on regional transportation projects, especially the Alternative Analysis for the North/South Transit Corridors, the Regional Rail Program and the Transportation System Plan. In addition, the Planning Program will continue its commitment to project development on priority projects, to providing transportation studies and area plans for development areas, and to the development of the Transportation System Plan. These planning objectives will provide the framework for future City transportation improvements.

The Planning Program consists of four areas: Regional Rail Program, Project Planning, Policy Planning/Programming, and Transit Development.

The major focus of the Regional Rail Program which will be funded in FY 94-95 with General Transportation Revenues will be the Regional Rail Summit IV, Alternative Analysis studies of light rail corridors, and continued public outreach. The Project Planning section will focus on a variety of regional and local projects including the Northwest area, the Columbia Corridor Transportation Study, and projects related to the Mcloughlin Corridor. The Policy and Programming section will work on the Transportation System Plan. The Transit section will address the high speed rail study, Intermodal projects, and transit service issues.

The FY1994-95 Adopted Budget maintains current service levels in the Planning Program.

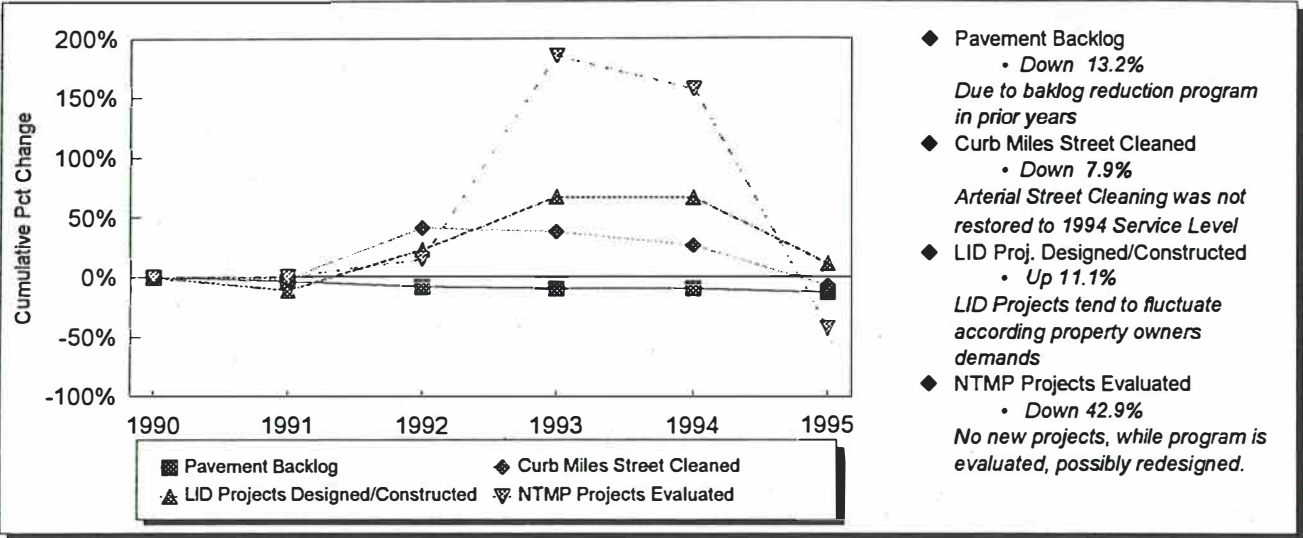
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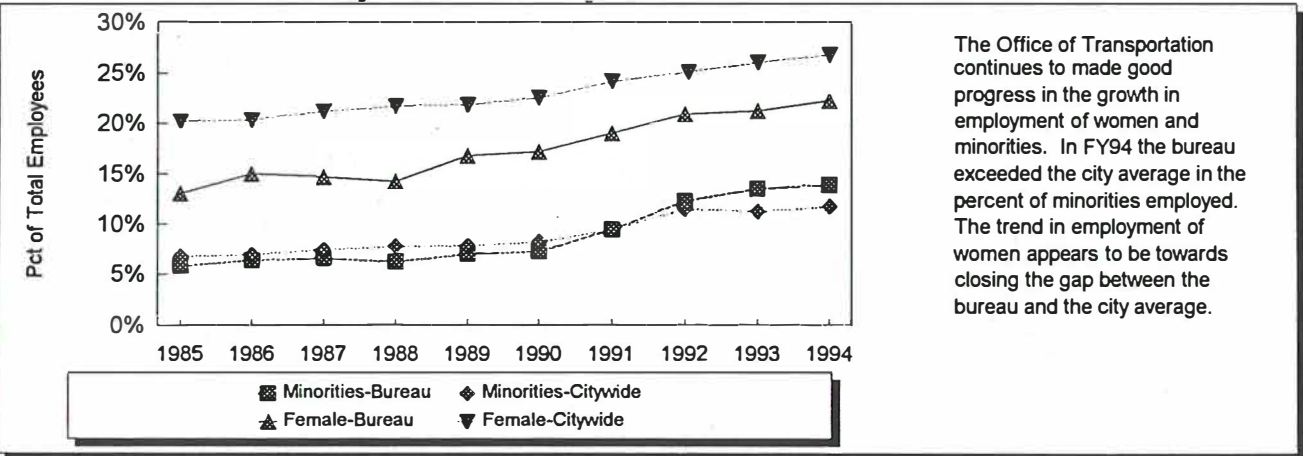
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SUMMARY OF BUREAU EXPENSES

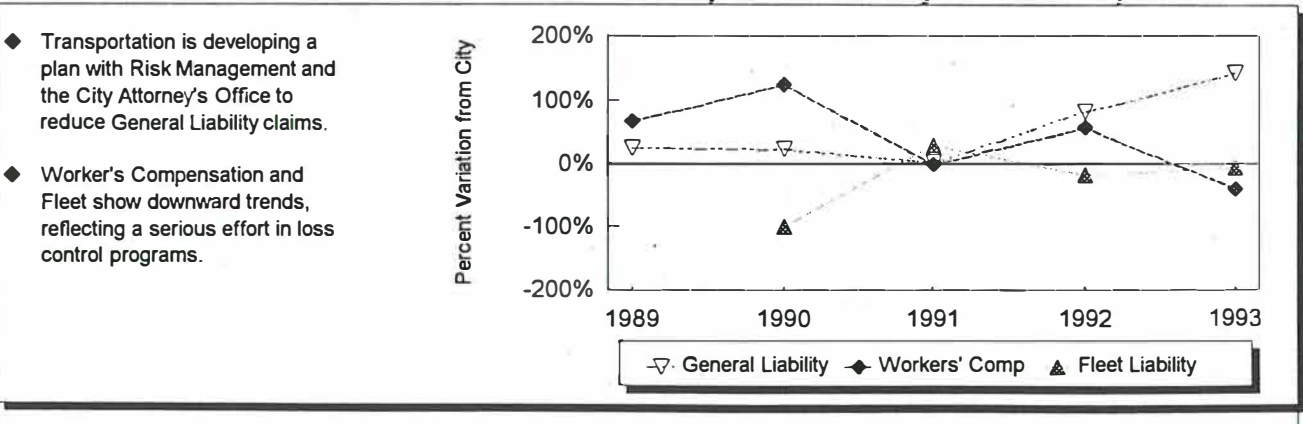
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1) OBJECTIVE: Maintain the condition of transportation facilities.

Efficiency/Effectiveness Measures:

- o Maintain the backlog of streets requiring maintenance at 390 miles.

2) OBJECTIVE: Implement strategies which increase the public's knowledge and awareness of the impacts of auto travel on neighborhood livability.

Efficiency/Effectiveness Measures:

- o Through the Speed Watch Program, increase public awareness of speeding on residential streets.
- o Through the Reclaiming Our Street Program, implement activities as identified in the Community Action Plan.
- o Through the Pedestrian Program, continue education, safety, and awareness programs to encourage walking as a viable transportation mode.

3) OBJECTIVE: Provide options which achieve a balanced transportation system and clean air, particularly by reducing reliance on the single-occupant auto.

Efficiency/Effectiveness Measures:

- o Increase the amount of secure and convenient parking available to cyclists in the Central City.
- o Improve transportation demand management and air quality by implementing such measures as a transit subsidy, carpooling, and alternative work hours within the Central City and promote similar measures throughout the region.
- o Develop and implement a plan for complying with the pedestrian requirements of the Americans with Disabilities Act.
- o Regional Rail Program - hold Summit V and complete the Alternative Analysis for the North/South Light Rail Corridor.
- o Central City Streetcar - Complete preliminary design and draft financing strategy with linkages to private sector investment in housing within the River District.

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

4) OBJECTIVE: Insure the timely provision of the capital transportation facilities necessary for the continued development, economic growth and liveability of the City.

Efficiency/Effectiveness Measures:

- o Marine Drive - Complete Phase II from N Portland Road to Rivergate.
- o NW 23rd & Burnside - Complete construction by Spring, 1995.
- o Columbia South Shore - Complete the Secondary Infrastructure Plan for Columbia South Shore to guide future public and private investments in infrastructure.
- o Oregon Convention Center - Complete Phase I of the NE 15th/16th Project. Continue implementation of the River Access and Transportation Program including design of the Oregon Boardwalk.
- o Neighborhood Improvement Program - Continue to strengthen the bureau's marketing of local street improvements. Find innovative financing mechanisms and establish interagency partnerships.
- o SE Johnson Creek Blvd. - Continue design.

5) OBJECTIVE: Increase productivity through more efficient utilization of resources while maintaining the services and products we produce.

Efficiency/Effectiveness Measures:

- o Eliminate redundant data entry, reduce administrative tasks and improve the timeliness of resource information through continued implementation of IBIS.
- o Reduce the demand on Central Services, resulting in \$100,000 annual savings.
- o Decrease the need for redundant and manual recordkeeping and administrative work tasks, provide information for coordinated resource allocation, and support decisions to preserve capital facilities by anticipating or avoiding more costly reconstruction alternatives through implementing the Infrastructure Management System.
- o Implement revisions to the Local Improvement District formation process to save time and money.

6) OBJECTIVE: Develop an implementation plan to address Transportation's FY 1994-99 financial plan.

Efficiency/Effectiveness Measure:

- o Continue to develop an approach to financing Portland's long-term transportation
- o Continue to identify a full cost recovery program of fees and charges.
- o Draft proposal for implementation of a transportation system development charge.

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF AU EXPENSES

WORKLOAD MEASURES	Actual FY 1992-93	Revised Budget FY 1993-94	Requested FY 1994-95	Adopted FY 1994-95
BUREAU OF MAINTENANCE				
Roadside Vegetation Management (Pass Miles)	1,965	1,990	1,045	1,045
Residential Sweeping (Curb Miles)	19,509	28,000	24,000	24,000
Central Business District Sweeping (Curb Miles)	8,780	9,000	4,500	4,500
Clean Drainage Facilities (# Sumps)	580	480	1,400	1,400
Sewers Cleaned (Lineal Feet)	1,108,112	1,572,000	1,300,000	1,300,000
Resurfacing (Miles)	49.6	50.0	42.5	42.5
Base Repair (Square Yards)	65,995	82,000	56,800	56,800
Sidewalk Inspection Postings (# Postings)	3,801	4,200	4,200	4,200
Sign Maintenance (# Locations)	17,757	12,200	15,000	15,000
Pavement Markings (Square Feet)	319,922	295,480	323,900	323,900
BUREAU OF TRAFFIC MANAGEMENT				
Operations - Public Requests Responded To	1,007	1,300	1,300	1,300
Operations - Traffic Data Studies Performed	4,833	4,500	4,500	4,500
Operations - Special Events Coordinated	141	120	120	120
PAD - High Accident Locations Analyzed	20	20	20	20
PAD - Transportation Projects Analyzed	65	65	65	65
PAD - Bike Lockers Rented/Administered	46	52	52	52
NTMP - Project Requests Evaluated	100	90	90	90
NTMP - Projects (Intersections) Reviewed/Planned	36/161	30	13/78	13/78
NTMP - Projects Constructed	4/9	21	6/37	6/37
NTMP - Speed Bumps Constructed	N/A	N/A	50	50
NTMP - ATCP Projects (Intersections) Reviewed/Plann	N/A	N/A	5/44	5/44
Traffic Signals - Operation Reviews	85	85	85	85
Traffic Signals - Inventory Inspections	450	450	450	450
Street Lighting - Light Outages from Citizens Processed	1,200	1,200	1,200	1,200
Street Lighting - Light Requests Processed	350	350	350	350
Parking - Parking Requests Processed	900	1,100	1,100	1,100
Parking - Air Quality Offset Measures Implemented	2	2	2	2
Parking - New Meters Installed	1,800	2,150	2,150	2,150
Parking Patrol - Meters Enforced	9,300	9,100	9,100	9,100
Parking Patrol - Non-Meter Areas Enforced	1,250	980	980	980
Parking Patrol - Area Parking Permit Areas Enforced	650	530	530	530
Admin & Support - Public Outreach Materials Developed	6	6	6	6
BUREAU OF TRANSPORTATION ENGINEERING				
Arterial Improvements Designed/Contracted (lane miles)	26.50	21.50	18.15	18.15
LID Projects Designed/Constructed	11	15	10	10
Square Miles of Mapped Area Maintained	139.50	140.50	140.50	140.50
Applications, Permits, and Acquisitions Processed	9,763	10,870	10,870	10,870
OFFICE OF THE DIRECTOR				
Bureaus Administered	4	4	4	4
Number of Staff to Total Personnel in Office	2.27	2.25	2.25	2.25
Land Use Cases Reviewed	430	1,229	1,225	1,225
Public Meetings Attended or Conducted	308	170	175	175

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Requested FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$21,696,770	\$23,208,874	\$25,310,534	\$26,342,026	\$26,493,759
512000 Part-Time/Limited-Term	584,147	698,620	1,633,412	1,217,452	1,248,430
514000 Overtime	1,359,461	1,486,086	1,813,693	1,076,228	1,084,299
515000 Premium Pay	364,415	375,949	344,165	294,978	294,963
517000 Benefits	8,991,268	9,164,802	10,274,484	10,762,076	10,825,309
Total Personal Services	\$32,996,061	\$34,934,331	\$39,376,288	\$39,692,760	\$39,946,760
521000 Professional Services	\$2,958,919	\$2,408,769	\$8,930,549	\$4,286,214	\$3,953,700
522000 Utilities	4,132,358	4,171,968	4,808,611	4,984,913	4,976,563
523000 Equipment Rental	13,114	37,341	10,539	9,060	9,060
524000 Repair & Maintenance	754,913	1,053,521	931,379	1,370,720	1,370,720
528000 Local Match Payment	226,500	2,660,940	3,339,367	1,926,485	1,926,485
529000 Miscellaneous Services	833,992	153,690	214,685	271,803	271,803
531000 Office Supplies	65,391	57,170	84,361	97,265	97,915
532000 Operating Supplies	2,451,991	3,074,594	3,854,747	3,958,875	3,835,227
533000 Repair & Maint. Supplies	5,276,921	4,096,539	4,986,787	4,297,145	4,257,614
534000 Minor Equipment	136,463	287,352	171,430	1,092,067	1,092,067
535000 Clothing	79,735	90,426	131,744	96,838	96,838
539000 Other Commodities	(108,799)	(139,476)	(94,177)	(205,900)	(217,900)
541000 Education	131,219	151,714	126,988	125,885	126,185
542000 Local Travel	8,299	11,065	15,585	13,391	13,391
543000 Out-of-Town Travel	72,832	69,171	108,650	104,215	104,215
544000 External Rent	79,017	75,157	100,000	74,804	74,804
546000 Refunds	9,406	10,176	192,100	15,000	15,000
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	194,716	59,219	261,904	108,728	108,265
Subtotal External Materials & Services	\$17,316,987	\$18,329,336	\$28,175,249	\$22,627,508	\$22,111,952
551000 Fleet Services	\$5,599,223	\$6,187,147	\$5,678,610	\$5,614,135	\$5,726,014
552000 Printing/Distribution	299,927	357,337	427,071	447,668	448,858
553000 Facilities Services	808,312	904,248	887,228	1,012,607	1,012,607
554000 Communications	449,928	542,939	667,326	608,298	608,298
555000 Data Processing	106,112	103,274	115,309	110,435	110,970
556000 Insurance	1,485,008	1,665,252	1,600,474	1,368,596	1,368,596
557000 Equipment Lease	310,912	218,193	126,760	229,106	240,494
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	4,315,308	2,550,450	2,881,799	1,811,203	1,908,204
Subtotal Internal Materials & Services	\$13,374,730	\$12,528,840	\$12,384,577	\$11,202,048	\$11,424,041
Total Materials & Services	\$30,691,717	\$30,858,176	\$40,559,826	\$33,829,556	\$33,535,993
561000 Land	\$0	\$314,469	\$210,000	\$28,000	\$28,000
562000 Buildings	0	0	0	0	0
563000 Improvements	919,544	1,668,155	10,288,432	3,776,388	3,871,694
564000 Equipment	741,890	660,378	1,000,236	1,384,739	1,638,329
Total Capital Outlay	\$1,661,434	\$2,643,002	\$11,498,668	\$5,189,127	\$5,538,023
573000 Cash Transfers-Equipment	\$164,909	\$2,048	\$48,000	\$15,000	\$15,000
Total Bureau Expenses	\$65,514,121	\$68,437,557	\$91,482,782	\$78,726,443	\$79,035,776

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

FULL-TIME POSITIONS

Class	Title	Actual		Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0914	TRANSPORTATION DIRECTOR	1	1	1	78,720	1	84,936	1	84,936
3173	CITY ENGINEER	1	1	1	73,047	1	77,152	1	77,152
1960	MAINTENANCE DIRECTOR	1	1	1	74,500	1	77,152	1	77,152
0912	TRAFFIC MGMT DIRECTOR	1	1	1	74,500	1	77,152	1	77,152
3356	URBAN SERVICES COORDINATOR	1	0	0	0	0	0	0	0
7494	SR. COMMUNITY REL SPEC.	0	1	1	51,137	0	0	0	0
3359	SENIOR PROJECTS COORDINATO	6	0	0	0	0	0	0	0
3359	PUBLIC WORK PROJ MGR	5	12	12	654,851	13	758,146	13	758,146
3356	URBAN SERVICES COORDINATOR	1	0	0	0	0	0	0	0
0812	INTERGOVT. PROG. COORD.	0	1	1	50,639	1	54,621	1	54,621
3345	STREET LIGHT MANAGER	1	0	0	0	0	0	0	0
3271	GRAPHICS ILLUSTRATOR II	1	1	1	36,947	2	72,463	2	72,463
3256	COMMUNICATIONS ENGR. III	1	0	0	0	0	0	0	0
3255	SR COMMUNICATIONS ENGINEER	0	1	1	52,033	1	53,891	1	53,891
3250	ELECTRONICS TECHNICIAN I	0	1	1	33,533	1	34,515	1	34,515
3236	CHIEF PLANNER	1	0	0	0	0	0	0	0
3231	SENIOR CITY PLANNER	7	6	6	277,192	6	293,618	6	293,618
3229	CITY PLANNER	6	6	6	204,471	5	184,112	5	184,112
3229	CITY PLANNER	1	0	0	0	0	0	0	0
3229	CITY PLANNER	0	1	0	0	0	0	0	0
3228	ASSOCIATE PLANNER	0	0	0	0	1	30,117	1	30,117
3219	RIGHT-OF-WAY SERV MNG	1	1	1	55,342	1	59,738	1	59,738
3217	RIGHT-OFWAY AGENT	1	1	1	48,800	1	52,445	1	52,445
3206	ASST.CITY TRAF ENGINEER	1	0	0	0	0	0	0	0
3205	SR. TRAFFIC ENGINEER	1	0	0	0	0	0	0	0
3204	PARKING MANAGER	1	0	0	0	0	0	0	0
3171	CHIEF ENGINEER	0	1	1	70,783	1	73,310	1	73,310
3209	SIGNAL SYSTEM MGR	1	0	0	0	0	0	0	0
3169	PRINCIPAL ENGINEER	4	5	5	289,881	5	317,413	5	317,413
3167	SUPERVISING ENGINEER	2	3	3	153,502	3	159,210	3	159,210
3166	SR. ENGINEER	9	10	10	556,124	10	592,483	10	592,483
3165	ENG SURVEYING MNG	1	1	1	56,507	1	59,738	1	59,738
3164	ENGINEER	1	1	1	100,118	3	155,134	4	207,488
3163	SR. ENGINEER ASSOC	21	21	25	991,156	24	1,148,982	24	1,148,982
3153	ENGINEER ASSOC	18	15	12	598,451	11	448,069	11	448,069
3152	PUB WORKS CONST/INSP. SUPVR	1	1	1	50,185	1	53,891	1	53,891
3151	PUBLIC WORKS INSP II	4	4	4	179,821	4	178,085	4	178,085
3150	PUBLIC WORKS INSP I	7	9	9	342,074	9	365,421	9	365,421
3132	CADD MANAGER	1	1	1	48,776	1	46,740	1	46,740
3124	SURVEYING SUPERVISOR	1	1	1	48,613	1	53,033	1	53,033
3123	SURVEYOR II	0	1	1	39,505	1	40,653	1	40,653
3122	SURVEYOR I	8	7	7	257,971	7	265,573	7	265,573
3121	SURVEYOR AIDE II	10	10	10	287,730	10	295,945	10	295,945
3120	SURVEYOR AIDE I	5	3	3	81,267	3	79,390	3	79,390
3133	TECHNICIAN III	6	0	0	0	0	0	0	0
3153	ENG ASSOC.	1	0	0	0	0	0	0	0
3109	TECHNICIAN III	0	7	7	294,006	7	321,006	7	321,006
3133	TECHNICIAN III	2	0	0	0	0	0	0	0
3109	TECHNICIAN III	0	4	6	248,661	4	183,733	4	183,733
3108	TECHNICIAN II	4	5	6	231,457	6	242,985	6	242,985
3107	TECHNICIAN I	6	6	6	150,535	6	186,780	6	186,780
3108	TECHNICIAN II /DRAFTING	1	0	0	0	0	0	0	0
3108	TECHNICIAN II	1	1	1	39,756	2	65,004	2	65,004
SUBTOTAL FULL-TIME POSITIONS		155	153	156	6,882,591	156	7,242,636	157	7,294,990

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
	TOTALS FROM PREVIOUS PAGE	155	153	156	6,882,591	156	7,242,636	157	7,294,990
3107	TECHNICIAN I	1	0	0	0	0	0	0	0
3108	TECHNICIAN II	21	20	20	756,070	19	739,790	19	739,790
3107	TECHNICIAN I	3	3	3	82,836	3	86,584	3	86,584
0379	ASSISTANT MIS ANALYST	1	0	0	0	0	0	0	0
3107	TECHNICIAN I	4	3	3	85,274	3	91,119	3	91,119
2552	SR INFO SYSTEM MGR	0	0	1	47,320	1	50,691	1	50,691
0385	SYSTEM MGMT	1	0	0	0	0	0	0	0
2550	INFORMATION SYSTEM MGR	0	1	1	57,671	1	59,738	1	59,738
2546	INFORM SYSTEM SUPERVISOR	0	1	2	83,169	3	140,265	3	140,265
0383	PRINCIPAL PROG. ANALYST	1	0	0	0	0	0	0	0
2544	SR MIS SUPPORT ANALYST	0	1	1	51,365	0	0	0	0
0827	MANAGEMENT ANALYST	1	0	0	0	0	0	0	0
2542	MIS SUPPORT ANALYST	0	1	2	70,475	1	34,237	1	34,237
2540	MIS SUP TECHNICIAN	0	1	1	34,201	1	36,874	1	36,874
0379	ASST. MIS ANALYST	2	0	0	0	0	0	0	0
0365	DATA PROC. OPER. TECH	1	0	0	0	0	0	0	0
2540	MIS SUP TECHNICIAN	0	2	3	99,767	3	107,691	3	107,691
2534	SR PROGRAMMER ANALYST	0	0	0	0	1	40,904	1	40,904
0373	SENIOR PROG ANALYST	3	0	0	0	0	0	0	0
2534	SR PROGRAMMER ANALYST	0	3	3	122,752	4	172,171	4	172,171
0372	PROG ANALYST/ENGINEER	2	0	0	0	0	0	0	0
2532	PROG. ANALYST	0	1	1	44,497	1	46,187	1	46,187
2520	SYSTEM PROG.	0	1	1	45,560	1	49,152	1	49,152
1617	PUBLIC WORKS OPR. MGR	4	0	0	0	0	0	0	0
2250	SIDEWALK INSPECTOR	4	4	4	140,732	4	144,824	4	144,824
2240	PARKING PATROL DEPUTY	34	34	36	975,924	36	1,023,637	36	1,023,637
2218	LIGHTG & SIG INSPECTOR	2	2	2	85,106	2	87,612	2	87,612
2211	FIELD REPRESENTATIVE II	2	2	3	91,849	3	94,183	3	94,183
2210	FIELD REPRESENTATIVE	2	2	2	62,890	2	64,728	2	64,728
2205	FIELD REP. JR.	0	0	4	98,963	4	99,140	4	99,140
2032	ENVIRON. RESOUR. MGR.	0	1	1	55,938	1	60,364	1	60,364
1612	PUBLIC WORKS OPR SUP	10	0	0	0	0	0	0	0
1956	SR PUBLIC WORKS MGR	0	4	4	243,023	4	262,212	4	262,212
1610	PUBLIC WORKS OPR FOREMAN	22	0	0	0	0	0	0	0
1952	PUBLIC WORKS MGR	0	10	10	498,908	9	483,665	9	483,665
1950	PUBLIC WORKS SUP	0	21	22	942,248	23	1,038,293	23	1,038,293
1608	PAVING CREW LEADER	7	7	7	239,554	7	246,575	7	246,575
1524	GENERAL MECHANIC	2	2	2	69,154	2	71,200	2	71,200
1513	WELDER	1	1	1	34,577	1	35,600	1	35,600
1455	ELECTRICAL SUPERVISOR	1	1	1	47,460	1	51,219	1	51,219
1454	LEAD ELECTRICIAN	2	2	2	82,726	0	0	0	0
1453	ELECTRICIAN	12	12	13	502,180	15	612,558	15	612,558
1443	PAINTER	1	1	1	34,577	1	35,600	1	35,600
1440	TRAFFIC SIGN CREW LEADER	8	8	8	273,776	11	387,475	11	387,475
1420	CARPENTER	8	8	8	276,616	6	213,600	6	213,600
1410	CONCRETE FINISHER	12	12	12	414,924	12	427,200	12	427,200
1325	SEWER VACUUM LEADER	4	4	4	129,120	5	166,100	5	166,100
1318	CONST.EQUIPMT OPER. III	3	3	2	70,784	2	72,120	2	72,120
1316	CONST.EQUIPMT OPER. II	14	13	13	446,251	13	459,277	13	459,277
1315	CONST.EQUIPMT OPER. I	1	1	1	32,552	1	33,512	1	33,512
1313	AUTOMOTIVE EQUIPMT OPER.III	12	12	12	387,360	12	398,640	12	398,640
1311	AUTOMOTIVE EQUIPMT OPER.II	43	48	50	1,557,779	51	1,607,979	51	1,607,979
1310	AUTOMOTIVE EQUIPMT OPER.I	2	0	0	0	0	0	0	0
	SUBTOTAL FULL-TIME POSITIONS	409	406	423	16,258,519	426	17,075,352	427	17,127,706

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
	TOTALS FROM PREVIOUS PAGE	409	406	423	16,258,519	426	17,075,352	427	17,127,706
1251	LEAD PARKING METER TECH.	1	1	1	34,473	1	35,475	1	35,475
1250	PARKING METER TECH.	3	3	3	98,469	3	101,352	3	101,352
1230	SEWER CONST. CREW LEADER	8	8	8	283,968	8	292,320	8	292,320
1229	SR. SEWER LEADER	5	5	7	232,456	7	244,230	7	244,230
1225	ASPHALT RAKER	14	14	13	380,060	13	389,792	13	389,792
1224	SIGN MAKER	1	1	1	34,577	1	35,600	1	35,600
1223	SENIOR UTILITY WORKER	1	1	0	0	0	0	0	0
1218	UTILITY WORKER	150	145	143	4,138,493	140	4,197,760	140	4,197,760
1210	LABORER	41	33	32	839,872	30	810,570	30	810,570
1208	MAINTENANCE WORKER	0	0	2	34,660	2	35,664	2	35,664
0849	LOSS CONTROL REP	1	0	0	0	0	0	0	0
1134	SR FACILITIES & MAINT SUP	0	1	1	49,444	0	0	0	0
1607	EQUIPMENT COORDINATOR	1	0	0	0	0	0	0	0
1110	CUSTODIAL WORKER	2	2	0	0	0	0	0	0
3169	PRINCIPAL ENGINEER	1	0	0	0	0	0	0	0
0548	ADMINISTRATIVE SVCS DIRECTOR	1	0	0	0	0	0	0	0
0972	PROGRAM MANAGER III	0	4	4	226,170	4	249,677	4	249,677
0847	COMMUNICATION SERV. DIR.	1	0	0	0	0	0	0	0
0970	PROGRAM MGR. II	0	1	1	44,055	1	47,532	1	47,532
3343	ST LIGHT OPER SUPERVISOR	1	0	0	0	0	0	0	0
0847	COMMUNICATION SERV. DIR.	1	0	0	0	0	0	0	0
0970	PROGRAM MGR. II	0	2	2	90,543	3	138,554	3	138,554
3358	CBD PROGRAM MANAGER	1	0	0	0	0	0	0	0
0970	PROGRAM MGR. II	0	1	1	49,469	1	53,384	1	53,384
0968	PROGRAM MANAGER I	0	0	0	0	1	49,137	1	49,137
0828	SR. FINANCIAL ANALYST	2	0	0	0	0	0	0	0
0968	PROGRAM MANAGER I	0	1	0	0	0	0	0	0
2212	SUPERVISING FIELD REP.	1	0	0	0	0	0	0	0
0968	PROGRAM MANAGER I	0	1	1	41,977	0	0	0	0
1252	PARKING REV. INVESTIGATOR	1	0	0	0	0	0	0	0
0966	PROGRAM COORDINATOR	0	1	1	46,959	3	121,159	3	121,159
0843	VOLUNTEER COORDINATOR	1	0	0	0	0	0	0	0
0964	PROGRAM SPECIALIST	0	1	1	37,027	1	39,823	1	39,823
2241	ASST. PARKING PATROL SUP	3	0	0	0	0	0	0	0
0964	PROGRAM SPECIALIST	0	5	5	183,731	6	236,123	6	236,123
0962	ASST. PRG. SPEC..	0	1	2	34,556	1	35,788	1	35,788
2242	PARKING PATROL MANAGER	1	0	0	0	0	0	0	0
0928	BUREAU ADMIN MGR	0	3	3	159,934	3	172,012	3	172,012
0828	SENIOR MGMT ANALYST	1	0	0	0	0	0	0	0
0926	ADMIN. SERVICES MGR.	0	1	1	52,576	1	56,731	1	56,731
0545	ADMINISTRATIVE SVCS OFF II	1	0	0	0	0	0	0	0
0117	OFFICE MANAGER II	1	0	0	0	0	0	0	0
0926	ADMIN. SERVICES MGR.	0	2	2	109,536	2	113,462	2	113,462
0922	ADMIN. SUPV. II	0	1	1	37,897	1	40,904	1	40,904
0827	MANAGEMENT ANALYST	1	0	0	0	0	0	0	0
0922	ADMIN. SUPV. II	0	1	1	43,484	0	0	0	0
0826	ASST. MANAGEMENT ANALYST	1	0	0	0	0	0	0	0
0920	ADMINISTRATIVE SUPV. I	0	1	1	35,263	1	38,049	1	38,049
0848	SENIOR RISK SPECIALIST	0	0	1	40,298	1	43,493	1	43,493
0846	COMMUNICATION SPECIALIST	1	0	0	0	0	0	0	0
0826	ASST. MANAGEMENT ANALYST	1	0	0	0	0	0	0	0
0828	SR. FINANCIAL ANALYST	0	1	1	47,460	1	51,219	1	51,219
	SUB-TOTAL FULL-TIME POSITIONS	659	648	663	23,665,926	662	24,705,162	663	24,757,516

OFFICE OF TRANSPORTATION (159)

Service Area: Transportation

Commissioner-in-Charge: Earl Blumenauer

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
	TOTALS FROM PREVIOUS PAGE	659	648	663	23,665,926	662	24,705,162	663	24,757,516
0833	SR. FINANCIAL ANALYST	1	0	0	0	0	0	0	0
0828	SR. FINANCIAL ANALYST	0	1	1	49,444	1	51,219	1	51,219
0827	MANAGEMENT ANALYST	2	0	0	0	0	0	0	0
3247	TRANSP. REVENUE COORDINATO	1	0	0	0	0	0	0	0
0827	FINANCIAL ANALYST	0	3	3	129,101	3	127,727	3	127,727
0826	ASST. FIN. ANALYST	0	0	0	0	1	35,495	1	35,495
0544	ADMINISTRATIVE SVCS OFF.I	1	0	0	0	0	0	0	0
0826	ASST. FIN. ANALYST	0	1	1	37,500	1	40,465	1	40,465
0222	SECRETARIAL ASSISTANT	1	0	0	0	0	0	0	0
0819	ADMINISTRATIVE ASST	0	1	1	27,040	1	35,197	1	35,197
0545	ADMINISTRATIVE SVCS OFF II	1	0	0	0	0	0	0	0
0812	INTERGOVT. PROG. COORD.	0	1	1	52,576	1	56,731	1	56,731
0650	TRAINING&DEVELOPMT OFFICER	1	0	1	39,484	1	39,254	1	39,254
0614	HUMAN RESOURCES COORD.	0	1	1	47,940	1	51,720	1	51,720
0612	SR HUMAN RESOURCES ANAL.	0	1	0	0	0	0	0	0
0515	SENIOR ACCOUNTANT	2	2	2	72,286	2	74,416	2	74,416
0514	ASSOCIATE ACCOUNTANT	3	5	5	153,749	4	127,230	4	127,230
0510	ACCOUNTING ASSISTANT	1	0	0	0	0	0	0	0
0413	STORES SYSTEM MANAGER	1	0	0	0	0	0	0	0
0510	ACCOUNTING ASSISTANT	1	1	1	25,829	2	51,010	2	51,010
0414	SR STORES SYSTEM MANAGER	0	1	1	49,444	1	51,219	1	51,219
0411	STORES SUPERVISOR I	2	2	2	69,990	2	72,036	2	72,036
0410	STOREKEEPER	3	3	5	149,774	5	157,020	5	157,020
0383	PRINCIPAL PROG. ANALYST	1	0	0	0	0	0	0	0
0345	WORD PROC. OPERATOR I	2	2	2	51,198	1	26,351	1	26,351
0315	SERVICE DISPATCHER	4	4	4	113,336	3	87,507	3	87,507
0314	LEAD SERVICE DISPATCHER	1	1	1	30,923	1	31,821	1	31,821
0222	SECRETARIAL ASSISTANT	1	1	1	27,040	1	27,833	1	27,833
0221	SECRETATIAL CLERK II	11	16	16	372,754	17	408,283	17	408,283
0220	SECRETARIAL CLERK I	7	1	1	16,433	1	18,111	1	18,111
0115	SUPERVISING CLERK	0	3	3	83,499	4	114,588	4	114,588
0114	CLERICAL SPECIALIST	2	2	2	45,268	2	51,010	2	51,010
	TOTAL FULL-TIME POSITIONS	709	701	718	25,310,534	718	26,441,405	719	26,493,759

TRANSPORTATION OPERATING FUND (112)

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Requested FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenue					
Permits & Licenses					
Construction Permits	\$843,963	\$767,389	\$738,735	\$773,556	\$773,556
Other Permits	24,652	29,532	25,664	42,427	33,457
	868,615	796,921	764,399	815,983	807,013
Service Charges					
Public Utility/Work Chrgs	1,029,702	985,167	1,455,803	2,196,004	2,196,004
Inspection Fees	62,338	71,729	71,300	80,877	80,877
Parking Fees	7,036,475	7,652,327	8,398,000	8,478,047	8,478,047
Miscellaneous	108,330	99,638	20,000	73,000	73,500
	8,236,845	8,808,861	9,945,103	10,827,928	10,828,428
State Sources					
Cost Sharing	152,105	912,208	222,176	161,000	161,000
Shared Revenue	18,710,747	19,571,660	20,601,306	22,024,799	22,024,799
	18,862,852	20,483,868	20,823,482	22,185,799	22,185,799
Miscellaneous					
Multnomah Co. Cost Sharin	13,089,020	13,547,349	14,198,848	15,462,024	15,462,024
Local Cost Sharing	444,423	363,402	4,490,896	1,325,116	1,325,116
	13,533,443	13,910,751	18,689,744	16,787,140	16,787,140
Miscellaneous Revenues					
Sales-Miscellaneous	41,237	70,504	174,121	128,621	175,621
Refunds	5,659	15,952	6,000	6,000	6,000
Interest on Investments	612,586	523,963	650,000	500,000	500,000
LID Payments Unbonded	184,732	180,607	160,000	180,000	180,000
Private Grants/Donations	70,070	50,055	2,918,150	337,441	337,441
Bond & Note Sales	103,878	301,485	3,380,102	3,523,313	3,520,313
Other Misc. Revenues	0	0	483,845	1,561,036	1,513,536
	1,018,162	1,142,566	7,772,218	6,236,411	6,232,911
Total External Revenue	42,519,917	45,142,967	57,994,946	56,853,261	56,841,291
Interfund Cash Transfers					
General	1,751,600	2,050,077	3,389,972	5,137,986	4,637,986
Auto Port Operating	285,599	87,786	288,693	566,357	677,057
Transportation Construction	3,152,291	0	0	0	0
Transportation Reserve	0	0	2,738,428	1,237,592	237,592
Federal & State Grants	2,322,441	3,004,912	7,233,208	3,191,522	3,191,522
Sewer System Construction	155,000	0	0	0	0
Sewer System Operating	99,637	22,065	391,391	560,000	760,000
Housing and Comm. Dev.	0	6,590	11,673	29,041	4,888
	7,766,568	5,171,430	14,053,365	10,722,498	9,509,045
Interfund Service Reimbursements					
General	136,109	72,825	130,215	205,461	221,081
Auto Port Operating	148,254	161,562	176,642	198,353	198,353
PIR Operating	1,785	0	0	0	0
Sewer System Operating	12,945,402	12,730,148	14,459,809	12,329,177	12,050,760
Refuse Disposal	0	11,517	0	0	0
Street Lighting	8,361,794	5,433,403	3,517,151	0	0

City of Portland, Oregon - FY 1994-95 Adopted Budget

TRANSPORTATION OPERATING FUND (112)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Requested FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Interfund Service Reimbursements (continued)					
Water	836,505	920,574	1,099,614	1,239,337	1,210,325
LID Construction	855,771	992,157	820,385	475,031	474,169
Facilities Services	97,372	18,606	0	0	0
Parks System Improvement	31,713	0	0	0	0
Golf Operating	37,000	6,006	0	0	0
Fleet Operating	2,561	29,296	0	0	0
Building Operating	5,000	0	0	0	0
Housing and Comm. Dev.	20,812	18,883	27,823	28,728	29,590
	23,480,078	20,394,977	20,231,639	14,476,087	14,184,278
Transfer of Residual Equity					
Street Lighting	0	0	0	889,972	889,972
Transportation Construction	516,241	0	0	0	0
	516,241	0	0	889,972	889,972
Beginning Fund Balance	9,563,380	15,673,681	9,485,592	11,537,472	11,474,140
TOTAL RESOURCES	\$83,846,184	\$86,383,055	\$101,765,542	\$94,479,290	\$92,898,726
REQUIREMENTS					
Bureau Expenses					
Personal Services	\$32,996,061	\$34,934,331	\$39,376,288	\$39,692,760	\$39,946,760
External Materials & Svcs	17,353,660	18,361,693	28,175,249	22,627,508	22,111,952
Internal Materials & Svcs					
General	2,846,823	1,752,884	2,095,898	1,284,457	1,381,458
Sewer System Operating	218,328	410,116	445,101	310,850	310,850
Water	69,898	109,523	87,500	47,140	47,140
Auto Port Operating	37,883	37,218	45,600	87,756	37,200
LID Construction	1,104,127	250,331	204,000	75,000	75,000
Buildings Operating	0	0	3,700	6,000	6,000
Parking Facilities	0	0	0	0	50,556
Fleet Operating	5,600,183	6,187,147	5,678,610	5,614,135	5,726,014
Print/Distrib Operating	299,927	357,337	427,071	447,668	448,858
Facilities Operating	808,312	904,248	887,228	1,012,607	1,012,607
Communication Services	449,929	542,939	667,326	608,298	608,298
Data Processing	106,112	103,274	115,309	110,435	110,970
Insurance & Claims	408,606	580,291	496,918	539,376	539,376
Worker's Comp. Operating	1,076,402	1,084,961	1,103,556	829,220	829,220
City Equipment Aquisition	310,912	218,193	126,760	229,106	240,494
	13,337,442	12,538,462	12,384,577	11,202,048	11,424,041
Capital Outlay	1,661,434	2,643,002	11,498,668	5,189,127	5,538,023
Equipment Cash Transfers					
Communication Services	0	2,048	0	0	0
Printing/Distribution	9,909	0	0	0	0
Fleet Operating	155,000	0	48,000	15,000	15,000
	164,909	2,048	48,000	15,000	15,000
Total Bureau Expenses	65,513,506	68,479,536	91,482,782	78,726,443	79,035,776

TRANSPORTATION OPERATING FUND (112)

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Requested FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>Fund Requirements</u>					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	0	0	3,018,318	8,825,537	6,866,749
<i>Compensation Adjust.</i>	0	0	1,013,154	965,263	965,263
	0	0	4,031,472	9,790,800	7,832,012
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	0	0	0	0
	0	0	0	0	0
<i>Interfund Cash Transfers</i>					
<i>General - Overhead</i>	2,414,264	2,257,815	2,524,222	2,360,327	2,429,218
<i>General</i>	77,024	0	0	0	0
<i>Health Insurance</i>	0	179,699	0	0	0
<i>Communication Services</i>	0	43,750	408,625	0	0
<i>Fleet Operating</i>	0	50,492	0	0	0
<i>Computer Services</i>	26,318	0	0	0	0
<i>Sewer System Operating</i>	141,391	0	141,391	0	0
<i>LID Construction - Prior Yr</i>	0	44,700	62,050	36,720	36,720
<i>Public Arts Trust</i>	0	2,560	0	0	0
<i>Portland Parks Trust</i>	0	0	15,000	0	0
<i>Bonded Debt Int & Sinking</i>	0	0	0	465,000	465,000
<i>Oreg. Arena Construction</i>	0	0	3,000,000	3,000,000	3,000,000
<i>Transportation Reserve</i>	0	6,290,731	0	0	0
	2,658,997	8,869,747	6,151,288	5,862,047	5,930,938
<i>Inventory Account Increases</i>	0	0	100,000	100,000	100,000
<i>Ending Balance/Reserves</i>	15,673,681	9,033,772	0	0	0
Total Fund Requirements	18,332,678	17,903,519	10,282,760	15,752,847	13,862,950
TOTAL REQUIREMENTS	\$83,846,184	\$86,383,055	\$101,765,542	\$94,479,290	\$92,898,726

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Adopted FY94-95 Transportation Operating Fund Budget is \$92,898,726. This budget maintains existing levels of service with two major exceptions. The Road Rehabilitation program is delayed to enable the Office of Transportation to fund the regional match payment of \$1,000,000 for the Westside Light Rail project. The second exception is the Bureau of Environmental Services (BES) interagency with the Office of Transportation. BES cut \$2.4 million from an agreement that maintained the current level of services. The Bureau has restored \$948,505 of this cut from other transportation funds to provide downtown sweeping services and to avoid major deterioration of the streets.

As directed by City Council, this Budget includes \$4,637,986 for the second year of a three year phase-in of General Fund support for street lighting operations and maintenance. The General Fund assumes full funding responsibilities in FY95-96.

A \$16,094,675 capital improvement program is supported in the Transportation Operating Fund. Major projects included are the North Marine Drive improvements, the Westside Light Rail project and Bicycle and Pedestrian Program improvements.

STREET LIGHTING FUND (113)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Property Taxes</i>					
<i>Current Year Taxes</i>	\$2,418,610	\$0	\$0	\$0	\$0
<i>Prior Year Taxes</i>	270,918	260,842	57,826	0	0
	2,689,528	260,842	57,826	0	0
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$884,195	\$339,779	\$45,607	\$0	\$0
<i>Other Miscellaneous Revenues</i>	25,665	224,536	0	0	0
	909,860	564,315	45,607	0	0
Total External Revenues	3,599,388	825,157	103,433	0	0
Beginning Fund Balance	13,288,236	8,386,695	3,610,096	0	0
TOTAL RESOURCES	\$16,887,624	\$9,211,852	\$3,713,529	\$0	\$0
REQUIREMENTS - AU 168					
External Materials and Svcs	\$16,822	\$29,528	\$0	\$0	\$0
Internal Materials and Svcs					
<i>Transportation Operating</i>	\$8,361,794	\$5,433,403	\$3,517,151		
Total Bureau Expenses	\$8,378,616	\$5,462,931	\$3,517,151	\$0	\$0
Contingency					
<i>General Operating Contingency</i>	0	0	147,484	0	0
Cash Transfers to Other Funds					
<i>General Fund - Overhead</i>	122,313	104,670	48,894	0	0
	122,313	104,670	48,894	0	0
Ending Balance/Reserves	8,386,695	3,644,251	0	0	0
TOTAL REQUIREMENTS	\$16,887,624	\$9,211,852	\$3,713,529	\$0	\$0

The Street Light Fund will be closed at the end of FY 1993-94. The residual balance will be transferred to and accounted for in the Transportation Operating Fund in FY 1994-95.

FY 1991-92 was the last year of the Street Lighting Levy. There was sufficient balance to carry the program through FY 1992-93. The City Council opted not to resubmit the Street Light levy to the voters, because of the negative impact it would have on the city and other jurisdictions as a result of compression. Instead, Council determined that operations and maintenance of the street light function would be supported by the General Fund, and that support would be phased in over a three year period. FY 1994-95 is the second year of that phase-in with full General Fund support occurring in FY 1995-96. The transfer from the General Fund occurs in the Transportation Operating Fund.

Street Lighting capital requests compete with other General Fund capital requests for funding. In addition to the current requests, the Oregon Convention Center/Lloyd District lighting projects will be completed with funds previously committed to this project.

TRANSPORTATION RESERVE FUND (208)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>RESOURCES</u>					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$0	\$201,319	\$257,805	\$180,463	\$180,463
	0	201,319	257,805	180,463	180,463
Total External Revenues	0	201,319	257,805	180,463	180,463
Cash Transfers from Other Funds					
<i>Transportation Operating</i>	0	6,290,731	0	0	0
	0	6,290,731	0	0	0
Beginning Fund Balance	0	0	6,636,721	5,156,098	5,156,098
TOTAL RESOURCES	\$0	\$6,492,050	\$6,894,526	\$5,336,561	\$5,336,561
<u>REQUIREMENTS - AU 165</u>					
External Materials and Svcs					
	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$0	\$0	\$0	\$0	\$0
Contingency					
<i>General Operating Contingency</i>	0	0	4,156,098	5,098,113	5,098,113
	0	0	0	0	0
Cash Transfers to Other Funds					
<i>Transportation Operating</i>	0	0	2,738,428	238,448	238,448
	0	0	2,738,428	238,448	238,448
Ending Balance/Reserves	0	6,492,050	0	0	0
TOTAL REQUIREMENTS	\$0	\$6,492,050	\$6,894,526	\$5,336,561	\$5,336,561

The Transportation Reserve Fund was created in FY 1992-93, and was established in accordance with the Transportation Reserve Policy developed in FY 1991-92. That policy established a Reserve Fund equal to 5% of its discretionary revenues (Countercyclical) and 5% of Transportation's discretionary Adopted Budget appropriations, excluding operating reserve held as Contingency (Emergency).

The Countercyclical 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. 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 emergency expenditures would likely result in a negative ending fund balance for the Transportation Operating Fund.



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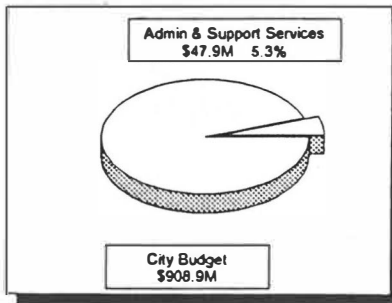
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Legislative/Administrative & Support Services

PROGRAM AREA OVERVIEW

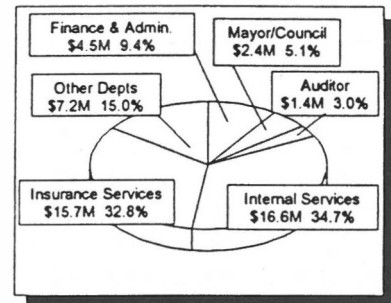
PERCENT OF BUDGET



BUDGET DATA

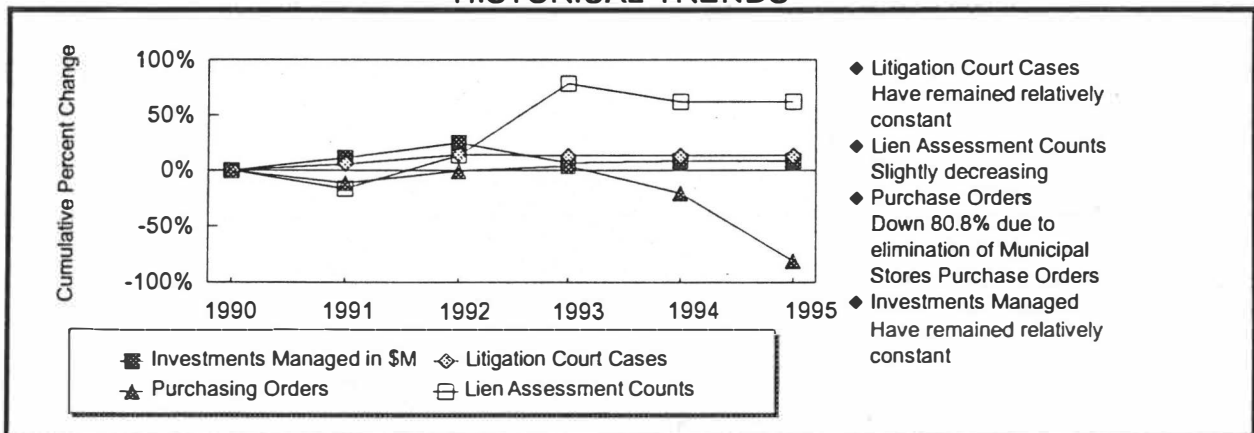
1994-95 Budget: \$47.9M
 Change from 93-94: Down \$9.5M
 Change per Capita: Down 20.4%
 1994-95 Positions: 527
 Change from 93-94: Up 8 FTE's
 Change per Thousand: Down 3.1%

EXPENDITURES



Note: Figures on this page include fund contingencies and reflect the full allocation of costs to direct service areas.

HISTORICAL TRENDS



SIGNIFICANT BUDGET ISSUES

- ◆ The Bureau of Purchases and Stores will review the Surplus Property program with the State of Oregon General Services Surplus Property Program in order to create additional efficiencies and savings.
- ◆ The City Attorney's Office is in the first year of a five year automation improvement plan that will significantly improve services.
- ◆ OF&A's FY 1994-96 budget represents a response to the customer survey results and supports the Quality Improvement Plans currently being completed. Internal funding shifts were made within target to respond to customer needs and expectations. Major program directions include continued implementation of Total Quality Management; process re-engineering of OF&A systems and improved responsiveness to the customer's needs and to reduce costs.
- ◆ Police Internal Investigation Commission (PIAC) function transferred from Auditor to Mayor's Office.
- ◆ Transfer of the Portland-Multnomah County Progress Board from OF&A to the Mayor's Office.
- ◆ The City and Multnomah County will continue work directed toward consolidation of fleet, facilities, communications and other services.
- ◆ In the Bureau of General Services, operating expenses are rising and capital costs are decreasing as the new 800 megahertz radio system comes online.

CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
Personal Services	\$2,319,362	\$2,477,776	\$2,549,467	\$2,844,218	\$2,844,218
External Materials & Svcs.	212,367	177,543	193,925	202,491	202,491
Internal Materials & Svcs.	229,048	254,841	256,475	253,338	253,338
Minor Capital Outlay	20,395	11,487	6,977	4,000	4,000
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$2,781,172	\$2,921,647	\$3,006,844	\$3,304,047	\$3,304,047
Capital Improvements	0	0	0	47,222	47,222
TOTAL BUREAU EXPENSES	\$2,781,172	\$2,921,647	\$3,006,844	\$3,351,269	\$3,351,269
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead			\$3,006,844	\$3,351,269	\$3,351,269

Authorized Full-Time Positions

Total	39	37	36	36	36
Gen. Fund Discretionary	9.34	11.53	10.75	11.75	11.75

SOURCE OF FUNDING

General Fund (101)

Types of General Fund Resources:

Discretionary General Fund	916,548	883,587	1,037,145	1,037,145
Non-Discretionary Revenues				
Grants & Donations	0	0	0	0
Contract Revenue	0	0	0	0
Interagency Services	1,089,405	1,193,294	1,351,260	1,351,260
Bureau Program Revenue	0	0	0	0
Overhead Revenue from Other Funds	915,694	929,963	962,864	962,864
Total Non-Discretionary Revenues	2,005,099	2,123,257	2,314,124	2,314,124
Total General Fund Resources	\$2,921,647	\$3,006,844	\$3,351,269	\$3,351,269

Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.

Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.

PROGRAMS

LEGAL SERVICES	\$2,484,212	\$2,571,920	\$2,866,799	\$2,866,799
Positions	33	32	31	31
ADMINISTRATION	437,435	434,924	484,470	484,470
Positions	4	4	5	5
TOTAL PROGRAMS	\$2,921,647	\$3,006,844	\$3,351,269	\$3,351,269
Positions	37	36	36	36

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Office of City Attorney provides legal services to the Portland City Council, City bureaus, boards, commissions, agencies and to individual City employees when required by the Oregon Tort Claims Act. The City Attorney's client is the City of Portland, which in turn exists to serve the citizens. Legal work includes tort liability, workers compensation, personnel and labor law, discrimination litigation, land use and planning appeals, public records, code enforcement, constitutional law, license and franchise matters, foreclosures & liens, nuisance abatement, civil forfeitures and interpleaders, real property issues, condemnation actions, construction disputes and litigation, collections, housing matters, pension and benefit work, environmental law including water and natural resources, toxic waste matters, park operations, business regulation, fiscal and taxation issues.

CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

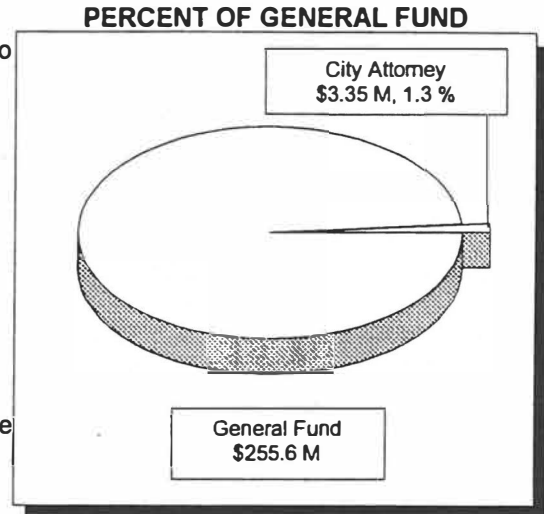
The office is comprised of two programs: Legal Services, which includes the attorneys, paralegals and legal assistants required to perform legal work and represent the City, and Administration, which provides support staff, materials & services and overhead to operate the law office. Legal Services also includes funding & specialized services to Risk Management, Environmental Services, Water and the Fire & Police Disability & Retirement Fund.

The Adopted budget includes funding for the first year of a four year plan to overhaul and upgrade the office's outmoded computer network and associated equipment.

The office has completed and is following up on a comprehensive Cost of Services and Performance Valuation Study, which has identified substantial savings resulting from use of in-house City Attorney legal services compared to outside legal counsel, which costs much more. Follow-up on service cost and performance analysis is being combined with work on the office's Bureau Management Plan. Both are designed to pursue cost savings wherever possible, and to reorganize the law office where appropriate and further promote efficiencies.

The City Attorney's Office continues to absorb additional responsibilities and costs from previous years. These include legal services for the Civil Service Board, which are now obtained by an innovative workshare with Multnomah County, absorbing increased costs from the revised Compensation Plan adopted in FY91-92, other internal reclassifications, and personnel adjustments from previous years. The office also uses alternative methods to perform required work, such as using a Paralegal Assistant to perform work previously done by a Deputy City Attorney.

Overall, the City's legal work, while fluctuating in specific areas, is increased over previous years. This approved budget contains workload and performance indicators which refer to those requirements. The office's cost of service analysis also outlines various management and financial indicators which assess office operations in response to the City's legal needs. The office is working hard to handle more complex and time-consuming court cases and generally increased legal requirements.



CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

BUDGET DECISIONS FOR 1995-96

Decision Packages for 1995-96 (in constant 1994-95 dollars):

◆ LAN Upgrade

	Full-Time Positions	Estimated Cost	
		General Fund Discretionary	Total Cost
		49,686	49,686
<hr/>			
Total 1995-96 Decision Packages (in constant 1994-95 dollars):	0	\$49,686	\$49,686
Total 1994-95 Budget	36	\$2,000,009	\$3,351,269
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Total 1995-96 Budget (in constant 1994-95 dollars):	36	\$2,049,695	\$3,400,955

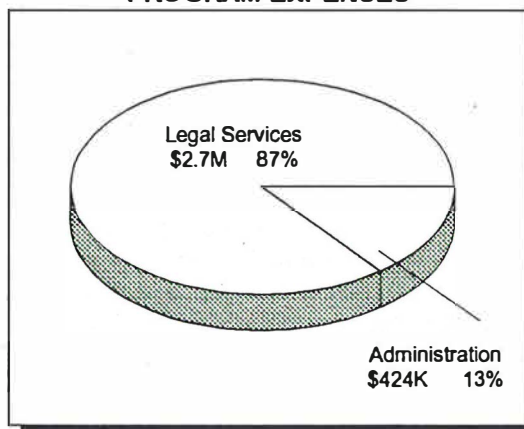
DESCRIPTION OF PROGRAMS

LEGAL SERVICES

This program includes the legal staff who directly perform work to the City Council, bureaus, and operations. These attorneys and assistants represent elected officials, bureau managers, agency staff and the City itself. It is funded from discretionary appropriation and by interagency agreement with particular enterprise funds for specialized legal services.

These legal services are required by the City Charter, City Code, various state statutes, regulations, administrative requirements and federal law. Legal staff are governed by ethical and professional requirements in the law and from the Oregon State Bar. Work involves policing, advising, advocating, approving and review of City activities and in all aspects of City services and programs.

PROGRAM EXPENSES



ADMINISTRATION

This program provides administrative overhead and support to law office operations and staff's legal operations, directly assists the Legal Services Program with materials & services necessary for legal work and litigation, and meets City-wide requirements in accounting, personnel and other administrative areas. Legal administration is required for the successful operation of a law office and agency. Besides being a necessary and critical part of a law department operation, in the case of the City Attorney, most of the support and overhead costs in this program arise directly from the court cases and legal work that flows into the office. If that legal work is to be performed in-house, the office must make such expenditures.

Although many costs of lawsuits and legal work are unavoidable, the office has been successful in lowering actual costs and containing expenditures. Administrative overhead costs as a percentage of the City Attorney's total budget has been decreased or held even during the last six fiscal years. That percentage was 20% in FY87-88, 19% in FY88-89, 18% in FY89-90/90-91, and 15% in FY91-92/92-93. Most law firms spend over 40% of their expenditures on overhead and administrative support.

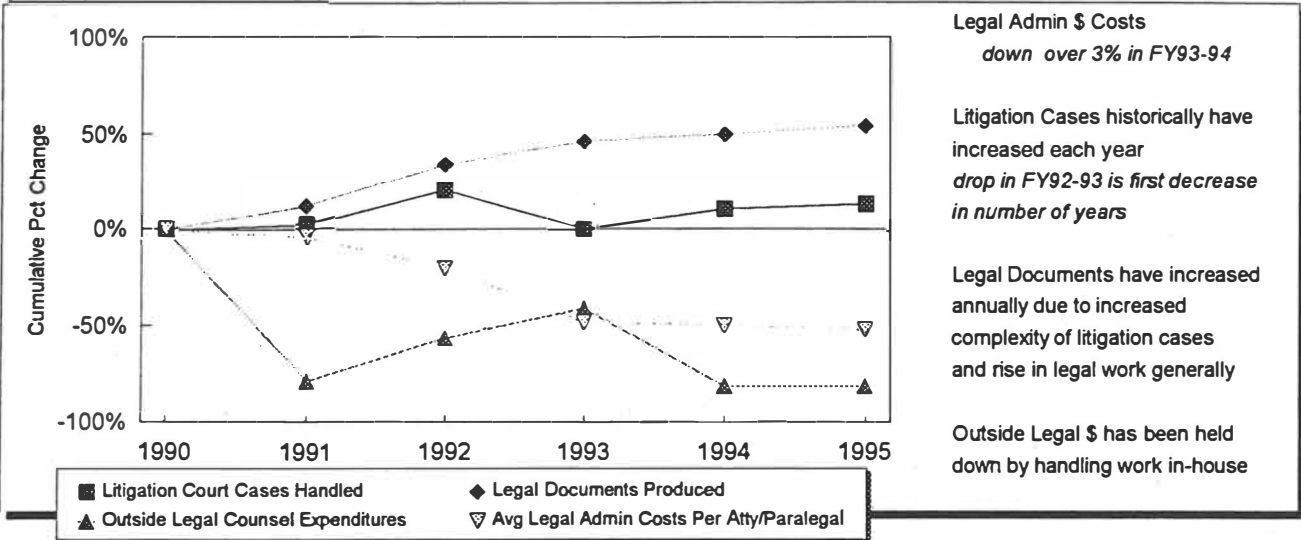
CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

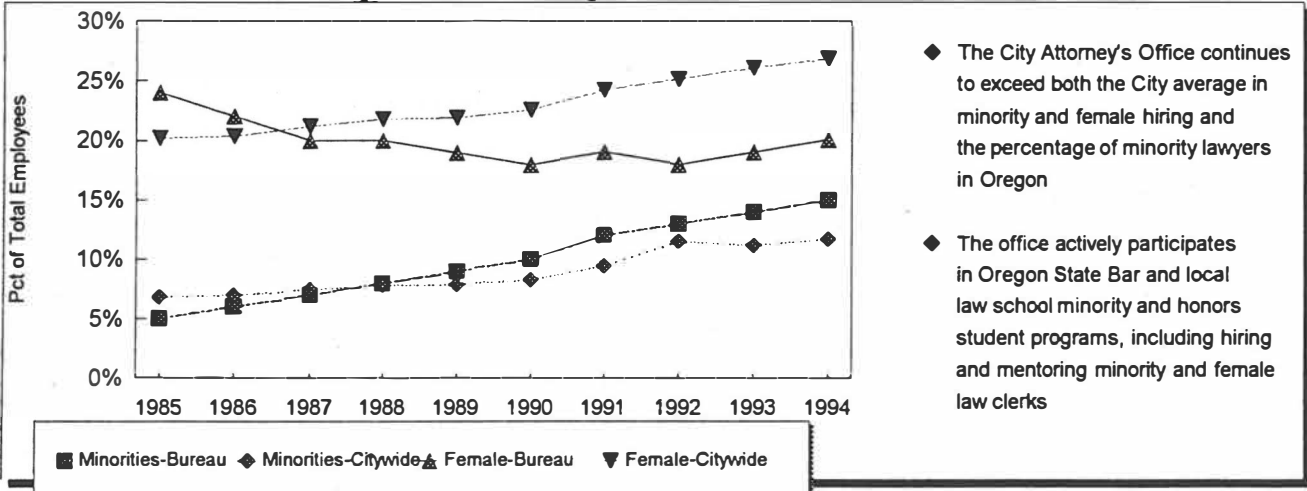
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

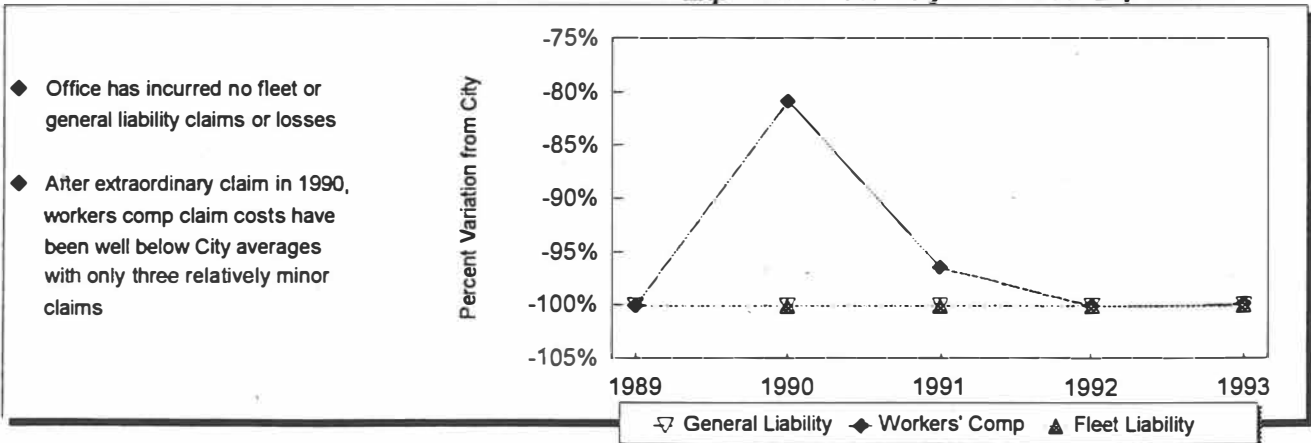
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. To do top quality, professional work, unaffected by politics or personalities.
2. To help achieve City goals by actively assisting City officials develop and implement legally sound, effective, and efficient policies and programs.
3. To identify legal risks and repair legal problems, while nonetheless encouraging prudent risk-taking and, when the City encounters legal obstacles, proposing alternative legally acceptable ways to accomplish the City's objectives.
4. To ensure City compliance with law.
5. To coordinate all legal services for the City so as to avoid conflicts, ensure consistent quality and control costs.
6. To practice preventive law, to help the City avoid legal problems and resolve disputes efficiently and fairly.
7. To revise partnerships with City agencies and personnel by renewed emphasis in addressing client needs and objectives through attorney-client relations, customer services, annual surveys, and other means as appropriate.
8. To continue efforts to control and avoid outside legal counsel costs whenever possible.
9. To implement budget control and operational actions contained within the office's 1994 Business Plan for Cost Management.

MAJOR BUDGET NOTES

NONE

	<i>Actual</i> FY 1991-92	<i>Actual</i> FY 1992-93	<i>Revised Budget</i> FY 1993-94	<i>Proposed</i> FY 1994-95	<i>Adopted</i> FY 1994-95
<u>EFFECTIVENESS MEASURES</u>					
Control of Outside Legal Counsel Expenditures	\$550,380 (FY89-90)	\$114,812 (FY90-91)	\$238,513 (FY91-92)	\$323,122 (FY92-93)	\$323,122 (FY92-93)
Total Expenditures Per Atty/Paralegal	106,802	108,413	115,648 est.	129,859 proj	129,859 proj
<u>EFFICIENCY MEASURES</u>					
Materials & Services Overhead	15%	15%	14.9%	14%	14%
Bureau evaluations of City Attorney services (service components surveyed include responsiveness, timeliness, needs, quality)		n/a	Median rating: 9 Average rating: 8.8 2 out of 3 ratings marked were 9 or 1 on a scale of 1 - 10	The office's goal is to continue the high level of evaluative ratings from FY 93-94	
<u>WORKLOAD MEASURES</u>					
Number of Litigation Court Cases Handle	1,063	885	975	1,000	1,000
Legal Documents Produced	23,796	25,886	26,500	27,250	27,250
Local Area Network Computer Hours	2,288	2,000	1,900	2,300	2,300
Est. Avg. Budget/Cost Control Expense per Attorney/Paralegal	2,245	1,444	1,398	1,340	1,340

CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$1,689,558	\$1,781,936	\$1,830,457	\$1,936,970	\$1,936,970
512000 Part-Time/Limited-Term	27,302	69,117	64,511	163,440	163,440
514000 Overtime	0	0	0	0	0
515000 Premium Pay	548	554	0	0	0
517000 Benefits	601,954	626,169	654,499	743,808	743,808
Total Personal Services	\$2,319,362	\$2,477,776	\$2,549,467	\$2,844,218	\$2,844,218
521000 Professional Services	\$23,257	\$15,000	\$0	\$0	\$0
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	13,118	13,331	18,675	14,500	14,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	78,386	68,584	78,324	71,245	71,245
531000 Office Supplies	25,820	17,525	22,788	22,863	22,863
532000 Operating Supplies	47,103	46,747	42,734	49,232	49,232
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	15,876	10,372	18,324	19,324	19,324
542000 Local Travel	522	738	880	880	880
543000 Out-of-Town Travel	8,285	5,246	9,200	9,075	9,075
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	3,000	15,372	15,372
Subtotal External Materials & Services	\$212,367	\$177,543	\$193,925	\$202,491	\$202,491
551000 Fleet Services	\$3,296	\$3,222	\$5,693	\$5,188	\$5,188
552000 Printing/Distribution	36,436	34,908	37,203	38,310	38,310
553000 Facilities Services	90,840	100,849	100,585	105,395	105,395
554000 Communications	39,908	46,464	48,932	47,440	47,440
555000 Data Processing	2,962	1,998	2,451	3,044	3,044
556000 Insurance	55,606	67,400	61,611	53,961	53,961
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$229,048	\$254,841	\$256,475	\$253,338	\$253,338
Total Materials & Services	\$441,415	\$432,384	\$450,400	\$455,829	\$455,829
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	20,395	11,487	6,977	51,222	51,222
Total Capital Outlay	\$20,395	\$11,487	\$6,977	\$51,222	\$51,222
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$2,781,172	\$2,921,647	\$3,006,844	\$3,351,269	\$3,351,269

CITY ATTORNEY (312)

Service Area: Legislative/ Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
715	City Attorney	1	1	1	80,623	1	83,378	1	83,378
714	Chief Deputy City Attorney	1	2	2	143,028	2	154,304	2	154,304
713	Senior Deputy City Attorney	4	9	9	643,616	8	621,590	8	621,590
712	Deputy City Attorney III	13	6	5	284,528	5	309,458	5	309,458
711	Deputy City Attorney II	2	1	1	46,542	1	50,196	1	50,196
710	Deputy City Attorney I	3	3	3	121,213	3	130,989	3	130,989
924	Administrative Supr III	0	1	1	44,652	1	48,173	1	48,173
554	Administrative Services Officer	1	0	0	0	0	0	0	0
920	Administrative Supervisor I	0	1	1	37,500	1	40,465	1	40,465
819	Administrative Assistant I	1	0	0	0	0	0	0	0
709	Paralegal Assistant	2	2	2	71,934	3	114,519	3	114,519
708	Law Clerk	0	0	0	0	0	0	0	0
2542	MIS Support Analyst	0	1	1	35,997	1	38,837	1	38,837
379	Assistant MIS Analyst	1	0	0	0	0	0	0	0
240	Legal Assistant	9	8	8	271,529	8	292,259	8	292,259
114	Clerical Specialist	1	2	2	49,295	2	52,802	2	52,802
TOTAL FULL-TIME POSITIONS		39	37	36	1,830,457	36	1,936,970	36	1,936,970

OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$2,262,628	\$2,539,812	\$2,740,463	\$2,866,700	\$2,866,700
External Materials & Svcs.	214,129	246,745	324,022	485,167	485,167
Internal Materials & Svcs.	531,536	554,678	536,391	576,593	576,593
Minor Capital Outlay	24,027	17,885	46,338	30,314	30,314
Cash Transfers-Equipment	0	86,688	0	0	0
Total Operating Budget	\$3,032,320	\$3,445,808	\$3,647,214	\$3,958,774	\$3,958,774
Capital Improvements	0	54,945	62,900	0	0
TOTAL BUREAU EXPENSES	\$3,032,320	\$3,500,753	\$3,710,114	\$3,958,774	\$3,958,774
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead			\$3,710,114	\$3,958,774	\$3,958,774
Authorized Full-Time Positions					
Total	50	50	52	53	53
Gen. Fund Discretionary	19	16	15	12.50	12.50
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		1,260,377	1,035,191	885,722	885,722
Non-Discretionary Revenues					
Grants & Donations		0	494	0	0
Contract Revenue		6,014	7,590	7,584	7,584
Interagency Services		1,191,025	1,380,079	1,615,477	1,615,477
Bureau Program Revenue		141,399	246,181	168,386	168,386
Overhead Revenue from Other Funds		901,938	1,040,579	1,281,605	1,281,605
Total Non-Discretionary Revenues		2,240,376	2,674,923	3,073,052	3,073,052
Total General Fund Resources		\$3,500,753	\$3,710,114	\$3,958,774	\$3,958,774
Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.					
Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.					
PROGRAMS					
Audit Services		\$772,005	\$794,583	\$836,218	\$836,218
Positions		10	10	9	9
City Recorder		898,372	875,846	855,020	855,020
Positions		12	13	14	14
Assessment and Liens		934,046	1,077,766	1,235,056	1,235,056
Positions		13	14.50	14.50	14.50
FPD&R Administration		267,012	273,315	297,167	297,167
Positions		6	6	6	6
Hearings Office		296,814	325,780	362,631	362,631
Positions		4	4	5	5
Administration		332,504	362,824	372,682	372,682
Positions		5	4.50	4.50	4.50
TOTAL PROGRAMS		\$3,500,753	\$3,710,114	\$3,958,774	\$3,958,774
Positions		50	52	53	53

OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The mission of the City Auditor's Office is to promote the efficient and accountable use of municipal resources by providing independent and impartial review, information, and services for City government and the public. To that end, the Auditor's Office performs audits, recordkeeping, and financial services with integrity, sensitivity, and efficiency.

The Auditor's Office budget reflects the following three principles:

1. Ensure that parties benefitting from a particular service bear the cost of that service.
2. Insofar as possible, maintain programs and activities which produce cost savings and which lead to operational efficiencies.
3. In making program reductions, choose the cuts with least impact on the public and on service to other areas of government.

The Auditor's Office budget is comprised of six program areas: Audit Services, City Recorder, Assessment and Liens, Fire and Police Disability and Retirement Administration, Hearing Officers and Administration.

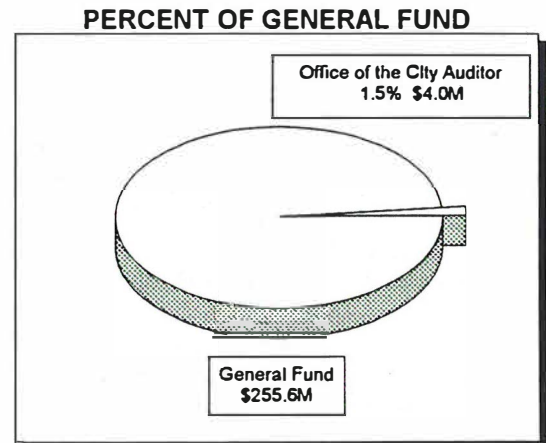
The Auditor's Office FY 1994-95 adopted budget includes all services currently provided by the Auditor's Office with the exception of the Police Internal Investigations Audit Committee (PIIAC). This program transfers to the Mayor's Office on July 1, 1994.

The FY 1994-95 adopted budget reflects several personnel changes. One Senior Management position is eliminated; salary savings will be used to contract for professional and expert services. This will improve the efficiency and effectiveness of the Audit Services Division by allowing them to acquire expert knowledge in specialized topic areas as needed in the course of performance audits. It will also provide better service to customers by giving the Division more flexibility to respond to audit requests when existing auditors are committed to other scheduled projects. It also allows better use of existing staff resources by contracting out some of the routine financial audit tasks while focusing existing staff effort on more difficult analytical and problem solving activities.

The adopted budget includes two additional half-time positions; one is assigned to the Hearings Officer Program and the other to the Records Management Division. The Hearings Office has experienced an increase in workload due to the new regulations pertaining to the towing of uninsured motorists. A half-time secretarial position is needed to handle this increased activity. This half-time position is funded by the administrative fee collected by the Police Bureau for each towed vehicle.

The Records Management Division needs a half-time position to transfer assessment and lien documents to an optical imaging system. This will improve efficiency and allow staff to immediately respond to customer requests at a fraction of existing administration costs. This half-time position will be funded through an Interagency Agreement with the LID Construction Fund.

The FY 1994-95 budget includes additional support for the Assessment and Liens program. This support is needed to handle a three-fold increase in the number of assessment bills mailed and payments processed between FY 1990-91 and 1993-94. The budget continues the contract with Poorman-Douglas for assessment billing services and for temporary clerical support for the posting of more than 185,000 assessment payments. Funding will be provided through an Interagency Agreement with the LID Construction Fund.



OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

DESCRIPTION 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 analyses that provide objective information to City officials and the public on ways to improve City operations and the use of public resources.

The program produces performance and financial audit reports that identify savings and revenue enhancements, strengthen management controls, and improve City government operations. The program also monitors and coordinates the annual citywide financial audit, including compliance with federal grant programs.

Over the past ten years, the Audit Services program has issued over 84 audits and identified over 10 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 90% of report recommendations.

City Recorder

The City Recorder program encompasses a variety of services and activities to support the business of the city. This program includes the activities of the Council/Contracts Division and the Records Management Division of the Auditor's Office.

The Council/Contracts Division is responsible for providing support to the City Council by producing the weekly council agenda and preparing summary minutes of all formal Council meetings. It maintains the City Code and City Charter and distributes updates of these documents as they occur. It also reviews and disburses all City warrants, monitors payments to all City contractors and administers the City elections filings.

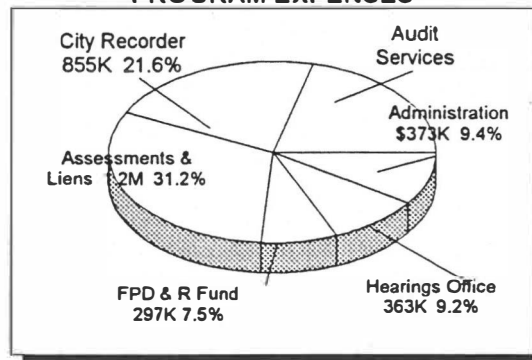
The Records Management Division is responsible for documenting, organizing, protecting, and setting standards for City recordkeeping. The Division develops records retention schedules and assists Bureaus in developing in-house records programs. The Division also stores and retrieves records, electronic media and archival material. This ensures that records are properly stored and available for future use, and reduces expensive square footage for inactive records.

Assessments and Liens

The Assessments and Liens program assists with financing of local infrastructure improvements by administering the Local Improvement District (LID) process. The Program is responsible for forming improvement districts, maintaining a legal record of improvement costs, apportioning costs to benefitted properties, notifying property owners throughout the improvement and assessment process, providing financing options for paying assessments and enforcing property liens to collect delinquent assessments.

In addition, the Program records, collects and provides financing options for special assessments related to sidewalk repair, nuisance abatement and other neighborhood services. The Program assists the City Treasury by pursuing collection of delinquent certificates held in the Assessment Collection Fund. Annual workload is determined by public works activities and local planning efforts initiated outside the Auditor's Office.

PROGRAM EXPENSES



OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS continued

Objectives:

Provide clear and accurate information and public notice to property owners, title companies, and the general public about the City's special assessment program and property liens which result from: local street, sewer or other infrastructure improvement, system, development charges, sidewalk repairs, nuisance abatement, demolitions and other neighborhood services.

Apportion local improvement costs to benefitted properties in a manner that is fair, equitable and easily understood.

Administer an effective collections program which encourages property owners to make timely assessment payments, and when necessary, assists property owners to make payments through a variety of financial services, special payment plans, deferrals and loans.

Create and maintain a complete legal record of special assessment liens.

Provide efficient and timely public access to City lien records.

Provide construction financing for local improvement projects.

Fire and Police Disability & Retirement Administration

This program manages the City's Fire and Police Disability and Retirement program which was authorized by the voters in 1948 and revised by the voters 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, process disability and medical claims, and prepare payments for members of the system and their survivors.

The revisions to this program authorized by voters in 1989 significantly affect 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.

Hearings Officers

The Hearings Officers Program encompasses 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. Permits subject to the public hearing process and timelines for decision-making are strictly governed by State law and City Code.

The Code Hearings Officer provides enforcement of City Code in proceedings initiated by Buildings and Fire, Rescue, and Emergency Services. The Code Hearings Office also hears appeals from code enforcement determinations made by Buildings, Police, Licenses, and Environmental Services, and hears appeals of vehicle tows ordered by Traffic Management, Police, Buildings and the Port of Portland. The City's hearings officers are a vital and integral part of its Land use and Code Enforcement processes. The Land Use Hearings Officer provides a public process for review of land use permit applications. The Land Use Hearings Officer ensures that land use applications are reviewed in a fair and open process and that the decisions are legally supportable.

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 and are fair and appropriate by allowing parties who feel otherwise an opportunity to obtain an impartial review of those determinations and decisions.

OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS continued

Administration

The Administration Program provides policy direction to the operating programs through the City Auditor; central business management (budget, accounting, purchasing, and payroll); personnel management functions (recruitment, selection, evaluation); and coordination of all office automation and management of the Office's Local Area Network.

This program supports all functions of the Auditor's Office and ensures that the operational programs respond to the Auditor's policy directives. This program also connects with the other functions of City government through City-wide policy and management committees.

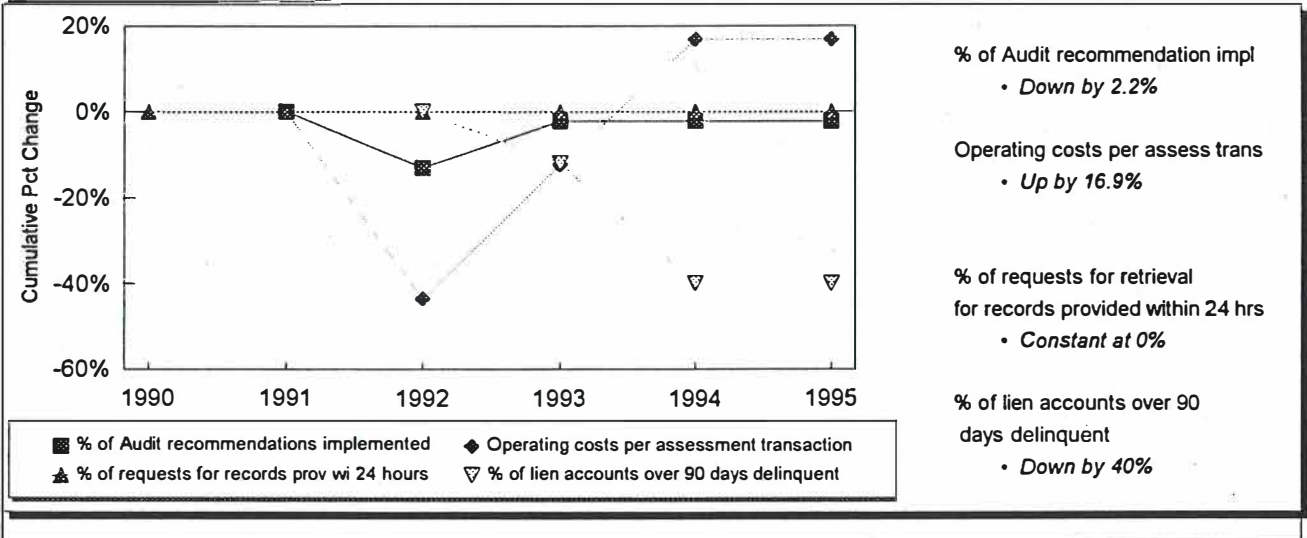
OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

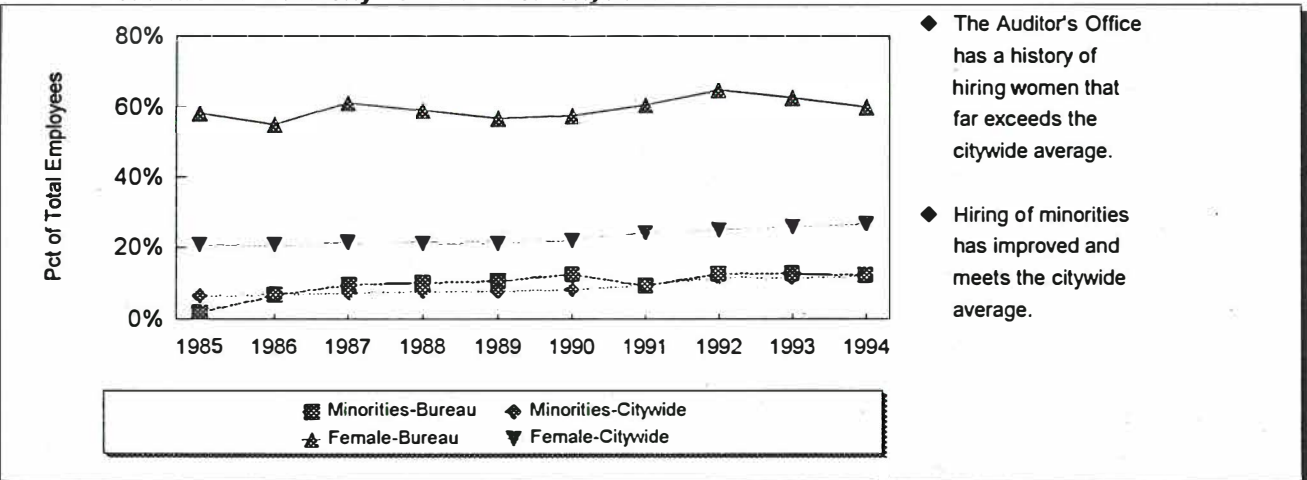
City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

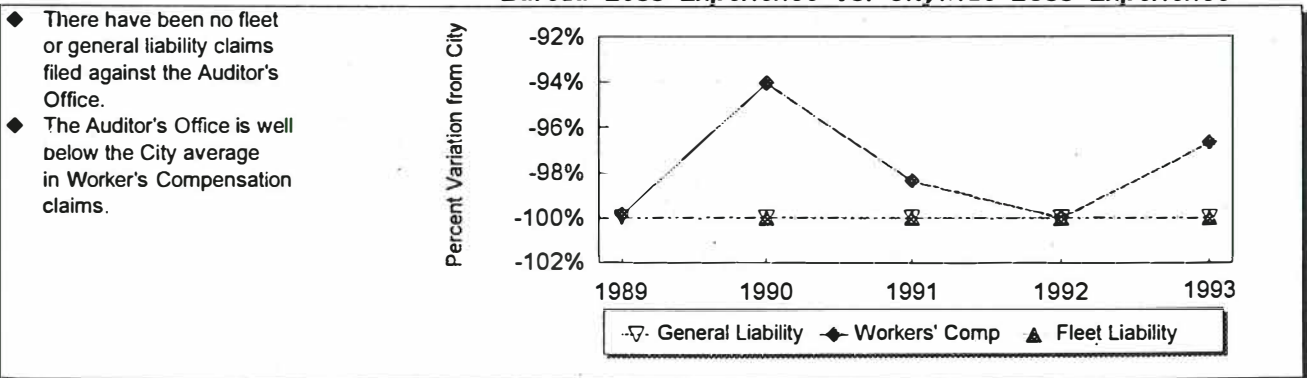
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Complete a city-wide review of the decentralized disbursement (accounts payable) process.
2. Publish a report for citizens on the city's financial results, trends, and performance indicators, including benchmarks.
3. Evaluate existing cost of service studies and recommend improvements.
4. Prepare a manual on how to perform self-audits of various bureau operations.
5. Implement pay for performance evaluation system.
6. Participate in City Hall renovation project.
7. Complete City Code update and improve Code distribution process.
8. Complete implementation of Optical Imaging System.
9. Prepare an historical exhibit in conjunction with the Bureau of Water Works, celebrating the 100th anniversary of Bull Ru
- 10 Apply for a grant from National Historic Publications for optical imaging of historic council documents.
- 11 Review the efficacy of the Code Enforcement Fee Program and offer observations and refinements to the Bureau of Buil
- 12 Modify cost recovery efforts and make modifications where necessary to recover all operating costs. Modify accounting to fully report operating revenues and expenditures.
- 13 Work with Computer Services to increase the efficiency and decrease by 20% the operating costs of the Lien Accounting
- 14 Work with the Board of Trustees and the FPD&R membership to develop a cost containment plan that would reduce med
- 15 Conduct a survey to compare Portland's Fire and Police pension and disability costs with other comparable jurisdictions to if we are cost effective compared to these other agencies.

MAJOR BUDGET NOTES

1. None

OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

SUMMARY OF BUREAU EXPENSES

	<u>Actual</u> <u>FY 1992-93</u>	<u>Revised Budget</u> <u>FY 1993-94</u>	<u>Proposed</u> <u>FY 1994-95</u>	<u>Adopted</u> <u>FY 1994-95</u>
<u>EFFECTIVENESS MEASURES</u>				
<u>Audit Services:</u>				
% of audit recommendations implemented/resolved (goal=>90%)	80%	90%	90%	90%
<u>City Recorder</u>				
% of agendas prepared on time (goal=100%)	100%	100%	100%	100%
% of requests for records provided within 24 hours (goal=100%)	100%	100%	100%	100%
% of city agencies reviewed who comply with records retention schedule (goal=100%)	N/A	N/A	80%	80%
<u>Assessments & Liens</u>				
% of lien accounts over 90 days delinquent (goal=7%)	25%	22%	15%	15%
% of customer calls answered within one working day (goal = 100%)	60%	70%	90%	90%
<u>Hearings Officers</u>				
% of land use decisions rendered within 17 days of hearing (goal=100%)	100%	100%	100%	100%
<u>Administration</u>				
% of City Auditor performance measures fully achieved (goal=100%)	N/A	100%	100%	100%
<u>EFFICIENCY MEASURES</u>				
Average cost per audit hour (goal < \$66)	72	62	70	70
Average cost per retrieved record (goal =\$2.40)	2.80	2.60	2.60	2.60
Average preparation cost per council agenda item	Goal is under development			
Operating costs per assessment transaction (goal= \$5.50)	2.17	3.38	4.50	4.50
Administrative costs under 10% of total auditor budget	10%	10%	10%	10%
<u>WORKLOAD MEASURES</u>				
Financial and performance audits completed	9	10	10	10
# of Agenda items	2,531	2,200	2,200	2,200
# of warrants processed	121,541	165,000	165,000	165,000
Contracts monitored	2,373	2,100	2,100	2,100
Records retrieval requests	46,895	40,000	35,000	35,000
Records destroyed (tons)	12	15	15	15
# of retention schedules prepared/implemented	N/A	200	200	200
# of reference questions completed	N/A	N/A	500	500
New assessment accounts (liens)	21,837	11,250	5,400	5,400
Payments processed	118,660	193,700	233,650	233,650
Code proceedings filed	420	600	500	500
Appeal Hearings	96	80	80	80
Tow Hearings	300	475	550	550
Land Use Hearings	175	165	105	105
Employee performance evaluations completed	100%	100%	100%	100%
Expenditures w/in budgeted amounts	100%	100%	100%	100%

OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$1,542,328	\$1,723,056	\$1,908,581	\$2,034,608	\$2,034,608
512000 Part-Time/Limited-Term	108,700	128,715	83,726	45,582	45,582
514000 Overtime	7,279	34,130	5,000	5,000	5,000
515000 Premium Pay	5,881	3,682	3,239	400	400
517000 Benefits	598,440	650,229	739,917	781,110	781,110
Total Personal Services	\$2,262,628	\$2,539,812	\$2,740,463	\$2,866,700	\$2,866,700
521000 Professional Services	\$110,105	\$142,322	\$185,020	\$332,703	\$332,703
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	22,433	15,444	29,211	30,225	30,225
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	17,098	20,834	31,050	39,545	39,545
531000 Office Supplies	19,759	22,090	32,193	33,145	33,145
532000 Operating Supplies	14,309	23,514	9,653	8,295	8,295
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	13,583	7,378	12,246	12,778	12,778
542000 Local Travel	3,223	3,089	4,431	4,671	4,671
543000 Out-of-Town Travel	6,410	7,463	9,420	9,864	9,864
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	1,647	1,647
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	7,209	4,611	10,798	12,294	12,294
Subtotal External Materials & Services	\$214,129	\$246,745	\$324,022	\$485,167	\$485,167
551000 Fleet Services	\$613	\$698	\$1,242	\$1,245	\$1,245
552000 Printing/Distribution	157,350	168,179	121,353	108,647	108,647
553000 Facilities Services	115,504	131,979	131,250	136,740	136,740
554000 Communications	37,372	50,886	44,703	46,037	46,037
555000 Data Processing	159,061	141,050	175,802	208,630	208,630
556000 Insurance	61,636	61,886	59,041	55,454	55,454
557000 Equipment Lease	0	0	3,000	19,840	19,840
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$531,536	\$554,678	\$536,391	\$576,593	\$576,593
Total Materials & Services	\$745,665	\$801,423	\$860,413	\$1,061,760	\$1,061,760
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	24,027	72,830	109,238	30,314	30,314
Total Capital Outlay	\$24,027	\$72,830	\$109,238	\$30,314	\$30,314
573000 Cash Transfers-Equipment	\$0	\$86,688	\$0	\$0	\$0
Total Bureau Expenses	\$3,032,320	\$3,500,753	\$3,710,114	\$3,958,774	\$3,958,774

OFFICE OF THE CITY AUDITOR (336)

Service Area: Legislative/Administrative and Support Services

City Auditor: Barbara Clark

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0003	City Auditor	1	1	1	59,779	1	61,909	1	61,909
0114	Clerical Specialist	2	2	2	49,795	2	53,160	2	53,160
0220	Secretarial Clerk I	1	1	1	23,427	1	23,866	1	23,866
0221	Secretarial Clerk II	4	4	3	73,761	4	102,730	4	102,730
0230	Administrative Secretary	1	1	0	0	0	0	0	0
0245	Hearings Clerk	2	2	2	66,836	2	68,277	2	68,277
0510	Accounting Assistant	0	0	1	19,649	1	22,648	1	22,648
0514	Associate Accountant	1	1	1	29,927	1	32,510	1	32,510
0515	Senior Accountant	1	1	1	36,393	1	37,208	1	37,208
0520	Chief Deputy City Auditor	1	1	1	54,831	1	54,497	1	54,497
0522	Principal Deputy Auditor	3	0	0	0	0	0	0	0
0970	Program Manager II	0	4	4	190,517	4	205,563	4	205,563
0524	Senior Deputy Auditor	4	0	0	0	0	0	0	0
0962	Assistant Program Specialist	0	4	4	146,467	4	144,757	4	144,757
2542	MIS Support Analuyst	0	1	1	38,022	1	41,029	1	41,029
0525	Assistant Deputy Auditor	4	0	0	0	0	0	0	0
0815	Administrative Specialist	0	3	6	151,296	7	186,374	7	186,374
0816	Senior Administrative Specialist	0	2	1	31,487	1	33,972	1	33,972
0131	Customer Accounts Specialist I	4	4	5	127,335	5	137,242	5	137,242
0536	Management Auditor	2	2	2	81,710	2	83,124	2	83,124
0537	Senior Management Auditor	6	6	6	268,959	5	254,028	5	254,028
0538	Director of Audits	1	1	1	67,254	1	69,656	1	69,656
0720	Hearings Officer	2	0	0	0	0	0	0	0
0935	Hearings Officer	0	2	2	114,770	2	121,429	2	121,429
0819	Administrative Assistant 1	1	1	1	34,085	1	36,752	1	36,752
0827	Management Analyst	2	0	0	0	0	0	0	0
0827	Financial Analyst	1	1	0	0	0	0	0	0
0828	Senior Financial Analyst	0	1	1	45,560	1	49,152	1	49,152
0924	Administrative Supervisor III	0	0	1	42,973	1	48,170	1	48,170
0530	Accounting Supervisor I	0	1	0	0	0	0	0	0
0968	Program Manager I	0	0	1	42,995	1	49,152	1	49,152
0964	Program Specialist	0	2	2	73,671	2	79,485	2	79,485
0923	Records Management Technician	2	0	0	0	0	0	0	0
0925	Records Management Officer	1	0	0	0	0	0	0	0
3212	Assessment Analyst	1	1	1	37,062	1	37,918	1	37,918
0919	Records Management Analyst	2	0	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		50	50	52	1,908,581	53	2,034,608	53	2,034,608

OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$7,854,936	\$8,285,498	\$9,171,810	\$9,698,717	\$9,653,349
External Materials & Svcs.	2,293,267	2,528,789	2,457,314	2,534,803	2,710,656
Internal Materials & Svcs.	2,429,053	2,888,592	2,532,983	2,661,579	2,651,231
Minor Capital Outlay	150,229	77,505	37,215	34,616	34,616
Cash Transfers-Equipment	6,000	0	0	0	0
Total Operating Budget	\$12,733,485	\$13,780,384	\$14,199,322	\$14,929,715	\$15,049,852
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$12,733,485	\$13,780,384	\$14,199,322	\$14,929,715	\$15,049,852
Allocated Overhead Costs		0	0	0	0
Total Cost with Allocated Overhead		\$13,780,384	\$14,199,322	\$14,929,715	\$15,049,852
Authorized Full-Time Positions					
Total	162	169	167	169	168
Gen. Fund Discretionary	39	42	37	37	36
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		3,301,435	3,416,385	3,012,764	3,122,621
Non-Discretionary Revenues					
Grants & Donations		0	0	0	34,674
Contract Revenue		57,773	78,991	97,658	97,658
Interagency Services		5,820,376	6,092,073	6,598,910	6,635,350
Bureau Program Revenue		90,029	66,665	68,165	68,165
Overhead Revenue from Other Funds		4,510,771	4,545,208	5,152,218	5,076,526
Total Non-Discretionary Revenues		10,478,949	10,782,937	11,916,951	11,912,373
Total General Fund Resources		\$13,780,384	\$14,199,322	\$14,929,715	\$15,049,852
Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.					
Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.					
PROGRAMS					
Administrative Services	\$9,690,166	\$9,581,447	\$10,221,198	\$10,405,872	\$10,405,872
Positions	114	112	113	113	113
Financial Planning	914,831	1,286,680	1,370,399	1,413,657	1,413,657
Positions	13	13	14	14	14
Urban Services	292,749	273,009	196,001	196,001	196,001
Positions	3	3	2	2	2
Affirmative Action	323,390	421,453	406,975	406,975	406,975
Positions	5	5	5	5	5
Personnel	2,121,207	2,033,661	2,138,930	2,138,930	2,138,930
Positions	31	30	30	30	30
Debt Management	335,158	455,943	488,417	488,417	488,417
Positions	2	4	4	4	4
Strategic Planning	102,883	147,129	107,795	0	0
Positions	1	0	1	0	0
TOTAL PROGRAMS	\$13,780,384	\$14,199,322	\$14,929,715	\$15,049,852	\$15,049,852
Positions	169	167	169	168	168

OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMA

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Office of Finance and Administration (OF&A) is charged with responsibility for managing the City's financial activities to ensure fiscal soundness and integrity; managing the City's personnel system; the Affirmative Action Program to ensure representation in the City's work force of women and minorities; the City's Urban Services Program which impacts City revenues and service levels; and the City's computer and insurance related business and services.

The Office of Finance and Administration is responsible for designing and implementing Council adopted policies which guide OF&A in meeting the City's objectives of managing the City's financial activities and the City's personnel system. These policies include the Financial Plan, the annual Budget Guidelines and Council Budget directives, the Comprehensive Financial Policy, the General Reserve Policy, the Investment Policy, as well as the Affirmative Action Plan, Personnel Rules, the Compensation Policy, and Collective Bargaining Agreements.

The Office of Finance and Administration has made significant contributions to the improved financial condition and internal operations of the City. "City and State" magazine recently named Portland the second best financially managed city in the nation. The creation and implementation of financial policies and financial forecasting and reporting systems have retained the City's Aaa bond rating and led to the creation of a General Reserve Fund to compensate for unexpected financial setbacks and recessions. The City has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the past four years. Further, OF&A has consistently received a Certificate of Achievement in Government Financial Reporting from GFOA over the past decade.

1993 was the first full year of instituting Total Quality Management in OF&A with increased emphasis on customer service and continuous improvement. Accomplishments include first definition and surveys of customers, development of unit mission statements, an unprecedented investment in development of OF&A team members, implementation of a new leadership/management structure and process for the organization.

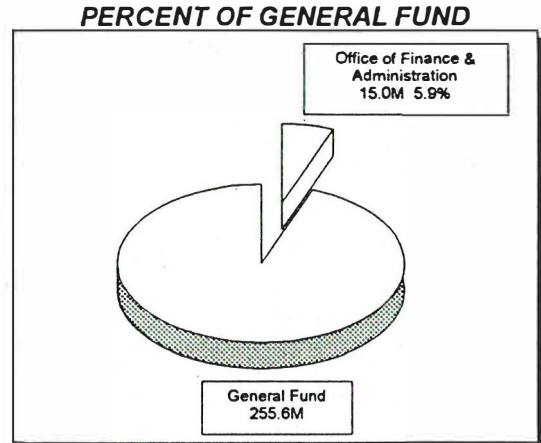
OF&A's vision for the future is that:

OF&A will be an organization that constantly pleases its customers through excellence in all phases of its operations.

The future direction for OF&A is to:

Internally; To create an environment where each team member feels:

- ◆ That their talents are fully valued and used and that they have opportunity for growth.
- ◆ A sense of pride in their contribution to Portland's Government
- ◆ Shared ownership in the City of Portland and responsibility for its success.
- ◆ To create, train and fully empower work-site and cross functional teams that have full capacity to manage their own work



OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94 continued

To empower team members by giving them;

- ◆ Responsibility and authority to directly resolve specific problems that come up in their normal work, and
- ◆ Ability to recommend and implement changes in policies or procedures through their work teams, and
- ◆ Ability to influence the organization's future direction and resource allocations.

Customers

- ◆ To make best use of technology and process re-engineering to provide services that meet the needs of our customers in the cheapest, fastest most efficient manner.
- ◆ To practice continuous improvement by actively listening to our customers and doing our best to meet their needs and desires.
- ◆ To engage in systems and process re-design in order to reduce to a minimum compliance requirements imposed on operating bureaus.
- ◆ To review all current services and retain as mandatory only those that are critical to the integrity of the City. To allow operating bureaus complete discretion in how the remaining services are offered, by contracting with OF&A, by providing the services themselves or through outside contracts.
- ◆ To maintain the integrity of central systems while minimizing control functions or requirements on customers
- ◆ To develop clear multi-year strategic business plans that are driven by trends and customer needs. To use the strategic business plans as a form of contract between OF&A and its customers.
- ◆ To base program and resource decisions on the adopted strategic business plans.

Processes:

- ◆ To fully implement Total Quality Management and Continuous Improvement in OF&A as a means of achieving the Vision and Goals outlined above.

Major changes in the OF&A budget from the current year budget are;

The IBIS Special Appropriation is being closed and the appropriation brought into OF&A to continue funding of the IBIS project manager to assist in system re-engineering efforts in the accounting-related modules. The funding also helps to support increases in the interagencies of Accounting associated with IBIS. Accounting's FY1993-94 budget was submitted at less than current service levels for the Information Systems Services interagency due to savings being estimated at the time of budget preparation last year of City-County consolidation. Accounting was given \$100,000 of one-time dollars when it became evident that consolidation would not occur within earlier established timelines. Consolidation has not yet occurred and the options are being revisited. System and process re-engineering within Accounting are being explored, and it is hoped that the interagency for FY 1995-96 can be reduced by \$50,000 to \$100,000.

Reduction in the Urban Services program of one full-time position and professional services for canvassing services. The program is scheduled to virtually complete east-side annexations during the FY 1994-96 biennium.

OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94 continued

The Portland-Multnomah County Progress Board (Strategic Planning Program) is being transferred to the Mayor's Office. An Intergovernmental Agreement between the City and Multnomah County is being executed, and the County will contribute \$60,000 to the program.

The Administrative Services Director has been eliminated in the FY 1994-95 budget. Since the departure of the incumbent Director in August 1993, OF&A has reviewed the need for this layer of leadership in the organization. A new leadership structure has been put into place, including the Financial Planning and Personnel Directors, the Accounting, Risk, Information Systems Services, Grants, Urban Services, Affirmative Action, Debt, Treasury, Administrative Services Officer, and the OF&A Director.

Savings from the Administrative Services Director position have been allocated to continuing Total Quality Management training, general advice and consultation, and administrative support for the effort in order to ensure the goals and objectives outlined earlier in the text are achieved.

The OF&A work teams identified training as a budget issue for FY 1994-95 and the OF&A Leadership Team ranked it among its top five priorities for reviewing budgets. Internal shifts have been made within virtually all units of OF&A to provide adequate levels of training for team members.

The addition of a full-time Clerical Specialist in Risk Management was approved for FY 1994-95. The cost is split 50-50 between the Workers' Compensation and Insurance and Claims Fund. This position is requested as a one-year add package to accommodate current workload requirements. It is anticipated that efficiencies will be gained as a result of the installation of a Local Area Network during the current year and the process and system redesign as a result of the Quality Improvement being prepared will eliminate the need for the position in FY 1995-96.

The second decision package added a full-time Assistance Risk Specialist (Rehabilitation Specialist) to provide medical case management and facilitate early return to work activity. Additionally, the position will take lead responsibility for reviewing medical billings to ensure accuracy and appropriateness of procedures, and that charges are in line with State standards. It is anticipated that in excess of \$200,000 will be saved as a result of this position. Savings occur from medical bill charges that are found to be inappropriate and/or excessive. Early return to work successes would be eligible for reimbursement of up to 50% of actual wages for a period of three months from the State. Light duty assignments can be identified to keep an employee productive. The employee would continue to receive current wages which potentially are reimbursable up to 50% through the State. Additionally, it will reduce the amount of lost time payments to the employee.

BUDGET DECISIONS FOR 1995-96

	<i>Full-Time Positions</i>	<i>Estimated Cost</i>	
		<i>General Fund Discretionary</i>	<i>Total Cost</i>
Decision Packages for 1995-96 (in constant 1994-95 dollars):			
Risk Clerical Specialist	-1	\$0	(\$34,876)
Total 1995-96 Decision Packages (in constant 1994-95 dollars):	-1	\$0	(\$34,876)
Total 1994-95 Budget	168	\$3,122,621	\$15,049,852
Total 1995-96 Budget (in constant 1994-95 dollars):	168	\$3,021,115	\$14,870,835

MAJOR BUDGET NOTES

None

DESCRIPTION OF PROGRAMS

Administrative Services

This program is composed of the Accounting, Grants Compliance, Information Systems Services and IBIS project management.

Financial Planning

The Bureau of Financial Planning includes the functions of budget development, utility review, long-range forecasting, council support and special projects.

Urban Services

This program is responsible for annexation of unincorporated areas within the adopted Urban Services Boundary to rationalize delivery of services.

Debt Management

This program is responsible for managing the issuance of the City's debt, administering existing debt in compliance with applicable federal, state and City regulations, and to maintain the highest possible credit rating for all debt issues. Additionally, the program manages the City's Capital Budget process.

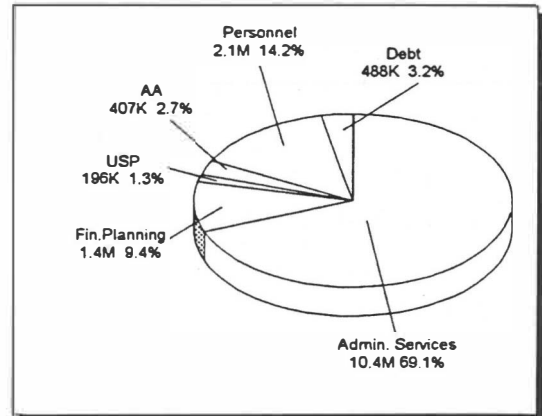
Personnel

The program collaboratively manages the City's hiring, classification, compensation, performance management, employee relations, training and education and personnel transactions, and record-keeping processes through consultation with City operating bureaus.

Affirmative Action

The program provides leadership in carrying out a full program of affirmative action that encourages fair treatment, removes barriers, fosters mutual understanding and respect, and discourages discrimination.

PROGRAM EXPENSES



OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

MANAGEMENT OBJECTIVES (MAJOR PROGRAM DIRECTIONS)

- ◆ Continued implementation of Total Quality Management and Continuous Improvement.
- ◆ Additional skills assessment against TQM competencies and training on problem solving skills and process re-engineering.
- ◆ Dedicate resources to focused internal process analysis and refinement (re-engineering).
- ◆ Completion and implementation of Quality Improvement Plans.
- ◆ Continued dialogue with Customers.
- ◆ Evaluate with Customers those services appropriate for alternative provision. Move to direct billing of non required central services.
- ◆ Development of clear performance benchmarks and regular comparisons against other providers.
- ◆ OF&A-wide review of cost/benefit of document imaging system to reduce costs, improve services to customers and reduce volume of paper.
- ◆ OF&A-wide committee to review LAN needs and combined physical LAN operations in ISSD
- ◆ Review of IBIS systems for software/hardware and work process refinements that can enhance productivity and reduce costs.
- ◆ Focus on training of Customers in new systems as further decentralization occurs.
- ◆ Use process re-engineering in Accounting to cut IBIS costs by \$50,000-\$100,000.
- ◆ Improve decentralized time entry and accounts payable systems
- ◆ Fully implement two year budgeting and begin Comprehensive Organizational Review and Evaluation (CORE) review of selected bureaus.
- ◆ Provide grants training and grants "prospecting" services.
- ◆ Integrate ISSD services to bring comprehensive approach to customer information technology needs. Apply business process re-engineering principles to information system needs.
- ◆ Reduce costs of mainframe systems usage through equipment and software management and re-engineering of business processes.
- ◆ Develop and implement a Comprehensive Human Resources Management Policy
- ◆ Develop and implement a City-Wide Employee Development Policy.
- ◆ Implement Pay for Performance system for non-represented employees.
- ◆ Substantially increase participation in Health and Fitness program
- ◆ Fully implement Capital Planning and Financing System
- ◆ Establish within the 11 major bureaus a Loss Control Service Plan to identify exposures to loss, to review actual losses by source and cause and to recommend a plan for correction.
- ◆ Implement formalized system of quarterly loss control reports tracking bureau progress against loss reduction goals. Implement recognition program for exemplary bureaus.
- ◆ Implement Comprehensive Financial Asset and Liabilities System through collaboration of Debt and Treasury teams.
- ◆ Implement employee Suggestion/Innovations program.
- ◆ Implement employee recognition program

OFFICE OF FINANCE AND ADMINISTRATION (307)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

	<i>Actual</i> FY 1992-93	<i>Revised Budget</i> FY 1993-94	<i>Proposed</i> FY 1994-95	<i>Adopted</i> FY 1994-95
<u>EFFECTIVENESS MEASURES</u>				
General Fund Forecast Within 3% of Actual	2.4%	3%	3%	3%
Accounts Payable Turnaround Time	13	13	10	10
No. Days Following Close of FY to issue CAFR	175	175	170	170
% Reduction in Claims	N/A	15%	15%	15%
Class/Comp Reviews Completed in 30 Days	90%	90%	90%	90%
Length of Time to Establish Eligibility List (in Mos.)	2.0	1.9	1.5	1.5
% Favorable Responses Customer Survey-ISSD	N/A	57%	70%	70%
IBM System Availability	N/A	99%	99%	99%
<u>EFFICIENCY MEASURES</u>				
Personal services costs per exam administered	\$7,406	\$7,480	\$7,486	\$7,486
Personal services costs per classification review	\$634	\$632	\$630	\$630
Personal services costs per training participant	\$5.96	\$5.69	\$6.07	\$6.07
IBM Cost/CPU Second	N/A	\$0.1490	\$0.1490	\$0.1490
VAX Cost/CPU Second	N/A	\$0.1054	\$0.1054	\$0.1054
LANs Supported Per Technician	N/A	6	5	5
PCs Supported Per Technician	N/A	369	250	250
<u>WORKLOAD MEASURES</u>				
Training Participant Hours	11,764	12,000	12,050	12,050
No. Accounting Invoices Processed	90,593	90,000	84,200	84,200
No. Federal Grants With Fiscal Activity	85	63	103	103
Population Added Through Annexation	11,095	10,000	3,000	3,000
Assessed Value Added Through Annexation	\$221.5	\$580.0	\$50.0	\$50.0
No. Bond/Loan/Master Lease Transactions	N/A	N/A	6	6
Investments Managed (Millions)	\$228.1	\$325.0	\$335.0	\$335.0
No. of HUD Quarterly Reviews Completed	4	4	4	4
Bureau AA Compliance Reviews	1	2	7	7
ADA Facility Plan Compliance	N/A	10%	70%	70%
No. Targeted Outreach Activities	220	235	300	300
AA Action Quarterly Status Reports	4	4	4	4
No. AA Training Programs Offered	15	25	30	30

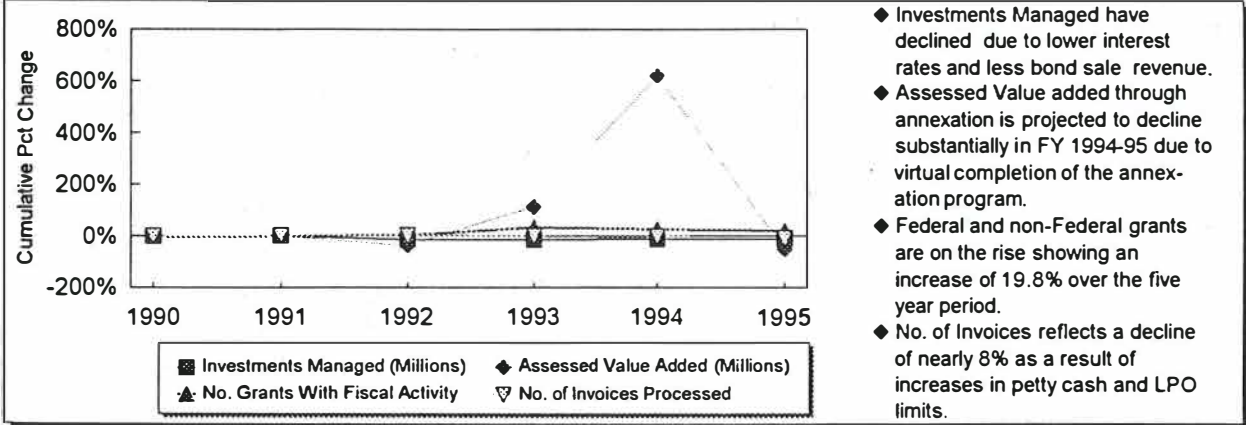
OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

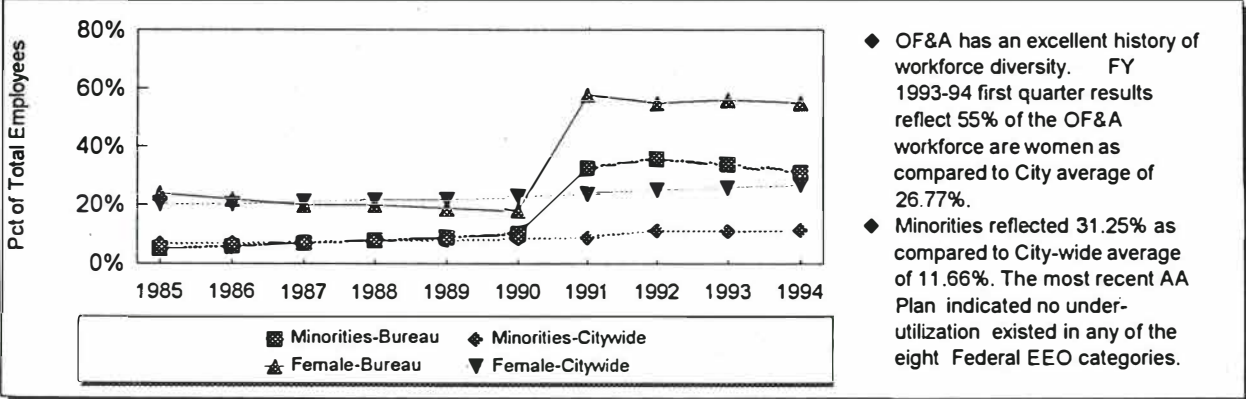
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

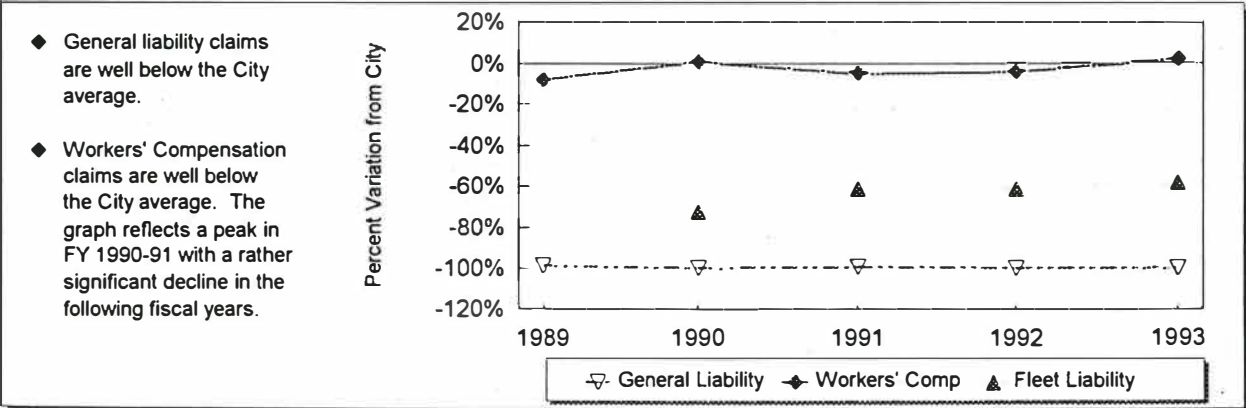
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$4,756,404	\$5,907,478	\$6,477,552	\$6,812,119	\$6,789,548
512000 Part-Time/Limited-Term	109,539	123,829	158,521	127,468	116,182
514000 Overtime	76,333	77,332	67,285	73,469	73,469
515000 Premium Pay	11,700	17,640	8,497	4,975	4,975
517000 Benefits	2,900,960	2,159,219	2,459,955	2,680,686	2,669,175
Total Personal Services	\$7,854,936	\$8,285,498	\$9,171,810	\$9,698,717	\$9,653,349
521000 Professional Services	\$605,407	\$725,451	\$768,929	\$722,325	\$727,183
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	355,916	360,640	44,513	160,158	160,158
524000 Repair & Maintenance	342,354	299,143	263,407	306,339	306,339
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	666,936	736,385	793,354	838,262	836,262
531000 Office Supplies	69,855	79,897	78,827	91,658	90,158
532000 Operating Supplies	71,910	76,896	53,779	51,221	51,221
533000 Repair & Maint. Supplies	50	2	103	8,107	8,107
534000 Minor Equipment	3,884	14,220	5,264	5,463	5,463
535000 Clothing	0	0	0	0	0
539000 Other Commodities	83	26	1,533	1,591	1,591
541000 Education	70,753	92,794	112,952	136,740	136,740
542000 Local Travel	13,130	13,137	17,522	15,230	15,230
543000 Out-of-Town Travel	27,188	33,503	53,495	52,147	52,147
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	65,801	96,695	263,636	145,562	320,057
Subtotal External Materials & Services	\$2,293,267	\$2,528,789	\$2,457,314	\$2,534,803	\$2,710,656
551000 Fleet Services	\$9,269	\$11,230	\$12,577	\$13,890	\$13,890
552000 Printing/Distribution	321,576	327,859	310,997	354,275	345,668
553000 Facilities Services	611,038	680,607	662,294	690,001	690,001
554000 Communications	159,408	199,469	176,451	179,010	177,269
555000 Data Processing	1,101,921	1,300,347	1,132,759	1,228,128	1,228,128
556000 Insurance	201,289	208,727	153,149	140,552	140,552
557000 Equipment Lease	0	15,000	43,078	26,857	26,857
558000 Same Fund Services	21,312	142,113	38,078	24,066	24,066
559000 Other Fund Services	3,240	3,240	3,600	4,800	4,800
Subtotal Internal Materials & Services	\$2,429,053	\$2,888,592	\$2,532,983	\$2,661,579	\$2,651,231
Total Materials & Services	\$4,722,320	\$5,417,381	\$4,990,297	\$5,196,382	\$5,361,887
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	150,229	77,505	37,215	34,616	34,616
Total Capital Outlay	\$150,229	\$77,505	\$37,215	\$34,616	\$34,616
573000 Cash Transfers-Equipment	\$6,000	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$12,733,485	\$13,780,384	\$14,199,322	\$14,929,715	\$15,049,852

OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

FULL-TIME POSITIONS

Class	Title	Actual		Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0831	Director, Finance & Admin	1	1	1	78,977	1	85,217	1	85,217
4167	Resource Development Spec	1	1	0	0	0	0	0	0
3233	Assistant Annexation Coord	1	1	0	0	0	0	0	0
7460	Human Resources Coord. I	1	0	0	0	0	0	0	0
0968	Program Manager I	0	1	2	92,457	2	88,134	2	88,134
0944	Urban Economist	1	1	1	55,770	1	60,176	1	60,176
0943	Economist II	0	0	1	46,061	1	57,537	1	57,537
0942	Economist I	0	1	3	127,268	3	143,996	3	143,996
0900	Staff Assistant	4	0	0	0	1	22,571	0	0
0816	Senior Administrative Specialist	0	4	4	108,660	3	93,299	3	93,299
0815	Administrative Specialist	0	0	0	0	1	24,472	1	24,472
0871	Risk Operations Supervisor	1	0	0	0	0	0	0	0
0856	Workers' Comp. Supervisor	1	0	0	0	0	0	0	0
0854	Liability Claims Supervisor	1	0	0	0	0	0	0	0
0850	Loss Control Supervisor	1	0	0	0	0	0	0	0
0850	Risk Supervisor	0	0	5	255,528	5	268,188	5	268,188
0970	Program Manager II	0	5	0	0	0	0	0	0
0870	Senior Risk Analyst	1	0	0	0	0	0	0	0
0864	Senior Grants Analyst	1	0	0	0	0	0	0	0
0832	Principal Financial Analyst	0	3	3	157,727	3	158,802	3	158,802
0833	Principal Debt Analyst	0	0	1	52,945	1	58,937	1	58,937
0831	Senior Debt Analyst	0	0	2	88,100	2	94,541	2	94,541
0863	Grants Analyst	2	0	0	0	0	0	0	0
0827	Management Analyst	0	0	0	0	0	0	0	0
0827	Financial Analyst	1	4	2	79,727	4	171,613	4	171,613
0862	Deputy Treasurer	1	0	0	0	0	0	0	0
0828	Senior Management Analyst	7	0	0	0	0	0	0	0
0834	Debt Manager	0	1	1	63,893	1	66,169	1	66,169
0828	Senior Financial Analyst	0	4	3	134,092	3	141,619	3	141,619
0860	City Treasurer	1	1	1	65,908	1	69,656	1	69,656
0859	Assistant Claims Technician	2	2	2	52,868	2	54,414	2	54,414
0858	Claims Technician	3	3	3	90,756	3	94,461	3	94,461
0857	Claims Adjuster	4	0	0	0	0	0	0	0
0849	Loss Control Representative	1	0	0	0	0	0	0	0
0964	Program Specialist	0	6	0	0	0	0	0	0
0848	Senior Risk Specialist	0	0	2	76,572	2	90,959	2	90,959
0846	Risk Specialist	0	0	4	153,143	4	168,880	4	168,880
0853	Risk Manager	1	1	1	63,266	1	68,257	1	68,257
0839	Director Admin. Services	1	1	1	74,500	0	0	0	0
0830	Financial Planning Director	1	1	1	73,007	1	77,152	1	77,152
0826	Assistant Management Analyst	2	0	0	0	0	0	0	0
0826	Assistant Financial Analyst	0	1	1	35,397	1	38,193	1	38,193
0819	Administrative Assistant I	2	0	1	27,007	0	0	0	0
0368	Data Entry Coordinator	1	0	0	0	0	0	0	0
0920	Administrative Supervisor I	0	3	3	108,053	3	116,595	3	116,595
0640	Personnel Director	1	1	1	\$71,763	1	71,344	1	71,344
0630	Employee Relations Officer	1	1	1	\$59,487	1	62,870	1	62,870
0625	Recruitment/Selection Manager	1	1	1	\$51,380	1	52,148	1	52,148
0621	Affirmative Action Analyst	1	0	0	0	0	0	0	0
0614	Personnel Analyst III	6	0	0	\$0	0	0	0	0
0614	Human Resources Coordinator	0	4	4	193,609	4	203,943	4	203,943
0612	Personnel Analyst II	8	0	0	0	0	0	0	0
0612	Senior Human Resources Analyst	0	8	9	378,286	9	395,640	9	395,640
0610	Personnel Analyst I	5	0	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		68	61	65	2,916,207	66	3,099,783	65	3,077,212

OFFICE OF FINANCE AND ADMINISTRATION (307)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

FULL-TIME POSITIONS

Class	Title	Actual		Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
TOTALS FROM PREVIOUS PAGE		68	61	65	2,916,207	66	3,099,783	65	3,077,212
0610	Human Resources Analyst	0	7	6	193,609	6	223,067	6	223,067
0609	Personnel Technician	2	0	0	0	0	0	0	0
0962	Assistant Program Specialist	0	2	2	69,112	0	0	0	0
0844	Assistant Risk Specialist	0	0	0	0	3	107,449	3	107,449
0601	Civil Svc. Sec.	1	1	1	37,104	1	40,029	1	40,029
0651	Banking & Investment Analyst	2	2	2	74,876	0	0	0	0
0544	Administrative Services Officer	1	0	0	0	0	0	0	0
0924	Administrative Supervisor II	0	1	1	48,123	1	51,219	1	51,219
0533	Accounting Manager	1	1	1	57,307	1	61,850	1	61,850
0519	General Ledger Supervisor	1	0	0	0	0	0	0	0
0516	Principal Accountant	2	0	0	0	0	0	0	0
0531	Accounting Supervisor III	0	4	4	193,796	4	206,811	4	206,811
0514	Associate Accountant	4	4	3	94,773	3	97,530	3	97,530
0515	Senior Accountant	5	5	5	178,084	5	184,766	5	184,766
0511	Accounts Payable Audit Clerk	1	1	1	26,497	1	27,269	1	27,269
0510	Accounting Assistant	18	17	13	354,842	13	343,390	13	343,390
0390	Computer Operations Supervisor	1	0	0	0	0	0	0	0
2516	Computer Operations Manager	0	1	1	51,632	1	53,891	1	53,891
0384	Technical Services Manager	1	0	0	0	0	0	0	0
0376	Deputy Dir. Systems & Programming	1	0	0	0	0	0	0	0
—	Customer Services Manager	1	0	0	0	0	0	0	0
2552	Senior Information Systems Mgr	0	3	3	180,120	3	188,631	3	188,631
0383	Principal Programmer Analyst	1	0	0	0	0	0	0	0
0380	MIS Analyst	1	0	0	0	0	0	0	0
0374	Systems & Programming Manager	1	0	0	0	0	0	0	0
2546	Information Systems Supervisor	0	3	4	195,865	4	206,413	4	206,413
0379	Assistant MIS Analyst	4	0	0	0	0	0	0	0
2544	Senior MIS Support Analyst	0	2	3	114,741	3	121,459	3	121,459
2542	MIS Support Analyst	0	2	4	140,101	4	152,258	4	152,258
2540	MIS Support Technician	0	1	1	32,768	2	75,669	2	75,669
0382	Senior Systems Programmer	2	0	0	0	0	0	0	0
0381	Systems Programmer	1	0	0	0	0	0	0	0
2522	Senior Systems Programmer	0	3	3	155,711	3	161,673	3	161,673
0375	Computer Services Director	1	0	0	\$0	0	0	0	0
2554	Computer Services Manager	0	1	1	67,254	1	69,656	1	69,656
0373	Senior Programming Analyst	5	0	0	0	0	0	0	0
2534	Senior Programming Analyst	0	6	7	332,706	7	341,812	7	341,812
0372	Programmer Analyst	5	0	0	0	0	0	0	0
2532	Programmer Analyst	0	5	4	141,221	4	151,110	4	151,110
0371	Data Processing Analyst	2	0	0	0	0	0	0	0
2512	Data Processing Analyst/Operator	0	2	2	77,351	1	41,280	1	41,280
0365	Data Processing Technician	3	0	0	0	0	0	0	0
2510	Data Processing Technician	0	4	4	114,768	4	119,987	4	119,987
0345	Word Processing Operator I	1	1	1	25,599	1	26,352	1	26,352
0222	Secretarial Assistant	3	3	2	\$48,860	2	\$52,499	2	\$52,499
0221	Secretarial Clerk II	5	5	6	143,360	6	144,660	6	144,660
0220	Secretarial Clerk I	4	5	4	84,249	3	66,703	3	66,703
0210	Office Clerk	1	1	0	0	0	0	0	0
0140	Data Entry Clerk	4	4	2	68,100	2	47,732	2	47,732
0114	Clerical Specialist	7	10	11	258,816	14	347,171	14	347,171
0110	Clerk 1	1	0	0	\$0	0	0	0	0
0000	IBIS Project Manager	0	1	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		162	169	167	6,477,552	169	6,812,119	168	6,789,548

INFORMATION SYSTEMS SERVICES FUND (711)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Multnomah Co. Cost Sharing</i>	12,056	0	0	0	0
<i>Portland Development Comm.</i>	7,896	7,733	1,078	8,091	8,091
<i>Regional Drug Initiative</i>	0	0	0	120	120
<i>Metro Human Rights Comm.</i>	0	0	0	0	0
<i>Note Sales</i>	179,802	232,139	356,384	137,000	137,000
<i>Interest</i>	\$36,770	\$39,841	\$17,000	\$17,000	\$17,000
<i>Other Misc. Revenues</i>	845	224	0	0	0
Total External Revenues	237,369	279,937	374,462	162,211	162,211
Cash Transfers From Other Funds					
<i>General</i>	0	70,000	12,800	0	0
<i>Transportation</i>	26,318	0	0	0	0
	26,318	70,000	12,800	0	0
Interfund Service Reimbursements					
<i>General</i>	2,063,177	2,543,338	2,385,820	2,437,489	2,437,489
<i>Buildings</i>	96,523	95,065	47,824	57,402	57,402
<i>Cable Commission</i>	0	0	380	339	339
<i>Communication Services</i>	22,912	0	35,210	25,785	25,785
<i>Emergency Communications</i>	17,657	22,437	278,752	317,167	317,167
<i>Facilities Services</i>	0	0	20,384	19,762	19,762
<i>Fire & Police Disability & Retirement</i>	4,988	8,336	6,374	6,804	6,804
<i>Fleet Operating</i>	28,325	0	55,597	53,781	53,781
<i>Golf</i>	1,708	2,409	4,784	4,759	4,759
<i>Hydropower Operating</i>	63	415	537	512	512
<i>Parking Facilities</i>	0	0	1,089	979	979
<i>PIR</i>	295	642	970	934	934
<i>Public Safety Capital</i>	0	137	51,805	0	0
<i>Printing/Distribution</i>	0	0	75,438	130,855	130,855
<i>Sewer System Operating</i>	353,246	118,135	157,484	135,525	135,525
<i>Transportation Operating</i>	106,112	103,274	115,309	111,444	111,444
<i>Water</i>	981,574	948,243	898,336	903,561	903,561
	3,676,580	3,842,431	4,136,093	4,207,098	4,207,098
Beginning Fund Balance	0	319,739	994,126	508,814	508,814
TOTAL RESOURCES	\$3,940,267	\$4,512,107	\$5,517,481	\$4,878,123	\$4,878,123

INFORMATION SYSTEMS SERVICES FUND (711)

FUND SUMMARY

	<i>Actual</i> FY 1991-92	<i>Actual</i> FY 1992-93	<i>Revised Budget</i> FY 1993-94	<i>Proposed</i> FY 1994-95	<i>Adopted</i> FY 1994-95
REQUIREMENTS - AU 550					
<i>External Materials and Svcs</i>	\$36,241	\$25,215	\$42,408	\$0	\$0
<i>Internal Materials and Svcs</i>	\$3,358,208	\$3,160,179	\$3,704,665	\$3,547,952	\$3,547,952
<i>Capital Outlay</i>	\$194,497	\$258,980	\$498,884	\$137,000	\$137,000
Total Bureau Expenses	\$3,588,946	\$3,444,374	\$4,245,957	\$3,684,952	\$3,684,952
Contingency					
<i>General Operating Contingency</i>	0	0	594,503	453,652	453,652
<i>Compensation Adjustments</i>	0	0	73,066	97,875	97,875
	0	0	667,569	551,527	551,527
Cash Transfers to Other Funds					
<i>General Fund-Overhead</i>	0	36,110	58,945	69,067	69,067
<i>Licenses</i>	0	0	50,000	0	0
<i>Sewage System Operating</i>	31,582	5,264	5,264	5,264	5,264
	31,582	41,374	114,209	74,331	74,331
Debt Retirement	0	0	489,746	567,313	567,313
Ending Balance/Reserves	319,739	1,026,359	0	0	0
TOTAL REQUIREMENTS	\$3,940,267	\$4,512,107	\$5,517,481	\$4,878,123	\$4,878,123
Line Item Detail - AU 550					
External Materials and Services					
5450 Interest	\$36,241	\$24,401	\$42,408	\$0	\$0
5490 Miscellaneous Services	0	814	0	0	0
Internal Materials and Services					
5570 Equipment Lease	280,463	0	494,174	0	0
5590 Other Fund Services	3,077,745	3,160,179	3,210,491	3,547,952	3,547,952
Capital Outlay					
5640 Equipment		258,980	117,500	0	0
5660 Equipment Lease Purchase	194,497	0	381,384	137,000	137,000
TOTAL Bureau Expenses	\$3,588,946	\$3,444,374	\$4,245,957	\$3,684,952	\$3,684,952

The Information Systems Services Fund (formerly Computer Services Fund) was established in FY 1991-92 to receive revenues and record expenditures associated with facilitating multi-year funding of major purchases of information system equipment.

The total FY 94-95 budget for the Information Systems Services Fund is \$4,789,097. The Fund is supported by interagency and contract revenue. Interagency revenues for FY 1994-94 total \$4,160,572, a decrease of less than one percent over current year.

INFORMATION SYSTEMS (711)

DEBT SERVICE

Limited Tax Notes

DEBT REDEMPTION SCHEDULE

Beginning in FY 1992-93 this fund budgets for debt service on limited tax general obligation notes issued for computer equipment. Debt service on notes was previously budgeted in the Master Lease Fund, now renamed the Intermediate Debt Service Fund.

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Limited Tax General Obligation Notes							
1991-92	\$180,437		FY 94-95	Variable	\$25,347	\$25,347	\$1,267
1992-93	\$232,139		FY 94-95	Variable	232,139	232,139	11,607
1993-94	\$823,180		FY 94-95	Variable	248,944	248,944	12,447
			FY 95-96	Variable	503,732		25,187
			FY 96-97	Variable	70,504		3,525
					823,180	248,944	41,159
1994-95	\$137,000		FY 95-96	Variable	34,250	0	1,713
			FY 96-97	Variable	102,750		5,138
					137,000	0	6,850
TOTAL Computer Services Fund					\$1,217,666	\$506,430	\$60,883

FEDERAL AND STATE GRANTS FUND (252)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
<i>External Revenue</i>					
<i>Federal Sources</i>					
<i>Grants</i>	5,131,974	7,023,631	19,024,148	5,294,193	5,294,193
<i>Prior Year Unaccrued</i>	\$4,630	\$0	\$0	\$0	\$0
	<u>5,136,604</u>	<u>7,023,631</u>	<u>19,024,148</u>	<u>5,294,193</u>	<u>5,294,193</u>
<i>State Grants</i>	\$90,186	\$163,366	\$403,564	\$2,500	\$2,500
<i>Local Cost Sharing</i>	702,659	266,707	28,983	30,000	30,000
<i>Private Grants/Donations</i>	107,670	125,615	181,476	40,000	40,000
	<u>900,515</u>	<u>555,688</u>	<u>614,023</u>	<u>72,500</u>	<u>72,500</u>
<i>Total External Revenue</i>	<u>\$6,037,119</u>	<u>\$7,579,319</u>	<u>\$19,638,171</u>	<u>\$5,366,693</u>	<u>\$5,366,693</u>
<i>Beginning Balance</i>	0	0	0	0	0
TOTAL RESOURCES	<u>\$6,037,119</u>	<u>\$7,579,319</u>	<u>\$19,638,171</u>	<u>\$5,366,693</u>	<u>\$5,366,693</u>
REQUIREMENTS					
<i>Bureau Expenses</i>					
<i>External Materials & Services</i>	448,450	512,796	9,043,691	0	0
<i>Fund Requirements</i>					
<i>Interfund Cash Transfers</i>					
<i>General Fund - Direct</i>	\$1,632,693	\$2,375,636	\$2,060,591	\$1,026,041	\$1,026,041
<i>General Fund - Indirect</i>	0	0	48,436	40,930	40,930
<i>Buildings</i>	0	10,665	144,410	31,500	31,500
<i>Facilities Services</i>	0	12,029	0	0	0
<i>Transportation</i>	2,322,440	3,004,912	7,233,208	3,191,522	3,191,522
<i>Transportation Construction</i>	(\$22,580)	\$0	0	\$0	\$0
<i>Sewer System</i>	0	416	12,584	0	0
<i>Water</i>	545,937	1,186,858	983,188	1,076,700	1,076,700
<i>Refuse Disposal</i>	870,902	265,690	0	0	0
<i>Sewer System Construction</i>	239,277	210,317	112,063	0	0
	<u>5,588,669</u>	<u>7,066,523</u>	<u>10,594,480</u>	<u>5,366,693</u>	<u>5,366,693</u>
TOTAL REQUIREMENTS	<u>\$6,037,119</u>	<u>\$7,579,319</u>	<u>\$19,638,171</u>	<u>\$5,366,693</u>	<u>\$5,366,693</u>
EXPENDITURES - AU 244					
<i>External Materials and Services</i>					
542600 - Misc Services	448,850	512,796	9,043,691	0	0
TOTAL APPROPRIATION	<u>448,850</u>	<u>512,796</u>	<u>9,043,691</u>	<u>0</u>	<u>0</u>

The Federal/State Grants fund serves as the centralized grant clearing fund for all Federal, State, and foundation grants received by the City of Portland. Funds are received in this fund and transferred to operating bureaus or paid directly to the Portland Development Commission as expenses are incurred. The Approved Budget shows a decrease of \$14.2 million from the funding budgeted in FY 1993-94. This is due to the completion of major Transportation projects which led to a drop of \$4 million in grant funds, as well as the elimination of Federal funds of \$9 million in special housing funding, formerly available for the Portland Development Commission.

HEALTH INSURANCE FUND (701)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
City Contributions	\$9,041,983	\$11,271,748	\$13,249,662	\$13,249,662	\$13,249,662
<i>Transfer of Residual</i>					
Equity: DCTU Health Ins.	\$2,318,213	\$0	\$0	\$0	\$0
Interest	\$223,240	\$301,443	\$284,557	\$465,911	\$465,911
Other Misc. Revenues	1,980,356	1,996,378	1,586,343	1,366,057	1,366,057
	<u>13,563,792</u>	<u>13,569,569</u>	<u>15,120,562</u>	<u>15,081,630</u>	<u>15,081,630</u>
Total External Revenues	13,563,792	13,569,569	15,120,562	15,081,630	15,081,630
Cash Transfers from Other Funds					
<i>Bureau Rate Stabilization</i>					
	0	1,555,356	0	0	0
<i>Fund Name</i>					
	0	0	0	0	0
	<u>0</u>	<u>1,555,356</u>	<u>0</u>	<u>0</u>	<u>0</u>
Beginning Fund Balance	2,917,455	5,693,130	7,113,923	11,647,776	11,647,776
TOTAL RESOURCES	\$16,481,247	\$20,818,055	\$22,234,485	\$26,729,406	\$26,729,406
REQUIREMENTS - AU 465					
External Materials and Svcs					
	\$10,356,247	\$10,954,439	\$12,810,536	\$12,876,433	\$12,876,433
Internal Materials and Svcs					
	\$318,999	\$367,091	\$466,827	\$516,300	\$516,300
Total Bureau Expenses	\$10,675,246	\$11,321,530	\$13,277,363	\$13,392,733	\$13,392,733
Contingency					
<i>General Operating Contingency</i>					
	0	0	8,870,603	13,214,296	13,214,296
<i>Compensation Adjustment</i>					
	0	0	10,003	0	0
	<u>0</u>	<u>0</u>	<u>8,880,606</u>	<u>13,214,296</u>	<u>13,214,296</u>
Cash Transfers to Other Funds					
<i>General Fund-Overhead</i>					
	112,871	83,975	76,516	122,377	122,377
<i>Fund Name</i>					
	0	0	0	0	0
	<u>112,871</u>	<u>83,975</u>	<u>76,516</u>	<u>122,377</u>	<u>122,377</u>
Ending Balance/Reserves	5,693,130	9,412,550	0	0	0
TOTAL REQUIREMENTS	\$16,481,247	\$20,818,055	\$22,234,485	\$26,729,406	\$26,729,406
Line Item Detail - AU 465					
External Materials and Services					
5210 Professional Services	\$536,408	\$614,217	\$701,277	\$679,152	\$679,152
5290 Miscellaneous Services	9,819,839	10,340,222	12,109,259	12,197,281	12,197,281
Internal Materials and Services					
5590 Other Fund Services	318,999	367,091	466,827	516,300	516,300
TOTAL Bureau Expenses	\$10,675,246	\$11,321,530	\$13,277,363	\$13,392,733	\$13,392,733

The Health Insurance Fund is used for payment of medical claims for employees, dependents, retirees, and others who participate in the City's self-insured medical plans. All interest accrued to the Health Fund is available to meet fund obligations. The Health Insurance Fund is administered by the Risk Management Division of the Office of Finance and Administration. The Employee Benefits section of Risk is responsible for managing the City's employee benefit programs including medical, dental, vision, life, supplemental life, long-term disability, and deferred compensation. Benefit programs are offered to employees either on a "fixed" basis or through a cafeteria plan called "Beneflex." Medical Expense Reimbursement (MERP) and Dependent Care Assistance Plan (DCAP) contributions and claims also pass through the Health Fund.

The Health Fund is budgeted at current benefit plan levels. Health Fund expenses include claims, claims administration, premium administration, preferred provider contract fees, utilization management fees, large case management fees, the City's cost for benefits administration and General Fund overhead charges. The MERP and DCAP contributions are made by plan participants. Staff and related materials and services for the fund are budgeted in the Office of Finance and Administration and are reimbursed through an interagency agreement with OF&A General Fund.

The Health Fund is to be maintained with sufficient reserves to pay all plan expenses. The fund reserves include the Incurred But Not Reported (IBNR) claim reserve, and the large claim reserve (for claims in excess of \$100,000 in a plan year). The IBNR requirement is calculated multiplying monthly claims costs by 2.5. The IBNR reserve requirement for FY 1994-95 is \$2,351,884. The large claim reserve is established at \$1,366,892.

The Health Fund is budgeted at current benefit levels. The Joint Management Labor Committee is required to make plan changes by March 1 each year.

INSURANCE AND CLAIMS (708)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
<i>Interest</i>	\$238,484	\$183,661	\$166,434	\$170,124	\$170,124
<i>Other Misc. Revenues</i>	73,051	55,602	39,009	43,529	43,529
Total External Revenues	311,535	239,263	205,443	213,653	213,653
Interfund Service Reimbursements					
<i>General</i>	1,694,226	2,164,792	2,120,303	2,345,472	2,345,472
<i>Auto Port Operating</i>	5,626	4,073	0	0	0
<i>Buildings</i>	76,394	88,407	86,351	98,825	98,825
<i>Cable Commission</i>	0	0	1,522	1,372	1,372
<i>Communication Services</i>	10,171	13,086	13,956	20,613	20,613
<i>Emergency Communications</i>	54,294	88,629	83,430	70,479	70,479
<i>Facilities Services</i>	0	0	0	40,311	40,311
<i>Fleet Operating</i>	31,225	40,602	34,336	35,086	35,086
<i>Golf</i>	14,802	18,281	29,559	17,530	17,530
<i>Hydropower Operating</i>	23,818	23,833	15,089	25,024	25,024
<i>Parking Facilities</i>	12,343	13,961	23,906	0	0
<i>PIR</i>	13,427	12,382	0	17,967	17,967
<i>Portland Building Operating</i>	30,128	35,797	13,935	0	0
<i>Printing/Distribution</i>	15,320	19,562	13,814	14,714	14,714
<i>Sewer System Operating</i>	190,393	255,091	225,069	230,387	230,387
<i>Transportation Operating</i>	408,606	580,291	496,918	539,376	539,376
<i>Water</i>	269,354	336,998	329,938	402,261	402,261
	2,850,127	3,695,785	3,488,126	3,859,417	3,859,417
Beginning Fund Balance	3,960,522	3,844,464	4,160,848	4,253,091	4,253,091
TOTAL RESOURCES	\$7,122,184	\$7,779,512	\$7,854,417	\$8,326,161	\$8,326,161
REQUIREMENTS - AU 572					
External Materials and Svcs	\$1,923,941	\$1,617,458	\$2,018,103	\$2,524,095	\$2,524,095
Internal Materials and Svcs	\$1,260,058	\$1,364,736	\$1,423,846	\$1,498,730	\$1,498,730
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$3,183,999	\$2,982,194	\$3,441,949	\$4,022,825	\$4,022,825
Contingency					
<i>General Operating Contingency</i>	0	0	4,290,882	4,202,480	4,202,480
<i>Compensation Adjustments</i>	0	0	30,381	0	0
	0	0	4,321,263	4,202,480	4,202,480
Cash Transfers to Other Funds					
<i>General Fund-Overhead</i>	91,642	59,777	91,205	100,856	100,856
<i>General Fund</i>	2,079	0	0	0	0
	93,721	59,777	91,205	100,856	100,856
Ending Balance/Reserves	3,844,464	4,737,541	0	0	0
TOTAL REQUIREMENTS	\$7,122,184	\$7,779,512	\$7,854,417	\$8,326,161	\$8,326,161

INSURANCE AND CLAIMS (708)**FUND SUMMARY**

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Line Item Detail - AU 572</i>					
<i>External Materials and Services</i>					
5210 Professional Services	\$276,884	\$71,960	\$102,000	\$102,000	\$102,000
5290 Miscellaneous Services	1,647,057	1,545,498	1,916,103	2,422,095	2,422,095
<i>Internal Materials and Services</i>					
5590 Other Fund Services	1,260,058	1,364,736	1,423,846	1,498,728	1,498,728
	(215,420)				
<i>TOTAL Bureau Expenses</i>	\$3,183,999	\$2,982,194	\$3,441,949	\$4,022,823	\$4,022,823

The Insurance and Claims Fund is responsible for providing all bureaus with loss control services and risk management support, as well as for reviewing all fleet and general liability claims and negotiating settlements. The fund also supports management of the City's commercial insurance portfolio. Staff and related materials and services are budgeted in the Office of Finance and Administration (OF&A) appropriation unit in the General Fund, and the Insurance and Claims Fund reimburses the General Fund through an inter-agency agreement.

Expenditures in the fund are primarily for claims payments, which are budgeted at \$2,778,686 for FY 1994-95, an increase of \$472,736 over that budgeted for FY 93-94. Projected claims are based upon the level submitted by the independent actuarial study completed for the period ending June 30, 1993. The primary resource to this fund is from interagency charges to City bureaus. Overall, interagency charges are increasing by \$371,293.

The reserve requirement assumed within this budget is based upon the last 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., 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 that the fund earns interest on fund balances. The FY 1994-95 interagency calculation uses a \$4,934,796 liability reserve requirement pursuant to the June 30, 1993 actuarial estimated at the discounted "expected" confidence level. FY 94-95 is the first year of a three-year reserve catch-up plan to reach the reserve target.

INTERMEDIATE DEBT FUND (702)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
Revenue					
Miscellaneous Revenues	\$245,340	\$0	\$0	\$0	\$0
Transfers from Other Funds-Service Reimbursements					
<i>General</i>					
Fire Bureau	1,223,111	775,280	1,104,096	1,062,259	1,062,259
Parks Bureau	40,674	112,835	171,579	270,405	270,405
Police Bureau	0	13,389	101,114	114,245	114,245
OF&A	90,607	15,000	43,078	26,857	26,857
Auditor	0	0	3,000	19,840	19,840
General Fund	0	6,402	0	0	0
GF / Gresham Loan	0	0	0	0	425,325
Total General	1,354,392	922,906	1,422,867	1,493,606	1,918,931
Transportation Operating	310,912	218,193	126,760	240,494	240,494
Fleet Operating	2,206	0	0	0	0
Communcations Services	280,463	0	0	0	0
Computer Services	0	0	391,174	0	0
Beginning Fund Balance	1	245,341	0	0	0
TOTAL RESOURCES	\$2,193,314	\$1,386,440	\$1,940,801	\$1,734,100	\$2,159,425
REQUIREMENTS					
External Materials and Services					
Interest	\$95,005	\$90,310	\$236,230	\$0	\$0
Other Requirements					
Debt Retirement	1,852,968	197,122	1,704,571	1,556,029	1,956,029
Interest	0	0	0	178,071	203,396
Ending Fund Balance					
Unappropriated Ending Balance	245,341	1,099,008	0	0	0
TOTAL REQUIREMENTS	\$2,193,314	\$1,386,440	\$1,940,801	\$1,734,100	\$2,159,425
EXPENDITURES - AU 782					
External Materials and Services					
5450 Interest	\$95,005	\$90,310	\$236,230	\$0	\$0
Other Requirements					
5781 Bonded Debt Retirement	1,852,968	197,122	1,704,571	1,556,029	1,956,029
5788 Interest	0	0	0	178,071	203,396
TOTAL APPROPRIATION	\$1,947,973	\$287,432	\$1,940,801	\$1,734,100	\$2,159,425

The Intermediate Debt Fund pays principal and interest for governmental fund types on Limited Tax General Obligation Notes and Certificate of Participation issued to finance purchases of equipment and facilities. In addition, the City issued Full Faith and Credit Obligations in FY 93-94 to finance purchases of equipment and facilities.

INTERMEDIATE DEBT FUND (702)

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

In FY 91-92 the Facilities Acquisition Fund was combined with the Equipment Acquisition Fund, and in FY 1992-93 this combined fund was renamed the INTERMEDIATE DEBT SERVICE FUND. This fund pays debt service on Certificates of Participation and Limited Tax General Obligation Notes issued to finance purchases of City equipment and facilities. Prior to FY 91-92 all debt service payments were made from this fund. Beginning in FY 1991-92 debt service is paid directly by the fund incurring the obligation UNLESS that fund is a General Governmental Fund Type, in which case debt service continues to be paid from the Intermediate Debt Service Fund.

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Agency Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Limited Tax General Obligation Notes							
1991-92	\$385,195	Police	FY 94-95	Variable	\$99,208	\$99,208	\$4,960
			FY 95-96	Variable	95,680		4,784
			FY 96-97	Variable	105,852		5,293
TOTAL 1991-92 Limited Tax General Obligation Notes					\$300,740	\$99,208	\$15,037
1992-93	\$652,478	Fire	FY 94-95	Variable	\$156,382	\$156,382	\$7,819
	\$525,613	Parks	FY 94-95	Variable	186,963	186,963	9,348
			FY 95-96	Variable	158,126		7,906
					345,089	186,963	17,254
	\$301,485	Trans.	FY 94-95	Variable	146,903	146,903	7,345
TOTAL 1992-93 Limited Tax General Obligation Notes					\$648,374	\$490,248	\$32,419
1993-94	\$734,571	Fire	FY 94-95	Variable	\$706,609	\$706,609	\$28,880
			FY 95-96	Variable	27,962		1,398
					734,571	706,609	30,279
	\$110,500	Trans.	FY 94-95	Variable	36,833	36,833	1,842
			FY 95-96	Variable	36,833		1,842
			FY 96-97	Variable	36,834		1,842
					110,500	36,833	5,525
	\$81,768	Parks	FY 96-97	Variable	20,442	20,442	924
					20,442		924
					20,442		924
					20,442		926
					81,768	20,442	3,698

INTERMEDIATE DEBT FUND (702) - continued

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Agency Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
	\$50,570	OF&A	FY 94-95	Variable	24,346	24,346	1,217
			FY 95-96	Variable	26,224		1,293
					<u>50,570</u>	<u>24,346</u>	<u>2,511</u>
	\$66,131	Auditor	FY 94-95	Variable	\$16,533	\$16,533	\$827
			FY 95-96	Variable	16,533		827
			FY 96-97	Variable	16,533		827
					<u>16,533</u>		<u>827</u>
					<u>66,132</u>	<u>16,533</u>	<u>3,307</u>
TOTAL 1993-94 Limited Tax General Obligation Notes					<u>\$1,043,541</u>	<u>\$804,763</u>	<u>\$45,319</u>
1994-95	\$130,000	Trans.	FY 94-95	Variable	\$26,000	\$26,000	\$1,300
			FY 95-96	Variable	26,000		1,300
			FY 96-97	Variable	26,000		1,300
			FY 97-98	Variable	26,000		1,300
			FY 98-99	Variable	26,000		1,300
					<u>130,000</u>	<u>26,000</u>	<u>6,500</u>
	\$805,255	Fire	FY 95-96	Variable	805,255	0	40,263
TOTAL 1994-95 Limited Tax General Obligation Notes					<u>\$935,255</u>	<u>\$26,000</u>	<u>\$46,763</u>
TOTAL Limited Tax General Obligation Notes					<u>\$2,927,910</u>	<u>\$1,420,219</u>	<u>\$139,538</u>
Full Faith & Credit Obligations							
Series 1993 B	\$699,950	Fire	04/01/95	3.000%	\$95,750	\$95,750	\$2,873
			04/01/96	3.250%	100,750		3,274
			04/01/97	3.450%	102,775		3,546
			04/01/98	3.650%	106,825		3,899
			04/01/99	3.750%	108,850		4,082
			04/01/00	3.900%	45,000		1,755
			04/01/01	4.000%	45,000		1,800
			04/01/02	4.100%	45,000		1,845
			04/01/03	4.150%	50,000		2,075
					<u>699,950</u>	<u>95,750</u>	<u>25,149</u>

INTERMEDIATE DEBT FUND (702) - continued

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Agency Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Series 1993 B	\$125,136	Parks	04/01/95	3.000%	\$23,760	\$23,760	\$713
			04/01/96	3.250%	23,760		772
			04/01/97	3.450%	24,552		847
			04/01/98	3.650%	26,136		954
			04/01/99	3.750%	26,928		1,010
					125,136	23,760	4,296
	\$50,876	Trans.	04/01/95	3.000%	9,660	9,660	290
			04/01/96	3.250%	9,660		314
			04/01/97	3.450%	9,982		344
			04/01/98	3.650%	10,626		388
			04/01/99	3.750%	10,948		411
					50,876	9,660	1,747
	\$1,200,000	GF/Gres	04/01/95	3.000%	400,000	400,000	12,000
			04/01/96	3.250%	410,000		13,325
					810,000	400,000	25,325
TOTAL Full Faith & Credit Obligations					\$1,685,962	\$529,170	\$56,516
State Energy Loan Program (SELP)							
Buckman Center		Parks	03/01/95	8.000%	\$469	\$469	\$37
			03/01/96	8.000%	506		40
			03/01/97	8.000%	547		44
			03/01/98	8.000%	590		47
			03/01/99	8.000%	638		51
			03/01/00	8.000%	689		55
			03/01/01	8.000%	744		59
			03/01/02	8.000%	803		64
			03/01/03	8.000%	867		69
			03/01/04	8.000%	937		75
			03/01/05	8.000%	1,012		81
			03/01/06	8.000%	1,092		87
			TOTAL Buckman Center SELP Loan				

INTERMEDIATE DEBT FUND (702) - continued

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Agency Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Multnomah Center		Parks	06/01/95	7.500%	\$4,839	\$4,839	\$356
			06/01/96	7.500%	5,215		383
			06/01/97	7.500%	5,620		413
			06/01/98	7.500%	6,056		445
			06/01/99	7.500%	6,526		479
			06/01/00	7.500%	7,033		517
			06/01/01	7.500%	7,579		557
			06/01/02	7.500%	8,167		600
			06/01/03	7.500%	8,801		647
			06/01/04	7.500%	9,484		697
			06/01/05	7.500%	10,220		751
			06/01/06	7.500%	11,013		809
			06/01/07	7.500%	11,870		873
			05/31/08	7.500%	5,966		439
			TOTAL Multnomah Center SELP Loan				
TOTAL State Energy Loan Program Loan					\$117,279	\$5,308	\$8,677
TOTAL Intermediate Debt Service Fund					\$4,731,152	\$1,954,696	\$204,729

SHORT-TERM DEBT INTEREST AND SINKING FUND (301)

FUND SUMMARY

	<i>Actual FY 91-92</i>	<i>Actual FY 92-93</i>	<i>Revised Budget FY 93-94</i>	<i>Proposed FY 94-95</i>	<i>Adopted FY 94-95</i>
RESOURCES					
<i>Revenue</i>					
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	\$14,339	\$12,033	\$500,000	\$0	\$0
<i>Transfers from Other Funds-Cash</i>					
<i>General</i>	0	0	10,000,000	0	0
<i>Beginning Fund Balance</i>	245,261	259,600	0	276,384	276,384
TOTAL RESOURCES	\$259,600	\$271,633	\$10,500,000	\$276,384	\$276,384
REQUIREMENTS					
<i>Expenditures</i>					
<i>External Materials & Services</i>	\$0	\$0	\$500,000	\$0	\$0
<i>Other Requirements</i>					
<i>Transfer to General Fund</i>	0	0	0	276,384	276,384
<i>Debt Retirement</i>	0	0	10,000,000	0	0
<i>Ending Fund Balance</i>					
<i>Unappropriated Ending Balance</i>	259,600	271,633	0	0	0
TOTAL REQUIREMENTS	\$259,600	\$271,633	\$10,500,000	\$276,384	\$276,384
EXPENDITURES - AU 755					
<i>External Materials and Services</i>					
<i>5450 Interest</i>	\$0	\$0	\$500,000	\$0	\$0
<i>Other Requirements</i>					
<i>5753 Transfer to General Fund</i>	0	0	0	276,384	276,384
<i>5781 Bonded Debt Retirement</i>	0	0	10,000,000	0	0
TOTAL APPROPRIATION	\$0	\$0	\$10,500,000	\$276,384	\$276,384

This fund has been used in the past to pay principal and interest on short-term notes issued to cover General Fund cash flow requirements. Presently, this fund is not needed because the City's Reserve Fund provides adequate cash, eliminating the need to borrow funds. In FY1994-95, fund balance will be transferred to the General Fund.

WORKERS' COMPENSATION FUND (709)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenues					
<i>Miscellaneous Revenues</i>					
Interest	\$469,108	\$301,443	\$334,810	\$425,198	\$425,198
Other Misc. Revenues	225,670	310,569	151,529	161,778	161,778
Total External Revenues	694,778	612,012	486,339	586,976	586,976
Interfund Service Reimbursements					
General	1,527,115	1,653,530	1,555,958	1,544,526	1,544,526
Buildings	129,649	120,880	108,705	95,764	95,764
Cable Commission	0	0	4,409	2,864	2,864
Communication Services	18,213	24,103	22,098	18,880	18,880
Emergency Communications	134,687	180,358	266,491	198,227	198,227
Facilities Services	23,274	38,878	43,756	39,581	39,581
Fleet Operating	127,076	145,635	135,943	104,008	104,008
Golf	45,930	55,344	41,772	28,149	28,149
Hydropower Operating	6,127	4,688	4,236	2,705	2,705
Parking Facilities	0	0	0	0	0
PIR	6,023	7,323	6,128	5,173	5,173
Printing/Distribution	33,489	45,097	40,065	30,767	30,767
Sewer System Operating	407,675	375,963	333,142	236,923	236,923
Transportation Operating	1,076,402	1,084,961	1,103,556	829,220	829,220
Water	734,478	961,594	946,594	511,944	511,944
	4,270,138	4,698,354	4,612,853	3,648,731	3,648,731
Beginning Fund Balance	6,010,800	7,645,410	8,370,248	10,629,943	10,629,943
TOTAL RESOURCES	\$10,975,716	\$12,955,776	\$13,469,440	\$14,865,650	\$14,865,650
REQUIREMENTS - AU 577					
External Materials and Svcs	\$2,203,635	\$2,362,217	\$3,139,875	\$2,617,755	\$2,617,755
Internal Materials and Svcs	\$1,019,168	\$1,208,078	\$1,306,071	\$1,433,665	\$1,433,665
Capital Outlay	\$4,925	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$3,227,728	\$3,570,295	\$4,445,946	\$4,051,420	\$4,051,420
Contingency					
General Operating Contingency	0	0	8,874,732	10,699,842	10,699,842
Compensation Adjustments	0	0	29,695	0	0
	0	0	8,904,427	10,699,842	10,699,842
Cash Transfers to Other Funds					
General Fund-Overhead	100,239	83,975	119,067	114,388	114,388
General Fund	2,339	0	0	0	0
	102,578	83,975	119,067	114,388	114,388
Ending Balance/Reserves	7,645,410	9,301,506	0	0	0
TOTAL REQUIREMENTS	\$10,975,716	\$12,955,776	\$13,469,440	\$14,865,650	\$14,865,650

WORKERS' COMPENSATION FUND (709)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Line Item Detail - AU 577</i>					
<i>External Materials and Services</i>					
5210 Professional Services	\$252,554	\$92,812	\$89,000	\$89,000	\$89,000
5290 Miscellaneous Services	1,944,408	2,269,349	3,050,875	2,528,755	2,528,755
5490 Miscellaneous Services	6,673	56	0	0	0
<i>Internal Materials and Services</i>					
5590 Other Fund Services	1,019,168	1,208,078	1,306,071	1,433,665	1,433,665
<i>Capital Outlay</i>					
5460 Equipment	4,925	0	0	0	0
	918,405				
<i>TOTAL Bureau Expenses</i>	<i>\$3,227,728</i>	<i>\$3,570,295</i>	<i>\$4,445,946</i>	<i>\$4,051,420</i>	<i>\$4,051,420</i>

The Workers' Compensation Fund supports management of the Workers' Compensation self-insurance program and loss control services to minimize occupational injury and illness. As in previous years, the Employee Assistance Program (EAP) and the Health and Fitness 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.

Expenditures in the fund are primarily for claims payments, which are budgeted at \$2,431,019 for FY 1994-95, a decrease of \$542,616 from the current year budget. Projected claims are based upon the level estimated by the independent actuarial study completed for the period ending June 30, 1993. The primary resource to this fund is from interagency charges to City bureaus. Overall interagency charges are decreasing by \$965,623 from Revised FY 1993-94 charges.

The reserve requirement assumed within this budget is based upon 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., 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 \$8,204,891 per the June 30, 1993 actuarial estimate at the discounted 75% confidence level. FY 1994-95 is the first year of a three-year reserve roll-back plan to reach the reserve target.

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$7,554,891	\$7,886,459	\$8,208,461	\$8,862,130	\$8,860,903
External Materials & Svcs.	14,631,526	15,595,701	15,259,385	16,748,242	16,706,722
Internal Materials & Svcs.	4,190,698	4,677,660	3,975,518	3,710,659	3,761,803
Minor Capital Outlay	6,498,761	6,243,139	13,455,938	9,266,942	9,245,942
Cash Transfers-Equipment	18,000	0	339,994	14,000	14,000
Total Operating Budget	\$32,893,876	\$34,402,959	\$41,239,296	\$38,601,973	\$38,589,370
Capital Improvements	1,822,505	12,571,756	15,228,246	3,423,731	4,293,358
TOTAL BUREAU EXPENSES	\$34,716,381	\$46,974,715	\$56,467,542	\$42,025,704	\$42,882,728
Allocated Overhead Costs			1,469,794	1,737,873	1,737,873
Total Cost with Allocated Overhead			\$57,937,336	\$43,763,577	\$44,620,601
Authorized Full-Time Positions					
Total	158	160	161	165	165
SOURCE OF FUNDING					
General Fund (101)		\$1,234,859	\$1,202,590	\$1,223,917	\$1,223,917
Printing/Distribution Services Fund (706)		4,721,973	4,689,165	5,248,920	5,241,014
Facilities Services Fund (704)		12,364,247	14,721,046	8,384,969	9,076,499
Justice Center Fund (704)		1,076,231	0	0	0
Fleet Services Fund (705)		13,156,315	20,389,178	15,148,920	15,127,920
Communications Services Fund (707)		9,946,049	10,791,252	8,224,445	8,224,445
Parking Facilities (159)		3,860,222	3,104,173	3,105,893	3,261,413
Autoport (158)		614,819	1,570,138	688,640	727,520
Types of General Fund Resources:					
Discretionary General Fund		(88)	0	0	0
Non-Discretionary Revenues					
Interagency Services		1,233,035	1,202,086	1,223,917	1,223,917
Bureau Program Revenue		1,912	0	0	0
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		1,234,947	1,202,086	1,223,917	1,223,917
Total General Fund Resources		\$1,234,859	\$1,202,086	\$1,223,917	\$1,223,917
Total Funding		\$46,974,715	\$56,467,542	\$42,025,704	\$42,882,728
ADMINISTRATIVE SERVICES					
Administrative Services		\$1,234,859	\$1,202,590	\$1,223,917	\$1,223,917
Positions		18.0	18.0	18.0	18.0
PRINTING/DISTRIBUTION SERVICES					
Operations		\$437,401	\$515,191	\$699,284	\$699,284
Positions		3.7	3.4	3.4	3.4
Copy Services		450,526	560,489	539,661	539,661
Positions		1.1	1.7	1.2	1.2
Microfilm		155,444	164,554	178,347	178,347
Positions		2.0	2.0	2.0	2.0
Duplicating		2,197,841	2,113,518	2,373,105	2,365,199
Positions		13.2	13.4	13.4	13.4

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>PRINTING/DISTRIBUTION SERVICES (continued)</u>					
Distribution		1,480,761	1,335,413	1,449,623	1,449,623
<i>Positions</i>		7.0	6.5	7.0	7.0
New Equipment		0	0	8,900	8,900
<i>Positions</i>		0.0	0.0	0.0	0.0
<u>FACILITIES SERVICES</u>					
Property Management		302,409	220,997	140,621	140,621
<i>Positions</i>		2.6	2.6	1.6	1.6
Project Management		6,864,379	9,471,176	2,140,856	2,814,856
<i>Positions</i>		4.6	5.6	5.6	5.6
Facilities Maintenance		5,197,459	5,028,873	6,103,492	6,121,022
<i>Positions</i>		14.8	14.8	15.8	15.8
<u>JUSTICE CENTER</u>					
Police Operations		1,076,231	0	0	0
<i>Positions</i>		0.0	0.0	0.0	0.0
<u>FLEET SERVICES</u>					
Administration		690,374	681,808	698,360	698,360
<i>Positions</i>		9.6	10.1	8.6	8.6
Fuel Management		0	0	324,683	324,683
<i>Positions</i>		0.0	0.0	0.5	0.5
Repair & Maintenance		5,495,177	6,793,796	6,008,013	6,008,013
<i>Positions</i>		50.8	49.8	50.0	50.0
Body & Paint		555,892	676,359	637,956	637,956
<i>Positions</i>		6.1	6.1	6.1	6.1
Fabrication		537,845	526,125	575,642	575,642
<i>Positions</i>		6.1	6.1	6.1	6.1
Motorpool		76,449	90,000	73,805	73,805
<i>Positions</i>		1.0	1.0	0.8	0.8
Lease Equipment		343,933	482,918	367,994	367,994
<i>Positions</i>		1.0	0.0	0.0	0.0
Capital Replacement		5,352,692	10,365,704	5,556,051	5,535,051
<i>Positions</i>		1.3	0.8	1.8	1.8
Police Undercover Account		37,111	3,912	30,641	30,641
<i>Positions</i>		0.1	0.1	0.1	0.1
Cash Transfers		66,842	768,556	875,775	875,775
<i>Positions</i>		0.0	0.0	0.0	0.0
<u>COMMUNICATIONS SERVICES</u>					
Electronic Maintenance		1,190,060	1,366,483	2,724,664	2,724,664
<i>Positions</i>		10.0	11.0	14.4	14.4
Administration/Electronic Engineering		233,317	247,229	325,782	325,782
<i>Positions</i>		2.0	2.0	3.6	3.6
Telecommunications		3,090,349	2,666,908	3,222,220	3,222,220
<i>Positions</i>		4.0	5.0	5.0	5.0

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>COMMUNICATIONS SERVICES (continued)</u>					
Cash Transfers		134,260	420,421	763,979	763,979
<i>Positions</i>		0.0	0.0	0.0	0.0
Replacement Equipment		5,298,063	6,090,211	1,187,800	1,187,800
<i>Positions</i>		1.0	1.0	0.0	0.0
<u>PARKING FACILITIES</u>					
Parking Operations		2,485,643	2,670,476	2,806,496	2,962,016
<i>Positions</i>		0.0	0.0	0.0	0.0
Commercial Space		1,374,579	433,697	253,923	253,923
<i>Positions</i>		0.0	0.0	0.0	0.0
Goose Hollow		0	0	45,474	45,474
<i>Positions</i>		0.0	0.0	0.0	0.0
<u>AUTOPORT</u>					
Parking Operations		581,539	1,516,834	663,051	701,931
<i>Positions</i>		0.0	0.0	0.0	0.0
Commercial Space		33,280	53,304	25,589	25,589
<i>Positions</i>		0.0	0.0	0.0	0.0
TOTAL PROGRAMS		\$46,974,715	\$56,467,542	\$42,025,704	\$42,882,728
<i>Positions</i>		160	161	165	165

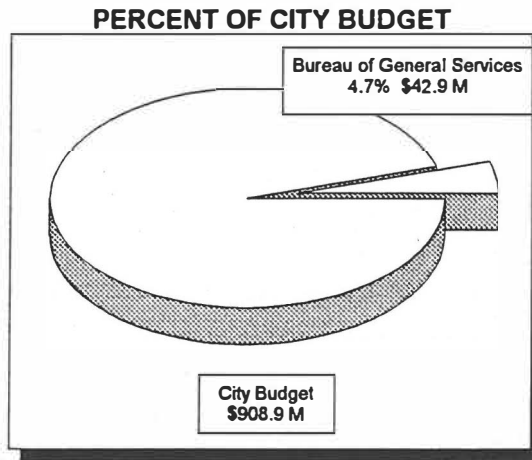
GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94



The Bureau of General Services (BGS) provides centralized services in support of most every other City fund and bureau. General Services is comprised of five divisions: Administrative Services, Communications Services, Printing and Distribution Services, Fleet Services and Facilities Services. The Administrative Services Division is budgeted within the General Fund while the other divisions are budgeted in their own working capital funds. Administrative Services is supported entirely by interagency charges to the funds managed by BGS, and receives no General Fund discretionary dollars.

The Administrative Services Division has management responsibility for and provides support to the four other BGS divisions. Administrative Services also manages the Parking Facilities and Autoport funds, which provide services to both City bureaus and the public. The parking funds are within the Transportation and Parking service area. In addition they manage the Special Downtown Services Special Appropriation.

The total BGS budget for FY 1994-95 is \$42,882,728. A total of 165 positions are budgeted within BGS, which is the same as FY 1993-94. Significant changes in the BGS budget include the proposed City Hall rehabilitation project and the proposed Police precinct projects.

Printing and Distribution Services will see their 4th consecutive year where major rates have not increased and other rates are below the rate of inflation - a fact which has been very beneficial for their customers. This favorable history has been made possible in part by the Gainshare program, which has contributed to a significant increase in productivity. In FY 1994-95 they will provide digital format printing technology, which will offer significant 1st generation quality improvements at a reduced cost.

Fleet Services has completed installation of its Vehicle Information System. This new management tool will allow the division to manage its staffing, inventory and capital costs more efficiently, which in turn will make it possible to provide its services with rate increases well below the rate of inflation.

Facilities Services proposed that rental rates for Police facilities and the Records Center include a component for major maintenance. This will be phased in over two fiscal years beginning in FY 1995-96. This will allow Facilities Services to budget this important work on a regularly scheduled basis, and thus maintain the City's investment in these expensive facilities.

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

The "Smart Park" marketing campaign has already more than doubled the rate of growth in the City owned parking garages. FY 1994-95 will see those new customers established as regular customers, with the higher rate of growth continuing at its current level. In addition the Bureau will add a program to provide improved parking and validations services for business customers in the downtown area.

BUDGET DECISIONS FOR 1995-96

	<i>Full-Time Positions</i>	<i>Estimated Cost</i>	
		<i>General Fund Discretionary</i>	<i>Total Cost</i>
<i>Decision Packages for 1995-96 (in constant 1994-95 dollars):</i>			
◆ Capital Improvement Projects in Facilities Services Fund	0	\$0	\$576,130
◆ Capital Improvement Projects in Communications Services Fund	0	0	130,000
<i>Total 1995-96 Decision Packages (in constant 1994-95 dollars):</i>	0	\$0	\$706,130
<i>Total 1994-95 Budget</i>	165	\$0	\$42,882,728
<i>Total 1995-96 Budget (in constant 1994-95 dollars):</i>	165	\$0	\$43,588,858

Other Budget Decisions for 1995-96:

None

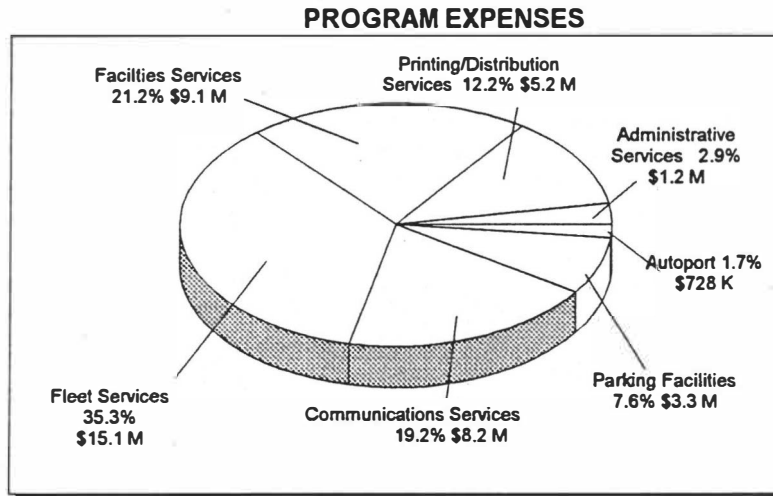
GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS



Administrative Services:

This division provides centralized services in support of other BGS Divisions and funds. Responsibilities include budgeting, reporting, fund management, rate preparation, interagency agreements, financial analysis, accounting, clerical support, and payroll. In addition this division manages the 7 City owned "Smart Park" garages. A total of 18 positions are included within this program.

Communications Services:

The Communications Services Division designs, purchases, installs and maintains all communications and electronic systems for the City, including radios, pagers, telephones, television and video equipment, cellular telephones, sirens, microwave and antennas, and transmission towers. A total of 23 positions are within this division. The Communications Services Division is supported via interagency charges to all user bureaus and by service charges to a significant number of neighboring public service agencies. Major program areas include:

- a. **Electronic Maintenance.** This section repairs and installs all of the City's electronic and communications equipment except computers. This work is done both on the customer's site, with 24 hour on-call personnel, and in the newly built electronic maintenance shop co-located with the 911 Emergency Communications Center.
- b. **Electronic Engineering and Administration.** This section provides communications consulting services to the other bureaus of the City. This includes radio communications, data transmissions, microwave, remote control television surveillance, fire cable network, fiber optics, telemetry, and audio systems. This section also provides general administration of the division.
- c. **Telecommunications.** This section provides telephone services to other bureaus in the areas of consulting and design of networks and telephone systems, day-to-day coordination of service requests and purchase, installation and maintenance of telecommunication equipment.

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

- d. Other programs include Cash Transfers and Replacement Equipment which maintain funds for the purchase of new and replacement electronic equipment.

Facilities Services:

The Facilities Services Division manages most of the City's real property, provides construction planning and management services to most City bureaus, and is responsible for the upkeep and preservation of all major City buildings. This division is supported by interagency charges for space rental at the Portland Building, City Hall, various police facilities, and the Portland Communications Center. Rental rates cover building maintenance, utilities, repair, security, and improvements. Facilities also charges user bureaus for project management of capital improvement projects and for property management. 23 positions are included in the Division. Major programs include:

- a. **Facilities Maintenance.** This section maintains all major City owned buildings. It also provides various degrees of maintenance service to other City buildings, including janitorial, security, elevator maintenance, garbage removal, recycling, H.V.A.C. maintenance, carpentry, plumbing, electrical, painting, and other miscellaneous repairs.
- b. **Project Management.** This section provides construction planning and management to all City bureaus. These services include construction cost estimating, consultant selection and management, capital improvement project planning, coordination of moves, construction supervision, record keeping of contract documents, and prequalifying of contractors in building related work.
- c. **Property Management.** This section provides management of the City's real properties. They evaluate real property transactions and complete the negotiations for acquisitions and disposal of real property. They manage the City's commercial property leases and rentals. They also evaluate the value of unassigned or surplus property and complete disposition of those properties.

Fleet Services:

Fleet provides repair, maintenance, fabrication, and body and paint services to the City's fleet of more than 2,000 vehicles and pieces of equipment. Fleet also operates a 20 unit motorpool to provide City employees with vehicles on a short-term basis. Vehicles and other equipment are replaced at the end of their useful life through a capital replacement program. A total of 74 positions are budgeted in Fleet Services. Major programs include:

- a. **Maintenance and Repair.** This section provides scheduled preventive maintenance and unscheduled repair for all City vehicles except for certain Fire Bureau vehicles. Work is performed at three major garages, two satellite facilities, and outside vendors whenever they can provide service more effectively.
- b. **Body and Paint.** This section restores to service those City vehicles damaged by collision, wear vandalism or abuse. Vehicles are repaired, painted and returned to service before major costs result from neglect.
- c. **Fabrication.** This section provides welding, machining, and other metal fabrication work to City bureaus. Items are designed, fabricated, modified and repaired. They will fabricate components and support equipment for City vehicles as well as other work such as light poles, meter covers, etc.

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

- d. Motorpool. This section provides a modern fleet of cars and minivans for short-term use by employees.
- e. Other Programs include Administration, Lease Equipment, Capital Replacement, Police Undercover, and Cash Transfers. The latter Programs provide different options for acquiring City vehicles.

Printing and Distribution Services:

Printing and Distribution provides services to all City bureaus, Multnomah County and other governmental agencies. These services include printing, binding, microfilming, blueprinting, copy machines and xerography, mail processing, inserting and addressing, and delivery of interoffice and U.S. mail and supplies. A total of 27 positions are budgeted in Printing and Distribution. Major programs include:

- a. Duplicating. This section provides duplicating services, both vended and in-house, to City bureaus, Multnomah County, and other governmental agencies. It also provides photographic and graphics services to these agencies.
- b. Copy Services. This section provides copy machines, paper, supplies, vendor maintenance and key operator service for City and County agencies. They assist customers in assessing the type of machine they need and can pay for, and work with the customer to manage their copying costs.
- c. Microfilm. This section microfilms and updates zoning, street, and water service maps. They also provide for security of documents.
- d. Distribution. This section provides interoffice mail delivery, U.S. mail processing, postage, addressing and inserting services, and special handling of other materials.

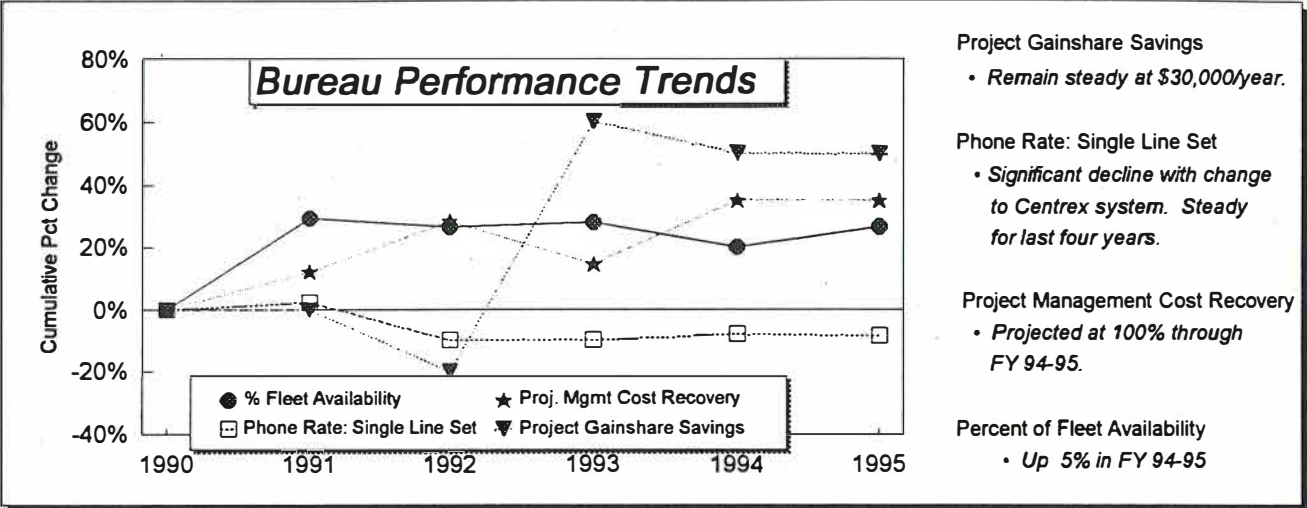
GENERAL SERVICES (346)

Service Area: Administrative and Support Services

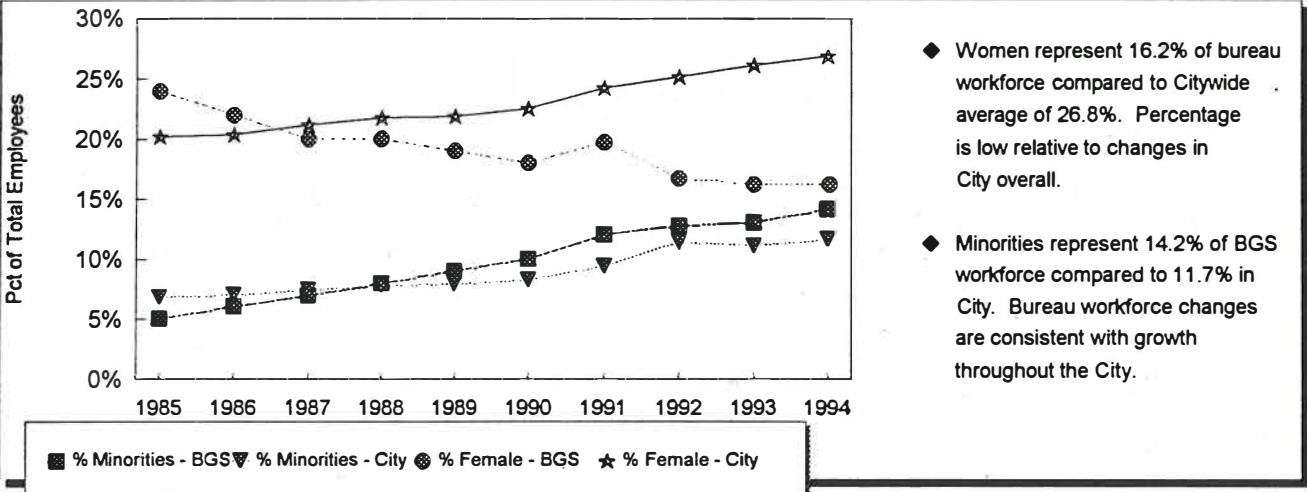
Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

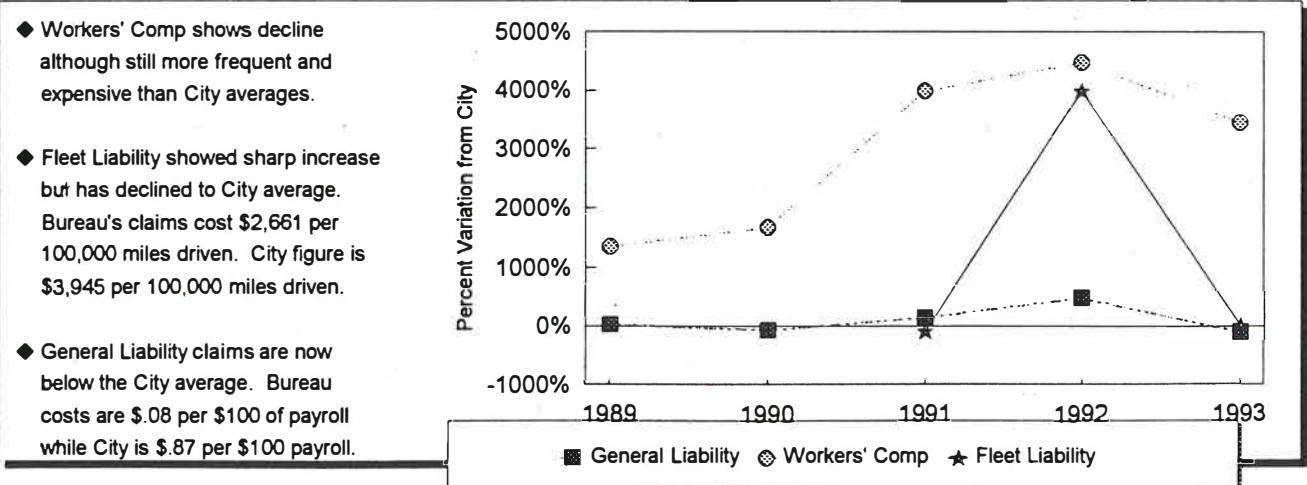
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Develop realistic long term financing for capital projects
2. Extend 800 Mhz radio system to customers interested in contracting with us
3. Install a City owned pager system for City customers
4. Stay current with the latest technological developments in all fields
5. Increase the number of minorities and women in trades positions and in management
6. Decentralize and automate the accounts payable process using IBIS
7. Build on our success in utilizing MBE/FBE firms in both construction and professional services fields
8. Continue growth in SmartPark revenues, focusing on increasing business customers

MAJOR BUDGET NOTES

None

	<i>Actual</i> FY 1992-93	<i>Revised Budget</i> FY 1993-94	<i>Proposed</i> FY 1994-95	<i>Adopted</i> FY 1994-95
<u>EFFECTIVENESS MEASURES</u>				
<i>Facilities Services</i>				
Customer Rents Within 10% of Commercial Market	**	10%	10%	10%
Commercial Rental Occupancy	**	95%	95%	95%
New PTE Contracts-%MBE/FBE (Number)	**	17%	20%	20%
New PTE Contracts-%MBE/FBE (Dollars)	**	17%	15%	15%
<i>Fleet Services</i>				
Percentage Availability of All Fleet Vehicles	96%	90%	95%	95%
Percentage of Replacement Vehicles Purchased	93%	95%	90%	90%
Percent of Time Billed to Equipment	**	65%	65%	65%
Average Age of Fleet	**	5.5 Years	6.25 Years	6.25 Years
<i>Printing/Distribution Services</i>				
Volume of Vended Printing	**	35%	35%	35%
Billable vs Available Time	**	90%	90%	90%
Percentage of Pre-Sorted Mail	85%	95%	99%	99%
Print Jobs Shipped On Time	100%	95%	95%	95%
<i>Administrative Services</i>				
Meet Word Processing Needs 95% of the Time	95%	95%	95%	95%
Submit Purchasing Requisitions Within 2 Days	98%	95%	95%	95%
Process Payment Documents Within 2 Days	89%	95%	90%	90%
Maintain Acceptable Short/Long Term Parking Ratio	**	85/15%	85/15%	85/15%
Increase Net Parking Revenues by 4% Per Year	**	5.0%	4.9%	4.9%
<i>Communications Services</i>				
Telecommunications-Billable Hours Vs. Available Hours	All Communications Services indicators are being revised as a result of a new management information system for the 800 MHz radio system and the centrex phones			
Electronic Engineering-Billable Hours Vs. Available Hours				
Electronic Maintenance-Billable Hours Vs. Available Hours				

GENERAL SERVICES (346)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

EFFICIENCY MEASURES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Facilities Services</i>				
Complete Minor Repair Work Orders Within 24 Hours	**	95%	95%	95%
Weeks to Secure Consultants for Contracts over \$10K	**	10	9	9
Weeks to Secure Consultants for Contracts under \$10K	**	5	4	4
CIP's on Schedule	**	95%	95%	95%
Reduce Energy Consumption	**	5%	5%	5%
<i>Printing/Distribution Services</i>				
Productivity-Units Produced Per Minute	**	40.16%	40.20%	40.20%

WORKLOAD MEASURES

<i>Facilities Services</i>				
Recycling Tonnage Per Month	**	15	22	22
<i>Fleet Services</i>				
Volume of Non-Preventive Maintenance Activity (Number of Work Orders Closed)	22,643	18,000	18,000	18,000
Volume of Preventive Maintenance Activity (Number of Work Orders Closed)	3,944	3,500	3,500	3,500
Number of Motor Pool Trips	2,653	2,200	3,000	3,000

Communications Services

Telecommunications-Service Requests Processed
 Telecommunications-Trouble Tickets
 Electronic Engineering-Total Projects Received
 Electronic Engineering-Total Projects Completed
 Electronic Maintenance-Service Orders Completed
 Electronic Maintenance-Mobile Radios Repaired
 Electronic Maintenance-Portable Radios Repaired
 Electronic Maintenance-Radios Installed

All Communications Services indicators are being revised as a result of a new management information system for the 800 MHz radio system and the centrex phones

BUREAU OF GENERAL SERVICES (346)

Service Area: Legislative, Admin and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$585,415	\$642,678	\$657,508	\$667,285	\$667,285
512000 Part-Time/Limited-Term	1,419	1,592	1,000	1,500	1,500
514000 Overtime	1,913	4,088	3,000	3,000	3,000
515000 Premium Pay	11,560	6,603	1,000	1,000	1,000
517000 Benefits	231,166	240,630	241,618	263,697	263,697
Total Personal Services	\$831,473	\$895,591	\$904,126	\$936,482	\$936,482
521000 Professional Services	\$1,350	\$1,100	\$6,000	\$6,000	\$6,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	4,127	6,376	8,000	8,000	8,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	10,533	7,231	6,500	6,500	6,500
531000 Office Supplies	9,333	7,565	11,504	8,000	8,000
532000 Operating Supplies	113	61	1,800	1,000	1,000
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	264	1,184	1,500	1,500	1,500
535000 Clothing	0	0	0	0	0
539000 Other Commodities	929	354	500	500	500
541000 Education	5,029	2,926	4,500	5,500	5,500
542000 Local Travel	1,343	1,581	1,500	2,000	2,000
543000 Out-of-Town Travel	0	0	3,000	3,000	3,000
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	2,222	2,110	46,718	37,434	37,434
Subtotal External Materials & Services	\$35,243	\$30,488	\$91,522	\$79,434	\$79,434
551000 Fleet Services	\$659	\$887	\$1,553	\$1,556	\$1,556
552000 Printing/Distribution	18,875	21,643	16,285	19,000	19,000
553000 Facilities Services	75,393	80,842	80,714	85,000	85,000
554000 Communications	9,812	15,289	17,666	15,157	15,157
555000 Data Processing	105,071	159,098	23,772	26,554	26,554
556000 Insurance	22,538	23,831	45,952	44,508	44,508
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	83	0	0	0	0
Subtotal Internal Materials & Services	\$232,431	\$301,590	\$185,942	\$191,775	\$191,775
Total Materials & Services	\$267,674	\$332,078	\$277,464	\$271,209	\$271,209
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	21,693	7,190	21,000	16,226	16,226
Total Capital Outlay	\$21,693	\$7,190	\$21,000	\$16,226	\$16,226
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$1,120,840	\$1,234,859	\$1,202,590	\$1,223,917	\$1,223,917

BUREAU OF GENERAL SERVICES (346)

Service Area: Legislative, Admin and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
838	General Services Director	1	1	1	69,300	1	74,834	1	74,834
828	Senior Management Analyst	2	0	0	0	0	0	0	0
924	Administrative Supervisor III	0	2	2	98,888	2	100,207	2	100,207
827	Management Analyst	1	0	0	0	0	0	0	0
612	Senior Human Resources Analyst	0	1	1	42,825	0	0	0	0
116	Office Manager I	1	0	0	0	0	0	0	0
920	Administrative Supervisor I	0	1	1	37,500	1	40,465	1	40,465
548	Administrative Services Director	1	0	0	0	0	0	0	0
930	Senior Bureau Administrative Mgr	0	1	1	61,325	1	66,169	1	66,169
827	Financial Analyst	0	0	0	0	1	40,629	1	40,629
515	Assistant Financial Analyst	0	0	0	0	2	78,693	2	78,693
515	Senior Accountant	3	3	4	143,173	2	71,585	2	71,585
514	Associate Accountant	1	1	1	28,581	1	29,496	1	29,496
510	Accounting Assistant	4	4	3	76,767	3	74,906	3	74,906
346	Word Processing Operator II	0	0	0	0	0	0	0	0
221	Secretarial Clerk II	3	2	3	73,320	3	63,721	3	63,721
220	Secretarial Clerk I	1	1	0	0	0	0	0	0
114	Clerical Specialist	0	1	1	25,829	1	26,580	1	26,580
TOTAL FULL-TIME POSITIONS		18	18	18	657,508	18	667,285	18	667,285

COMMUNICATIONS SERVICES FUND (707)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Service Charges & Fees					
Rents and Rmbrsmnts.	\$13,876	\$17,275	\$19,200	\$30,000	\$30,000
Misc. Service Charges	269,730	215,126	197,000	704,000	704,000
	\$283,606	\$232,401	\$216,200	\$734,000	\$734,000
Miscellaneous Revenues					
Miscellaneous Sales	\$1,250	\$3,335	\$8,000	\$2,000	\$2,000
Interest on Investments	309,910	165,203	95,000	75,000	75,000
Misc. Revenues	221	44	1,000	200	200
Note Sales	6,130	19,077	4,000,000	0	0
	\$317,511	\$187,659	\$4,104,000	\$77,200	\$77,200
Total External Revenue	\$601,117	\$420,060	\$4,320,200	\$811,200	\$811,200
Interfund Cash Transfers					
General	\$44,847	\$234,808	\$115,670	\$415,023	\$415,023
Buildings	0	10,200	0	0	0
Emergency Communications	58,911	3,100	56,000	58,000	58,000
Facilities Services	0	2,669	0	0	0
Fleet Services	0	1,185	0	0	0
Hydroelectric Power	0	600	0	0	0
Printing/Distribution Services	0	646	0	0	0
Public Safety Capital	0	2,889,663	0	0	0
Refuse Disposal	0	500	0	0	0
Sewer System	11,200	120,048	16,818	0	0
Transportation	0	45,798	408,625	0	0
Water	12,226	210,031	216,400	290,956	290,956
	\$127,184	\$3,519,248	\$813,513	\$763,979	\$763,979
Intrafund Reimbursable	\$3,430	\$154,290	\$156,794	\$0	\$0
Interfund Service Reimbursements					
General	\$2,108,631	\$2,607,739	\$2,717,993	\$3,426,243	\$3,425,743
Autoport	275	442	326	655	655
Buildings	107,140	182,385	191,966	186,529	186,529
Cable Access	0	0	3,734	4,675	4,675
Emergency Communications	1,400,331	460,140	443,481	310,579	310,579
Facilities Services	38,561	34,543	49,593	43,347	43,347
Fire & Police D&R	3,786	4,072	5,594	3,760	3,760
Fleet Services	17,868	21,062	23,362	25,322	25,322
Golf	8,060	11,418	13,624	13,394	13,394
Hydroelectric Power	5,717	5,469	6,469	5,880	5,880
Parking Facilities	3,362	2,748	1,408	4,898	4,898
PIR	5,029	5,558	7,245	7,357	7,357
Printing/Distribution Services	13,154	9,146	11,196	11,880	11,880
Public Safety Capital	892	1,239	0	0	0
Refuse Disposal	3,487	9,539	9,214	7,586	7,586
Sewer System	476,911	563,032	408,028	509,643	509,643
Transportation	449,929	542,939	667,326	608,298	608,298
Water	411,434	493,017	538,069	558,177	558,177
	\$5,054,567	\$4,954,488	\$5,098,628	\$5,728,223	\$5,727,723
Beginning Fund Balance					
Encumbered	\$0	\$0	\$381,455	\$0	\$0
Unencumbered	4,762,435	4,724,975	2,739,877	2,043,142	1,864,226
	\$4,762,435	\$4,724,975	\$3,121,332	\$2,043,142	\$1,864,226
TOTAL RESOURCES	\$10,548,733	\$13,773,061	\$13,510,467	\$9,346,544	\$9,167,128

COMMUNICATIONS SERVICES FUND (707)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$962,300	\$1,073,765	\$1,134,383	\$1,341,522	\$1,341,522
<i>External Materials & Svcs</i>	3,258,386	3,096,314	2,535,962	3,106,830	3,106,830
<i>Internal Materials & Svcs</i>					
<i>General</i>	242,243	305,263	269,020	279,255	279,255
<i>Autoport</i>	1,080	1,080	400	0	0
<i>Computer Services</i>	22,912	0	35,210	25,785	25,785
<i>Facilities Services</i>	68,619	88,228	260,324	267,527	267,527
<i>Fleet Services</i>	25,509	27,355	27,678	34,540	34,540
<i>Insurance & Claims</i>	10,171	13,086	13,956	20,613	20,613
<i>Master Lease</i>	0	0	0	0	0
<i>Printing/Distribution Svcs.</i>	5,249	9,848	11,967	11,189	11,189
<i>Water</i>	2,324	12,942	0	1,175	1,175
<i>Workers' Compensation</i>	18,213	24,103	22,098	18,880	18,880
	\$396,320	\$481,905	\$640,653	\$658,964	\$658,964
<i>Capital Outlay</i>	\$577,927	\$5,139,775	\$6,323,460	\$3,117,129	\$3,117,129
<i>Intrafund Agency Credits</i>	3,430	154,290	156,794	0	0
<i>Capital Cash Transfers</i>	0	0	0	0	0
	\$581,357	\$5,294,065	\$6,480,254	\$3,117,129	\$3,117,129
Total Bureau Expenses	\$5,198,363	\$9,946,049	\$10,791,252	\$8,224,445	\$8,224,445
Fund Requirements					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	\$0	\$0	\$609,572	\$195,847	\$16,431
<i>Compensation Adjustments</i>	0	0	49,196	43,200	43,200
<i>Telecomm. Reserve</i>	0	0	151,000	263,000	263,000
	\$0	\$0	\$809,768	\$502,047	\$322,631
<i>Debt Service</i>					
<i>Principal</i>	\$389,599	\$235,000	\$702,000	\$167,413	\$147,626
<i>Interest</i>	69,873	37,548	34,313	176,388	196,175
	\$459,472	\$272,548	\$736,313	\$343,801	\$343,801
<i>Interfund Cash Transfers</i>					
<i>General - Overhead</i>	165,022	148,921	213,778	276,251	276,251
<i>General - Other</i>	780	0	0	0	0
<i>Facilities Services</i>	0	243,000	0	0	0
<i>Fleet Services - Fuel Mgmt.</i>	0	263	0	0	0
<i>Health Insurance</i>	0	5,403	0	0	0
<i>Public Safety Capital</i>	0	0	809,356	0	0
	\$165,802	\$397,587	\$1,023,134	\$276,251	\$276,251
<i>Ending Balance/Reserves</i>	\$4,725,096	\$3,156,877	\$150,000	\$0	\$0
Total Fund Requirements	\$5,350,370	\$3,827,012	\$2,719,215	\$1,122,099	\$942,683
TOTAL REQUIREMENTS	\$10,548,733	\$13,773,061	\$13,510,467	\$9,346,544	\$9,167,128

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Communications Services Fund operates and maintains the City's telecommunications, radio and 800 MHz trunking system, and other electronic systems - such as 911 dispatch, sirens, radar guns, and video communications. These systems provide service to all City bureaus and agencies as well as a growing number of other jurisdictions in the metropolitan area. The total adopted budget is \$8,224,445 which includes operations and maintenance of all electronic systems, replacement of radio and other electronic equipment, and implementation of capital projects to expand and improve services.

The fund's major source of revenue is service reimbursement transfers from other City bureaus, which total \$5,727,723. Cash transfers from other bureaus for new equipment total \$763,979.

The division has actively pursued the goal of a regional radio system. To that end, Communications Services has signed intergovernmental agreements with numerous metropolitan agencies to provide trunked radio services. In most instances, Communications will also service the equipment under fixed service contracts. This additional revenue is reflected in the very large increase in miscellaneous service charges in FY 94-95. Some of the agencies committed to the new system are City of Gresham, TriMet Police, Port of Portland, Multnomah County Sheriff's Office, and the City of Milwaukee.

Requirements exhibit increases in personnel to manage the new radio system and significantly expanded customer base, and decreases in capital as the division expects to purchase all base equipment and public safety radios before FY 94-95. General Fund overhead charges are significantly increased over FY 93-94.

Through FY 93-94, funding for a trunked radio system, as well as funds for replacement of electronic equipment, have been budgeted and spent out of a special appropriation for equipment replacement, appropriation unit 446. With the completion of the 800 MHz Trunking Radio System in FY 93-94, the special appropriation will be discontinued and remaining funds will be budgeted in AU 360, the Communications Services Division.

COMMUNICATIONS SERVICES OPERATING FUND (707)

DEBT SERVICE

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

This fund budgets for debt service on limited tax notes and full faith and credit obligations issued for communications equipment. Debt service on notes was previously budgeted in the Master Lease Fund, now renamed the Intermediate Debt Service Fund.

Issue Title	Amount Issued	Date Issued	Payment Due	Interest Rate	Principal Outstanding	Maturity FY 94-95	Interest FY 94-95
Limited Tax General Obligation Notes							
1990-91	\$645,253		FY 94-95	Variable	\$153,286	\$153,286	\$7,664
1991-92	\$6,154		FY 94-95	Variable	6,155	6,155	308
TOTAL Limited Tax General Obligation Notes					\$159,441	\$159,441	\$7,972
Full Faith & Credit Obligations							
Series 1993 B	\$4,120,000		04/01/95	3.000%	\$0	\$0	\$0
			04/01/96	3.250%	160,000		5,200
			04/01/97	3.450%	165,000		5,693
			04/01/98	3.650%	170,000		6,205
			04/01/99	3.750%	180,000		6,750
			04/01/00	3.900%	185,000		7,215
			04/01/01	4.000%	190,000		7,600
			04/01/02	4.100%	200,000		8,200
			04/01/03	4.150%	210,000		8,715
			04/01/04	4.250%	215,000		9,138
			04/01/05	4.350%	225,000		9,788
			04/01/06	4.450%	235,000		10,458
			04/01/07	4.550%	245,000		11,148
			04/01/08	4.550%	260,000		11,830
			04/01/09	4.625%	270,000		12,488
			04/01/10	4.625%	280,000		12,950
			04/01/11	4.625%	295,000		13,644
			04/01/12	4.625%	310,000		14,338
			04/01/13	4.625%	325,000		15,031
TOTAL Full Faith and Credit Obligations					\$4,120,000	\$0	\$176,388
TOTAL Communication Services Fund					\$4,279,441	\$159,441	\$7,972

COMMUNICATIONS SERVICES (360)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$657,768	\$707,122	\$724,376	\$893,006	\$893,006
512000 Part-Time/Limited-Term	8,829	38,589	13,989	35,500	35,500
514000 Overtime	11,737	27,691	62,475	21,300	21,300
515000 Premium Pay	31,135	29,199	48,600	30,000	30,000
517000 Benefits	252,831	271,164	284,943	361,716	361,716
Total Personal Services	\$962,300	\$1,073,765	\$1,134,383	\$1,341,522	\$1,341,522
521000 Professional Services	\$88,482	\$67,586	\$69,243	\$2,000	\$2,000
522000 Utilities	6,213	8,585	21,818	30,800	30,800
523000 Equipment Rental	0	5,040	5,030	0	0
524000 Repair & Maintenance	37,274	104,665	268,539	257,600	257,600
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	2,781,991	2,427,851	1,965,971	2,556,900	2,556,900
531000 Office Supplies	5,191	3,941	4,500	5,150	5,150
532000 Operating Supplies	6,976	12,129	9,400	17,700	17,700
533000 Repair & Maint. Supplies	141,722	149,824	109,763	155,800	155,800
534000 Minor Equipment	167,308	259,523	31,091	42,500	42,500
535000 Clothing	1,208	2,212	4,900	3,350	3,350
539000 Other Commodities	0	0	100	0	0
541000 Education	4,024	6,513	7,500	5,900	5,900
542000 Local Travel	124	597	2,000	400	400
543000 Out-of-Town Travel	7,591	32,904	32,907	6,400	6,400
544000 External Rent	0	4,700	0	10,980	10,980
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	10,282	10,244	3,200	11,350	11,350
Subtotal External Materials & Services	\$3,258,386	\$3,096,314	\$2,535,962	\$3,106,830	\$3,106,830
551000 Fleet Services	\$25,509	\$27,355	\$27,678	\$34,540	\$34,540
552000 Printing/Distribution	5,249	9,848	11,967	11,189	11,189
553000 Facilities Services	68,619	88,229	260,324	267,527	267,527
554000 Communications	0	0	0	0	0
555000 Data Processing	22,912	0	35,210	25,785	25,785
556000 Insurance	28,384	37,189	36,054	39,493	39,493
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	3,430	154,290	156,794	0	0
559000 Other Fund Services	245,647	319,284	269,420	280,430	280,430
Subtotal Internal Materials & Services	\$399,750	\$636,195	\$797,447	\$658,964	\$658,964
Total Materials & Services	\$3,658,136	\$3,732,509	\$3,333,409	\$3,765,794	\$3,765,794
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	582,451	79,558	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	577,927	4,557,324	6,243,902	3,117,129	3,117,129
Total Capital Outlay	\$577,927	\$5,139,776	\$6,323,460	\$3,117,129	\$3,117,129
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$5,198,363	\$9,946,049	\$10,791,252	\$8,224,445	\$8,224,445

COMMUNICATIONS SERVICES (360)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
3257	Communications Services Division Manager	0	1	1	\$57,594	1	\$67,426	1	\$67,426
0847	Communications Services Director	1	0	0	0	0	0	0	0
3256	Senior Communications Engineer	0	1	1	47,001	2	103,564	2	103,564
3253	Electronic Maintenance Supervisor	1	1	0	0	0	0	0	0
3251	Electronics Technician II	6	6	7	274,491	7	282,528	7	282,528
3249	Telephone Telemetry Technician	1	1	1	33,533	1	34,515	1	34,515
3248	Electronic Technician Assistant	1	1	2	56,170	3	87,321	3	87,321
3109	Technician III	2	1	1	47,484	1	49,176	1	49,176
2542	MIS Support Analyst	0	0	0	0	1	38,837	1	38,837
1054	Trades Supervisor	0	0	0	0	1	41,301	1	41,301
0900	Staff Assistant	0	0	0	0	1	24,178	1	24,178
0410	Storekeeper	1	1	1	30,506	1	31,404	1	31,404
0305	Telecommunications Coordinator	2	2	3	102,784	3	106,176	3	106,176
0114	Clerical Specialist	1	1	1	25,829	1	26,580	1	26,580
AU 360 - FULL-TIME POSITIONS		16	16	18	\$675,392	23	\$893,006	23	\$893,006
3256	Communications Engineer III	1	0	0	0	0	0	0	0
3256	Senior Communications Engineer	0	1	1	48,984	0	0	0	0
AU 446 - FULL-TIME POSITIONS		1	1	1	\$48,984	0	\$0	0	\$0
TOTAL FULL-TIME POSITIONS		17	17	19	\$724,376	23	\$893,006	23	\$893,006

FACILITIES SERVICES FUND (704)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
RESOURCES					
External Revenue					
<i>Service Charges and Fees</i>					
Parking Fees	\$126,454	\$145,208	\$143,735	\$163,300	\$163,300
Rents and Reimbursement	128,484	153,091	205,502	215,734	217,394
Miscellaneous	9,807	8,707	0	0	0
	<u>\$264,745</u>	<u>\$307,006</u>	<u>\$349,237</u>	<u>\$379,034</u>	<u>\$380,694</u>
<i>Government Sources</i>					
Multnomah County	\$591,270	\$620,596	\$585,505	\$627,263	\$627,263
Portland Develop Commis	319,364	227,830	344,021	360,516	360,516
State of Oregon	0	0	0	70,652	70,652
Federal Rent	58,036	58,660	60,661	59,820	59,820
	<u>\$968,670</u>	<u>\$907,086</u>	<u>\$990,187</u>	<u>\$1,118,251</u>	<u>\$1,118,251</u>
<i>Miscellaneous Revenues</i>					
Sale of Capital Asset	\$901	\$2,819	\$0	\$0	\$0
Refunds	4,333	828	0	0	0
Interest on Investments	175,689	85,129	108,000	59,500	59,500
Note Sales	398,985	288,285	5,021,585	0	0
Gen Obligation Bond Sale	0	0	0	0	0
Other Miscellaneous Reve	21,496	275,735	0	0	0
	<u>\$601,404</u>	<u>\$652,796</u>	<u>\$5,129,585</u>	<u>\$59,500</u>	<u>\$59,500</u>
Total External Revenue	<u>\$1,834,819</u>	<u>\$1,866,888</u>	<u>\$6,469,009</u>	<u>\$1,556,785</u>	<u>\$1,558,445</u>
Interfund Transfers - Service Reimbursements					
General	\$2,591,968	\$3,405,811	\$5,850,188	\$6,462,103	\$6,476,860
Autoport	155,636	98,444	290,096	106,307	145,187
Buildings Operating	317,416	360,624	316,849	363,419	363,419
Cable	0	0	10,429	9,513	9,513
Communications Services	68,619	88,229	260,324	267,527	267,527
Emergency Communications	224,497	266,725	235,537	174,828	174,828
Environmental Remediation	0	0	0	141,716	141,716
Fire & Police Dis & Retireme	32,397	33,986	34,151	35,503	35,503
Fleet Services	108,809	189,975	541,705	197,564	197,564
Golf	98,309	261,393	0	0	0
Hydropower	77	33	0	0	0
Justice Center	886,218	1,002,174	0	0	0
NW I-405 Recreation	104,146	57,947	44,622	0	0
Parking Facilities	557,815	637,593	514,721	1,026,020	1,185,540
Portland Parks Trust	0	3,780	0	0	0
Printing/Distribution	57,614	28,845	83,287	105,758	105,758
Refuse Disposal	0	0	27,842	28,832	28,832
Sewer System Operating	669,884	882,314	748,139	755,724	755,724
Transportation Operating	808,312	904,247	887,228	1,012,607	1,012,607
Water	600,358	660,186	607,505	643,489	643,489
	<u>\$7,282,075</u>	<u>\$8,882,306</u>	<u>\$10,452,623</u>	<u>\$11,330,910</u>	<u>\$11,544,067</u>
Interfund Cash Transfers (Equipment)					
General	\$467,600	731,554	86,372	524,068	524,068

FACILITIES SERVICES FUND (704)

FUND SUMMARY

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
<i>Communications Services</i>	0	243,000	0	0	0
<i>Emergency Communications</i>	0	310,500	0	0	0
<i>Fleet Services</i>	0	0	0	0	0
<i>Public Safety Capital</i>	0	3,124,965	153,295	0	0
	\$467,600	\$4,410,019	\$239,667	\$524,068	\$524,068
Interfund Cash Transfers (Other)					
<i>General</i>	\$675,969	293,034	2,761,645	205,092	205,092
<i>Federal Grants</i>	0	12,029	0	0	0
<i>Fleet</i>	0	0	318,994	0	0
	\$675,969	\$305,063	\$3,080,639	\$205,092	\$205,092
Residual Equity Transfer					
<i>Justice Center</i>	0	360,199	0	0	0
Beginning Fund Balance	\$1,837,975	\$2,494,950	\$2,118,240	\$1,900,000	\$2,400,000
TOTAL RESOURCES	\$12,098,438	\$18,319,425	\$22,360,178	\$15,516,855	\$16,231,672

REQUIREMENTS

Bureau Expenses

<i>Personal Svcs</i>	\$1,232,617	\$1,275,990	\$1,332,057	\$1,379,602	\$1,379,602
<i>External Materials & Svcs</i>	4,171,482	5,319,174	6,783,489	5,424,764	5,457,415
<i>Internal Materials & Svcs</i>					
<i>General</i>	347,380	430,288	494,846	512,089	581,968
<i>Autoport</i>	9,720	10,675	93,366	97,484	97,484
<i>Communications Services</i>	38,561	34,543	49,593	43,347	43,347
<i>Computer Services</i>	0	0	20,384	19,762	19,762
<i>Environmental Services</i>	25,073	43,318	123,682	0	0
<i>Fleet Services</i>	28,230	31,856	34,164	36,656	36,656
<i>Insure/Claims</i>	30,128	35,797	34,336	40,311	40,311
<i>Parking Facilities</i>	0	104,920	100,240	114,240	114,240
<i>Printing/Distribution</i>	7,985	13,942	15,480	16,953	16,953
<i>Transportation</i>	97,373	18,606	0	0	0
<i>Water</i>	3,286	12	3,600	5,000	5,000
<i>Workers' Compensation</i>	23,274	38,878	43,756	39,581	39,581
<i>Capital Outlay</i>	435,920	5,006,248	5,571,053	641,180	1,230,180
<i>Equipment Cash Transfers</i>	0	0	21,000	14,000	14,000
Total Bureau Expenses	\$6,451,029	\$12,364,247	\$14,721,046	\$8,384,969	\$9,076,499

Debt Retirement

<i>Principal</i>	1,060,701	1,015,000	2,393,991	2,799,512	2,799,512
<i>Interest</i>	1,925,614	2,030,148	2,478,780	2,193,763	2,155,314

Interfund Cash Transfers

<i>General Fund - Overhead</i>	\$164,585	\$257,425	\$336,154	\$493,465	\$493,465
<i>General</i>	1,559	0	0	0	0
<i>Communications Services</i>	0	2,669	0	0	0
<i>Fleet Services</i>	0	528	0	0	0

FACILITIES SERVICES FUND (704)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<i>Health Insurance</i>	0	7,514	0	0	0
<i>Portland Parks Trust</i>	0	260,000	0	0	0
<i>Public Arts Trust</i>	0	49,705	45,619	0	0
	\$166,144	\$577,841	\$381,773	\$493,465	\$493,465
Contingency					
<i>General Operating Continge</i>	\$0	\$0	\$303,421	\$438,953	\$345,689
<i>Compensation Adjustments</i>	0	0	61,167	47,193	47,193
<i>Capital Reserve</i>	0	0	1,260,000	1,159,000	1,159,000
<i>PtIncl Bldg. Rate Offsets</i>	0	0	85,000	0	0
<i>Uncompleted CIP's</i>	0	0	675,000	0	155,000
	\$0	\$0	\$2,384,588	\$1,645,146	\$1,706,882
<i>Unappropriated Ending Balance</i>	\$2,494,950	\$2,332,189	\$0	\$0	\$0
Total Fund Requirements	5,647,409	5,955,178	7,639,132	7,131,886	7,155,173
TOTAL REQUIREMENTS	\$12,098,438	\$18,319,425	\$22,360,178	\$15,516,855	\$16,231,672

General Description and Changes from Prior Year

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

The main revenue source of the fund is service reimbursement revenue for office and building space rental and for providing other services such as building operations and maintenance, interior space remodels and reconfigurations, janitorial services, property management, and capital project management. Another revenue source is cash transfers to cover the cost of budgeted capital improvement projects such as requests by the the Police. The other significant revenue source is space rental charges to other governments. 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 has two methods of billing customers. The first method is a fixed rental rate and is used for the facilities the fund owns. Portland Building and Portland Communications Center rental rates are based on the cost of operations and maintenance and major maintenance projects. The major maintenance component goes to fund projects documented in the Bureau of General Services' Capital Improvement Plan or into a reserve account in fund balance for use in the future when needs are identified. Other facilities besides the Portland Building and the Portland Communications Center do not have a major maintenance component in their rates. A major maintenance component is not included in the rate for City Hall. City Council directed BGS and OF&A to phase a major maintenance component in the rental rates over a two year period, beginning in FY 1995-96.

The second method of billing customers is on a time and materials basis. This method is used for facilities the fund is not directly responsible for and only provides limited types of services. The fund has hourly rates calculated for services provided directly to customers. An example is HVAC maintenance services to the Environmental Service's wastewater treatment plants. The fund charges a management and administration fee for services provided indirectly to customers, such as the administration of janitorial services contracts.

The Facilities Services fund has a capital portion and an operating portion. The capital portion is based on the Bureau of General Services Capital Improvement Plan. The fund has 23 full time positions who work in both the capital and operating portions. Payments to external contractors comprise 34% of the operating budget and 91% of the capital budget. Payments for utilities comprise 17% of the operating budget. The fund receives all

FACILITIES SERVICES FUND (704)

of its administrative services, fleet services, printing and distribution services, communications services, and insurance services from other City bureaus. In addition other City bureaus provide the fund services. For example, Parks provides landscaping services, the Autoport Fund provides parking and space rental, and the Parking Facilities Fund provides space rental.

FACILITIES SERVICES OPERATING FUND (704)

DEBT SERVICE

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

In 1980 the City issued Leasehold Mortgage Bonds to construct the Portland Building. This issue was refunded in 1989 and 1993 to take advantage of lower interest rates. The City issued Full Faith and Credit Refunding Obligations to refund the 1989 Certificates of Participation which refunded the 1980 issue. The 1993 Series A Full Faith and Credit Refunding Obligations was the first debt issuance of this type. The City also refunded the 1988 Certificates of Participation with the 1993 Series A Full Faith and Credit Refunding Obligations which refunded the 1982 Certificates which financed the construction of the Justice Center Complex. The projected savings are estimated to be \$1.9 million over the life of the issue. Debt service is paid from tenant rents.

Beginning in FY 1992-93 this fund also budgets for debt service on Certificates and limited tax notes issued for facility projects managed by the Facilities Services Fund. Debt service on these certificates and notes was previously budgeted in the Master Lease Fund, now renamed the Intermediate Debt Service Fund.

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
Certificates of Participation							
Series 1989	\$28,405,000	10/01/89	04/01/95	6.700%	\$1,065,000	\$1,065,000	\$71,355
			04/01/96	6.700%	1,140,000		76,380
			04/01/97	6.800%	1,215,000		82,620
			04/01/98	6.900%	1,300,000		89,700
			04/01/99	6.950%	1,390,000		96,605
					6,110,000	1,065,000	416,660
Series 1990	\$535,731	06/01/90	06/01/95	6.200%	85,000	85,000	5,270
			06/01/96	6.250%	90,000		5,625
			06/01/97	6.300%	90,000		5,670
					265,000	85,000	16,565
TOTAL Certificates of Participation					\$6,375,000	\$1,150,000	\$433,225
Limited Tax General Obligation Notes							
1991-92	\$86,532		FY 94-95	Variable	\$18,061	\$18,061	\$903
			FY 95-96	Variable	18,061	18,061	903
			FY 96-97	Variable	18,061	18,061	903
1991-92 Limited Tax General Obligation Notes					54,183	54,183	2,709
1992-93	\$288,285		FY 94-95	Variable	40,026	40,026	3,465
			FY 95-96	Variable	40,026	19,473	3,465
			FY 96-97	Variable	40,026		3,465
			FY 96-97	Variable	40,026		3,466
			FY 96-97	Variable	40,025		3,466
1992-93 Limited Tax General Obligation Notes					200,129	59,499	17,328

FACILITIES SERVICES OPERATING FUND (704) - continued

DEBT SERVICE

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
TOTAL Limited Tax General Obligation Notes					\$254,312	\$113,682	\$20,038
Full Faith & Credit Obligations							
Series 1993 A	\$33,445,000	08/15/93	04/01/95	3.100%	\$1,170,000	\$1,170,000	\$36,270
			04/01/96	3.400%	1,205,000		40,970
			04/01/97	3.700%	1,240,000		45,880
			04/01/98	3.900%	1,280,000		49,920
			04/01/99	4.100%	1,380,000		56,580
			04/01/00	4.200%	2,925,000		122,850
			04/01/01	4.300%	3,050,000		131,150
			04/01/02	4.400%	3,170,000		139,480
			04/01/03	4.550%	3,315,000		150,833
			04/01/04	4.650%	3,465,000		161,123
			04/01/05	4.750%	3,630,000		172,425
			04/01/06	4.750%	2,295,000		109,013
			04/01/07	4.750%	2,400,000		114,000
			04/01/08	4.750%	2,515,000		119,463
					33,040,000	1,170,000	1,449,955
Series 1993 B	\$6,879,038	08/15/93	04/01/95	3.000%	365,830	365,830	10,975
			04/01/96	3.250%	375,830		12,214
			04/01/97	3.450%	387,691		13,375
			04/01/98	3.650%	401,413		14,652
			04/01/99	3.750%	418,274		15,685
			04/01/00	3.900%	365,000		14,235
			04/01/01	4.000%	380,000		15,200
			04/01/02	4.100%	395,000		16,195
			04/01/03	4.150%	410,000		17,015
			04/01/04	4.250%	430,000		18,275
			04/01/05	4.350%	450,000		19,575
			04/01/06	4.450%	470,000		20,915
			04/01/07	4.550%	485,000		22,068
			04/01/08	4.550%	510,000		23,205
			04/01/09	4.625%	535,000		24,744
			04/01/10	4.625%	115,000		5,319
			04/01/11	4.625%	120,000		5,550
			04/01/12	4.625%	130,000		6,013
			04/01/13	4.625%	135,000		6,244
					6,879,038	365,830	281,453

FACILITIES SERVICES OPERATING FUND (704) - continued

DEBT SERVICE

Certificates of Participation/Limited Tax Notes/Full Faith & Obligations DEBT REDEMPTION SCHEDULE

<i>Issue Title</i>	<i>Amount Issued</i>	<i>Date Issued</i>	<i>Payment Due</i>	<i>Interest Rate</i>	<i>Principal Outstanding</i>	<i>Maturity FY 94-95</i>	<i>Interest FY 94-95</i>
TOTAL Full Faith and Credit Obligations					<u>\$39,919,038</u>	<u>\$1,535,830</u>	<u>\$1,731,408</u>
TOTAL Facilities Services Fund					<u>\$46,548,350</u>	<u>\$2,799,512</u>	<u>\$2,184,670</u>

INTEREST ACCRUALS:

TOTAL Facilities Services Interest Due FY 94-95 (cash basis)	\$2,184,670
Interest to be Paid in FY 94-95 but Accrued to FY 93-94	(539,228)
Interest to be Paid in FY 95-96 but Accrued to FY 94-95	<u>509,872</u>
Net Interest Accrual	<u>(29,356)</u>
TOTAL Interest Appropriation for FY 94-95	<u>\$2,155,314</u>

FACILITIES SERVICES (732)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$830,899	\$903,339	\$926,228	\$951,901	\$951,901
512000 Part-Time/Limited-Term	20,257	0	0	0	0
514000 Overtime	35,004	39,128	40,753	40,000	40,000
515000 Premium Pay	12,083	9,059	14,801	15,075	15,075
517000 Benefits	334,374	324,464	350,275	372,626	372,626
Total Personal Services	\$1,232,617	\$1,275,990	\$1,332,057	\$1,379,602	\$1,379,602
521000 Professional Services	\$798,079	\$1,124,382	\$647,998	\$568,672	\$612,672
522000 Utilities	922,920	976,431	917,510	1,085,180	1,085,180
523000 Equipment Rental	556	850	3,905	0	0
524000 Repair & Maintenance	1,416,472	1,601,168	2,186,712	2,049,960	2,065,490
525000 Non-Capital Improvements	225,754	485,163	284,438	140,806	140,806
529000 Miscellaneous Services	382,038	437,371	401,481	445,291	375,412
531000 Office Supplies	4,019	1,287	3,511	2,825	2,825
532000 Operating Supplies	62,330	75,321	82,799	87,201	87,201
533000 Repair & Maint. Supplies	98,321	118,772	107,946	116,109	118,109
534000 Minor Equipment	28,996	16,784	24,653	23,233	23,233
535000 Clothing	835	962	826	950	950
539000 Other Commodities	9,179	6,086	874	0	0
541000 Education	8,212	7,694	14,300	13,500	13,500
542000 Local Travel	1,474	1,608	1,450	1,800	1,800
543000 Out-of-Town Travel	1,676	90	1,025	5,200	5,200
544000 External Rent	53,945	70,904	249,937	580,142	580,142
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	156,676	394,301	1,854,124	303,895	344,895
Subtotal External Materials & Services	\$4,171,482	\$5,319,174	\$6,783,489	\$5,424,764	\$5,457,415
551000 Fleet Services	\$28,230	\$31,856	\$34,164	\$36,656	\$36,656
552000 Printing/Distribution	7,985	13,942	15,480	16,953	16,953
553000 Facilities Services	0	0	0	0	0
554000 Communications	38,561	34,543	49,593	43,347	43,347
555000 Data Processing	0	0	20,384	19,762	19,762
556000 Insurance	53,402	74,675	78,092	79,892	79,892
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	482,832	607,819	815,734	728,813	798,692
Subtotal Internal Materials & Services	\$611,010	\$762,835	\$1,013,447	\$925,423	\$995,302
Total Materials & Services	\$4,782,492	\$6,082,009	\$7,796,936	\$6,350,187	\$6,452,717
561000 Land	\$0	\$1,300,000	\$0	\$0	\$0
562000 Buildings	302,056	3,671,527	5,530,897	0	419,000
563000 Improvements	119,334	25,330	33,220	611,780	781,780
564000 Equipment	14,530	9,391	6,936	29,400	29,400
Total Capital Outlay	\$435,920	\$5,006,248	\$5,571,053	\$641,180	\$1,230,180
573000 Cash Transfers-Equipment	\$0	\$0	\$21,000	\$14,000	\$14,000
Total Bureau Expenses	\$6,451,029	\$12,364,247	\$14,721,046	\$8,384,969	\$9,076,499

FACILITIES SERVICES (732)

Service Area: Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
3350	Facilities Manager	1	0	0	0	0	0	0	0
1138	Senior Facilities and Maintenance Manager	0	1	1	60,810	1	65,598	1	65,598
3164	Engineer	1	1	1	53,286	1	50,070	1	50,070
3138	Architectural Supervisor	1	1	1	53,234	1	57,436	1	57,436
3134	Architect	1	1	1	48,337	1	50,070	1	50,070
3108	Technician II	1	1	2	76,284	2	73,468	2	73,468
1443	Painter	1	1	1	34,577	1	35,600	1	35,600
1218	Utility Worker	2	2	0	0	0	0	0	0
1116	Lead Building Maintenance Mechanic	1	1	1	36,310	2	74,750	2	74,750
1115	Building Maintenance Mechanic	9	9	11	380,347	11	390,164	11	390,164
1117	Building Maintenance Supervisor	1	0	0	0	0	0	0	0
1058	Trades Supervisor	0	1	1	42,747	1	46,111	1	46,111
1118	Facilities Maintenance Manager	1	0	0	0	0	0	0	0
1054	Trades Manager	0	1	1	54,474	1	56,731	1	56,731
3136	Property Manager	1	0	0	0	0	0	0	0
0970	Program Manager II	0	1	1	48,109	1	51,903	1	51,903
3210	Lease and Property Technician	1	0	0	0	0	0	0	0
0964	Program Specialist	0	1	1	37,713	0	0	0	0
TOTAL FULL-TIME POSITIONS		22	22	23	926,228	23	951,901	23	951,901

FUND: FLEET SERVICES OPERATING (705)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
Service Charges					
<i>Misc. Service Charges</i>	\$56,053	\$57,241	\$5,000	\$5,000	\$5,000
	\$56,053	\$57,241	\$5,000	\$5,000	\$5,000
Miscellaneous Revenues					
<i>Sale of Capital Equipment</i>	\$367,307	\$552,030	\$200,000	\$300,000	\$300,000
<i>Sales-Undercover Vehicles</i>	24,249	8,312	10,000	10,000	10,000
<i>Sales-Miscellaneous</i>	1,420	1,549	1,000	1,000	1,000
<i>Refunds</i>	28	58	0	0	0
<i>Interest on Investment</i>	412,234	397,293	300,000	300,000	300,000
<i>Miscellaneous Revenue</i>	235,667	22,273	1,000	1,000	1,000
	\$1,040,905	\$981,515	\$512,000	\$612,000	\$612,000
Total External Revenue	\$1,096,958	\$1,038,756	\$517,000	\$617,000	\$617,000
Interfund Cash Transfers					
<i>General</i>	\$137,372	\$504,835	\$284,909	\$611,000	\$611,000
<i>Building Operating</i>	50,000	7,197	40,000	21,000	0
<i>Communications Services</i>	0	263	0	0	0
<i>Emergency Comm.</i>	0	129	0	0	0
<i>Facilities Services</i>	0	528	21,000	14,000	14,000
<i>Golf</i>	85,973	33	0	0	0
<i>Hydropower</i>	0	102	0	0	0
<i>PIR Operating</i>	0	0	26,000	0	0
<i>Printing/Distribution Svcs</i>	18,000	704	0	0	0
<i>Refuse Disposal</i>	0	8,469	0	0	0
<i>Sewer Operating</i>	160,000	71,369	34,500	46,000	46,000
<i>Transportation Operating</i>	155,000	50,492	48,000	15,000	15,000
<i>Water Operating</i>	287,259	207,081	93,000	168,775	168,775
	\$893,604	\$851,202	\$547,409	\$875,775	\$854,775
Interfund Service Reimbursements					
<i>General</i>	\$4,324,229	\$4,844,447	\$4,903,506	\$4,966,360	\$4,963,210
<i>Assessment Collection</i>	7	0	0	0	0
<i>Building Operating</i>	248,528	261,632	260,933	274,140	274,140
<i>Cable Commission</i>	0	0	0	1,038	1,038
<i>Communications Services</i>	25,509	27,355	27,478	34,540	34,540
<i>Comm. Svcs - S/A</i>	0	0	200	0	0
<i>Emergency Comm</i>	8,378	6,574	11,172	11,059	11,059
<i>Facilities Services</i>	28,230	31,856	34,164	36,656	36,656
<i>Golf Fund</i>	83,953	101,307	125,143	110,245	110,245
<i>Hydro Operating</i>	5,846	5,871	7,771	8,418	8,418
<i>PIR Operating</i>	558	2,930	7,514	5,503	5,503
<i>Printing/Distribution Svcs</i>	31,764	25,661	32,668	28,117	28,117
<i>Refuse Disposal</i>	524	132	5,423	3,010	3,010
<i>Sewer Operating</i>	490,099	519,856	452,413	470,895	470,895
<i>Transportation Operating</i>	5,600,183	6,187,146	5,678,610	5,726,014	5,726,014
<i>Water Operating</i>	1,807,551	1,995,235	2,094,921	2,178,092	2,178,092
	\$12,655,359	\$14,010,002	\$13,641,916	\$13,854,087	\$13,850,937
Beginning Fund Balance					
<i>Encumbered</i>	\$2,574,582	\$0	\$0	\$3,500,000	\$3,500,000
<i>Unencumbered</i>	3,013,266	7,509,570	8,319,061	2,662,353	2,662,353
	\$5,587,848	\$7,509,570	\$8,319,061	\$6,162,353	\$6,162,353
TOTAL RESOURCES	\$20,233,769	\$23,409,530	\$23,025,386	\$21,509,215	\$21,485,065

FUND: FLEET SERVICES OPERATING (705)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
REQUIREMENTS					
Bureau Expenses					
<i>Personal Services</i>	\$3,523,670	\$3,602,391	\$3,734,000	\$3,892,953	\$3,892,953
<i>External Materials & Svcs</i>	3,020,295	3,264,659	3,944,755	3,776,786	3,776,786
<i>Internal Materials & Svcs</i>					
<i>General</i>	250,279	261,781	253,561	235,682	235,682
<i>Autoport</i>	21,315	6,734	0	0	0
<i>Communications Services</i>	17,869	21,062	23,362	25,322	25,322
<i>Computer Services</i>	0	0	55,597	53,781	53,781
<i>Master Lease</i>	2,206	0	0	4,708	4,708
<i>Facilities Services</i>	108,809	189,976	541,705	197,564	197,564
<i>Insurance & Claims</i>	31,225	40,602	29,559	35,086	35,086
<i>Printing/Distribution Svcs</i>	15,505	12,586	19,685	21,816	21,816
<i>Transportation</i>	2,560	29,296	0	0	0
<i>Water</i>	68,293	64,386	75,600	79,075	79,075
<i>Workers' Compensation</i>	127,076	145,635	135,943	104,008	104,008
	\$645,137	\$772,058	\$1,135,012	\$757,042	\$757,042
<i>Capital Outlay</i>	4,918,709	5,517,207	11,256,417	6,722,139	6,701,139
<i>Capital Cash Transfers</i>					
<i>Facilities Services</i>	0	0	318,994	0	0
	\$4,918,709	\$5,517,207	\$11,575,411	\$6,722,139	\$6,701,139
Total Bureau Expenses	\$12,107,811	\$13,156,315	\$20,389,178	\$15,148,920	\$15,127,920
Fund Requirements					
<i>Contingency</i>					
<i>Gen Oper Contingency</i>	\$0	\$0	\$850,599	\$1,051,367	\$1,048,217
<i>Compensation Adjust.</i>	0	0	177,072	143,301	143,301
<i>Encumbrance Carryover</i>	0	0	0	3,500,000	3,500,000
	\$0	\$0	\$1,027,671	\$4,694,668	\$4,691,518
<i>Debt Service</i>					
<i>Principal</i>	\$182,464	\$0	\$373,933	\$85,010	\$85,010
<i>Interest</i>	16,885	9,737	0	4,250	4,250
	\$199,349	\$9,737	\$373,933	\$89,260	\$89,260
<i>Interfund Cash Transfers</i>					
<i>General Fund - Overhead</i>	\$413,921	\$404,251	\$534,604	\$626,367	\$626,367
<i>General Fund - Other</i>	3,118	0	0	0	0
<i>Other Cash Transfers</i>	0	26,147	0	0	0
	\$417,039	\$430,398	\$534,604	\$626,367	\$626,367
<i>Inventory Account Increases</i>					
<i>Ending Balance/Reserves</i>	7,509,570	9,813,080	700,000	950,000	950,000
Total Fund Requirements	\$8,125,958	\$10,253,215	\$2,636,208	\$6,360,295	\$6,357,145
TOTAL REQUIREMENTS	\$20,233,769	\$23,409,530	\$23,025,386	\$21,509,215	\$21,485,065

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Fleet Services Division of the Bureau of General Services provides repair, maintenance, fabrication, body and paint services to the City's fleet of more than 2,000 vehicles and pieces of equipment. The Division also operates a 20 unit motorpool to provide City employees with vehicles on a short-term basis. Vehicles and equipment are replaced at the end of their useful life through a capital replacement program.

The Fleet Services Fund accounts for all revenues of the division. The main source of revenue is service reimbursement transfers from other City bureaus and funds, totalling \$13,850,937. The budget also includes \$300,000 in revenue from sales of capital equipment, and \$300,000 in interest income. Cash transfers for FY 94-95 total \$854,775. Fleet has budgeted \$950,000 in an unappropriated ending balance which represents the value of the repair parts inventory, and a reserve for future building repairs, maintenance, and equipment.

Capital outlay expenditures, which cover vehicle replacement purchases, dropped to \$6.72 million from \$11.26 million in FY 93-94. The 93-94 capital budget was unusually high due to substantial carryover from prior years and a reappropriation of capital replacement from FY 92-93. A proposed fund policy for Fleet Services of maintaining an approximate 10% General Operating contingency level resulted in an increase of \$166,997 in the contingency.

FLEET SERVICES (562)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$2,436,750	\$2,510,947	\$2,611,395	\$2,707,262	\$2,707,262
512000 Part-Time/Limited-Term	39,502	34,802	30,000	29,000	29,000
514000 Overtime	10,450	45,521	18,700	21,200	21,200
515000 Premium Pay	27,515	24,929	50,738	25,900	25,900
517000 Benefits	1,009,453	986,192	1,023,167	1,109,591	1,109,591
Total Personal Services	\$3,523,670	\$3,602,391	\$3,734,000	\$3,892,953	\$3,892,953
521000 Professional Services	\$564	\$1,755	\$2,200	\$2,200	\$2,200
522000 Utilities	96,195	104,341	130,500	118,000	118,000
523000 Equipment Rental	232,639	248,067	398,010	363,786	363,786
524000 Repair & Maintenance	499,467	584,401	622,107	572,000	572,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	22,518	22,406	62,000	65,250	65,250
531000 Office Supplies	12,553	16,766	16,900	15,500	15,500
532000 Operating Supplies	362,233	403,718	481,385	467,700	467,700
533000 Repair & Maint. Supplies	1,687,124	1,765,426	2,033,753	1,978,500	1,978,500
534000 Minor Equipment	30,635	51,274	41,000	41,200	41,200
535000 Clothing	26,499	30,138	40,300	44,600	44,600
539000 Other Commodities	1,048	434	0	0	0
541000 Education	12,479	14,243	22,700	23,650	23,650
542000 Local Travel	0	0	900	900	900
543000 Out-of-Town Travel	3,661	1,175	10,500	11,500	11,500
544000 External Rent	7,788	8,496	13,000	11,000	11,000
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	24,892	12,019	69,500	61,000	61,000
Subtotal External Materials & Services	\$3,020,295	\$3,264,659	\$3,944,755	\$3,776,786	\$3,776,786
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	15,503	12,587	19,685	21,816	21,816
553000 Facilities Services	108,811	189,975	541,705	197,564	197,564
554000 Communications	17,869	21,062	23,362	25,322	25,322
555000 Data Processing	28,324	0	55,597	53,781	53,781
556000 Insurance	158,301	186,237	165,502	139,094	139,094
557000 Equipment Lease	2,206	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	314,123	362,197	329,161	319,465	319,465
Subtotal Internal Materials & Services	\$645,137	\$772,058	\$1,135,012	\$757,042	\$757,042
Total Materials & Services	\$3,665,432	\$4,036,717	\$5,079,767	\$4,533,828	\$4,533,828
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	338,870	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	4,918,709	5,517,207	10,917,547	6,722,139	6,701,139
Total Capital Outlay	\$4,918,709	\$5,517,207	\$11,256,417	\$6,722,139	\$6,701,139
573000 Cash Transfers-Equipment	\$0	\$0	\$318,994	\$0	\$0
Total Bureau Expenses	\$12,107,811	\$13,156,315	\$20,389,178	\$15,148,920	\$15,127,920

FLEET SERVICES (562)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	FY 1993-94	FY 1994-95	FY 1994-95	FY 1994-95	FY 1994-95
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0548	Administrative Serv. Director	1	0	0	0	0	0	0	0
1956	Sr. Public Works Manager	0	1	1	61,972	1	66,858	1	66,858
1533	Lead Auto Mechanic	4	4	2	72,620	2	74,750	2	74,750
1532	Auto Mechanic	29	34	38	1,313,926	38	1,352,800	38	1,352,800
1530	Motorcycle Mechanic	1	1	1	34,577	1	35,600	1	35,600
1522	Metal Fabrication Foreman	1	0	0	0	0	0	0	0
1517	Auto Body Restorer Foreman	1	0	0	0	0	0	0	0
1536	Auto Mechanic Foreman II	4	0	0	0	0	0	0	0
1056	Sr. Trades Supervisor	0	1	1	45,560	1	49,152	1	49,152
1054	Trades Supervisor	0	5	6	251,686	6	265,702	6	265,702
1520	Maintenance Machinist	1	1	1	34,577	1	35,600	1	35,600
1516	Auto Body Restorer	3	2	4	138,308	4	142,400	4	142,400
1513	Welder	3	3	3	103,731	3	106,800	3	106,800
1511	Lead Welder	1	1	1	36,310	1	37,375	1	37,375
1446	Auto Painter	1	1	0	0	0	0	0	0
1235	Auto Servicer II	1	1	1	30,631	1	31,529	1	31,529
1232	Auto Servicer I	14	8	3	87,384	3	88,897	3	88,897
1208	Maintenance Worker	0	0	1	15,973	1	17,832	1	17,832
1542	Operations Div. Supervisor	1	0	0	0	0	0	0	0
1132	Fac. & Maint. Supervisor	0	1	0	0	0	0	0	0
1541	Maintenance Div. Supervisor	1	0	0	0	0	0	0	0
1058	Trades Manager	0	1	1	49,538	1	53,463	1	53,463
0827	Management Analyst	1	0	0	0	0	0	0	0
0968	Program Manager I	0	1	1	45,560	1	49,152	1	49,152
0819	Administrative Assistant I	1	1	1	36,522	1	39,404	1	39,404
0430	Auto Parts Specialist	4	4	4	122,024	4	125,616	4	125,616
0413	Stores System Manager	1	1	1	45,786	1	48,630	1	48,630
0220	Secretarial Clerk I	1	2	1	23,177	1	23,866	1	23,866
0221	Secretarial Clerk II	0	0	1	25,223	1	25,954	1	25,954
	Driver	1	0	0	0	0	0	0	0
	Lead Auto Body Restorer	0	1	1	36,310	1	35,882	1	35,882
TOTAL FULL-TIME POSITIONS		76	75	74	\$2,611,395	74	\$2,707,262	74	\$2,707,262

PRINTING/DISTRIBUTION SERVICES FUND (706)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
RESOURCES					
External Revenue					
<i>Services Charges and Fees</i>					
<i>Misc. Service Charges</i>	\$188,159	\$114,373	\$176,235	\$177,386	\$177,386
<i>Local Sources</i>					
<i>Multnomah Co. Cost Shari</i>	857,000	928,813	936,062	1,046,662	1,046,662
<i>Miscellaneous Revenues</i>					
<i>Interest on Investments</i>	61,993	41,622	30,000	32,550	32,550
<i>Other Misc. Revenue</i>	352	5,498	1,000	1,000	1,000
	62,345	47,120	31,000	33,550	33,550
Total External Revenue	\$1,107,504	\$1,090,306	\$1,143,297	\$1,257,598	\$1,257,598
Interfund Cash Transfers					
<i>General</i>	\$23,390	\$28,640	\$9,000	\$5,400	\$5,400
<i>Sewer System Operating</i>	13,072	6,120	0	0	0
<i>Emergency Communication</i>	0	2,500	0	0	0
<i>Water</i>	11,062	14,059	0	0	0
<i>Transportation Operating</i>	9,909	0	0	0	0
<i>HCD</i>	0	0	0	0	0
<i>Fire & Police Disabil & Retir</i>	0	0	0	3,500	3,500
	57,433	51,319	9,000	8,900	8,900
Interfund Svc Reimbursements					
<i>General</i>	\$1,793,173	\$1,897,149	\$1,641,575	\$1,858,714	\$1,848,707
<i>Cable</i>	0	6,828	0	12,000	12,000
<i>Sewer System Operating</i>	445,831	543,875	503,443	555,861	555,861
<i>Refuse Disposal</i>	77,465	50,250	87,465	98,072	98,072
<i>Hydropower</i>	2,698	3,338	3,000	3,460	3,460
<i>Water</i>	550,204	624,091	710,223	757,725	757,725
<i>Golf</i>	10,318	4,409	9,256	9,506	9,506
<i>Park System</i>	271	2,399	0	0	0
<i>PIR</i>	504	703	600	617	617
<i>Transportation Operating</i>	299,927	357,337	427,071	448,858	448,858
<i>Emergency Communication</i>	26,403	25,252	24,900	33,306	33,306
<i>Buildings</i>	236,100	243,518	254,642	259,239	259,239
<i>Fire/Police Dis./Retire.</i>	12,090	11,530	12,707	13,021	13,021
<i>Fleet Operating</i>	11,279	12,587	19,685	21,816	21,816
<i>Communications Services</i>	5,248	9,847	11,967	11,189	11,189
<i>Parking Facilities</i>	4,226	222	0	0	0
<i>Public Safety Levy</i>	134	656	0	0	0
<i>Home Grant Operating</i>	0	0	200	0	0
<i>Facilities Services</i>	12,211	13,942	15,480	16,953	16,953
	3,488,082	3,807,933	3,722,214	4,100,337	4,090,330
Beginning Fund Balance					
<i>Encumbered</i>	\$87,067	\$0	\$0	\$0	\$0
<i>Unencumbered</i>	1,236,337	1,010,619	656,068	1,045,000	1,045,000
Total Beginning Fund Bal.	1,323,404	1,010,619	656,068	1,045,000	1,045,000
TOTAL RESOURCES	\$5,976,423	\$5,960,177	\$5,530,579	\$6,411,835	\$6,401,828

PRINTING/DISTRIBUTION SERVICES FUND (706)

FUND SUMMARY

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>REQUIREMENTS</u>					
<i>Bureau Expenses</i>					
<i>Personal Svcs</i>	\$1,227,248	\$1,219,483	\$1,303,534	\$1,345,051	\$1,345,051
<i>External Materials & Svcs</i>	2,599,635	2,656,313	2,438,749	2,978,344	2,970,438
<i>Internal Materials & Svcs</i>					
<i>General</i>	303,212	255,704	185,587	152,586	152,586
<i>Fleet Services Operating</i>	31,765	25,662	32,668	28,117	28,117
<i>Commun. Service Operati</i>	13,152	9,146	11,196	11,880	11,880
<i>Ins./Claims Operating</i>	0	19,562	13,814	14,714	14,714
<i>Facilities Services Operati</i>	57,616	28,846	83,287	105,758	105,758
<i>Workers' Comp. Operating</i>	48,809	45,097	40,065	30,767	30,767
<i>AutoPort</i>	0	71,512	7,200	7,200	7,200
<i>Water</i>	0	90	0	0	0
<i>Computer Services</i>	0	0	75,438	130,855	130,855
	\$454,554	\$455,619	\$449,255	\$481,877	\$481,877
<i>Capital Outlay</i>	484,898	390,558	497,627	443,648	443,648
<i>Equipment Cash Transfers</i>					
<i>Fleet Services Operating</i>	18,000	0	0	0	0
<i>Communication Services</i>	0	0	0	0	0
Total Bureau Expenses	\$4,784,335	\$4,721,973	\$4,689,165	\$5,248,920	\$5,241,014
<u>Fund Requirements</u>					
<i>Interfund Cash Transfers</i>					
<i>General - Overhead</i>	180,170	172,273	169,567	226,006	226,006
<i>General</i>	1,299	0	0	0	0
<i>Fleet Services Operating</i>	0	704	0	0	0
<i>Communication Services</i>	0	646	0	0	0
<i>Health Insurnace</i>	0	6,447	0	0	0
	181,469	180,070	169,567	226,006	226,006
<i>Contingency</i>					
<i>General Oper Contingenc</i>	0	0	339,452	671,455	669,354
<i>Compensation Adjustment</i>	0	0	56,465	45,454	45,454
<i>Revenue Shortfall Reserv</i>	0	0	173,934	0	0
<i>Replacement Reserve</i>	0	0	101,996	220,000	220,000
	0	0	671,847	936,909	934,808
<i>Unapprop Ending Balance</i>	1,010,619	1,058,134	0	0	0
Total Fund Requirements	1,192,088	1,238,204	841,414	1,162,915	1,160,814
TOTAL REQUIREMENTS	\$5,976,423	\$5,960,177	\$5,530,579	\$6,411,835	\$6,401,828

GENERAL DESCRIPTION and CHANGES FROM PRIOR YEAR

The Printing/Distribution Services Division of the Bureau of General Services provides support services to all City bureaus, Multnomah County, and other governmental agencies. These services include printing and binding, microfilming, copy machines and xerography, mail processing, inserting and addressing, and the delivery of interoffice 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.

The Printing/Distribution Fund accounts for all revenues of the Division. The main source of revenue is from service reimbursement transfers from other City bureaus and funds. The FY1994-95 Adopted Budget is 10% higher than the FY 1993-94 Revised Budget. Multnomah County contracts with Printing/Distribution for printing services and is expected to pay \$1,046,622 in the next fiscal year. \$1,046,662 in the next year.

PRINTING/DISTRIBUTION SERVICES (354)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$739,777	\$741,265	\$820,214	\$837,045	\$837,045
512000 Part-Time/Limited-Term	66,382	87,475	65,250	70,000	70,000
514000 Overtime	50,099	35,132	41,000	39,500	39,500
515000 Premium Pay	23,421	25,335	17,500	19,500	19,500
517000 Benefits	347,569	330,276	359,570	379,006	379,006
Total Personal Services	\$1,227,248	\$1,219,483	\$1,303,534	\$1,345,051	\$1,345,051
521000 Professional Services	\$0	\$2,663	\$1,000	\$2,500	\$2,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	4,750	7,220	6,000	6,000	6,000
524000 Repair & Maintenance	192,045	236,547	276,000	338,000	338,000
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	1,912,177	1,872,305	1,245,306	1,928,521	1,920,615
531000 Office Supplies	5,229	2,379	4,443	4,000	4,000
532000 Operating Supplies	420,991	507,849	862,000	645,674	645,674
533000 Repair & Maint. Supplies	2,687	2,045	4,800	5,200	5,200
534000 Minor Equipment	17,340	13,997	8,000	8,000	8,000
535000 Clothing	3,407	1,079	5,500	5,500	5,500
539000 Other Commodities	0	0	0	0	0
541000 Education	2,102	2,413	18,500	20,000	20,000
542000 Local Travel	1,420	2,044	2,700	2,200	2,200
543000 Out-of-Town Travel	1,908	2,270	4,500	5,000	5,000
544000 External Rent	12,075	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	23,504	3,502	0	7,749	7,749
Subtotal External Materials & Services	\$2,599,635	\$2,656,313	\$2,438,749	\$2,978,344	\$2,970,438
551000 Fleet Services	\$31,765	\$25,662	\$32,668	\$28,117	\$28,117
552000 Printing/Distribution	0	0	0	0	0
553000 Facilities Services	57,616	28,846	83,287	105,758	105,758
554000 Communications	13,152	9,146	11,196	11,880	11,880
555000 Data Processing	0	0	75,438	130,855	130,855
556000 Insurance	48,809	64,659	53,879	45,481	45,481
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	303,212	327,306	192,787	159,786	159,786
Subtotal Internal Materials & Services	\$454,554	\$455,619	\$449,255	\$481,877	\$481,877
Total Materials & Services	\$3,054,189	\$3,111,932	\$2,888,004	\$3,460,221	\$3,452,315
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	117,226	0	0	32,748	32,748
564000 Equipment	367,672	390,558	497,627	410,900	410,900
Total Capital Outlay	\$484,898	\$390,558	\$497,627	\$443,648	\$443,648
573000 Cash Transfers-Equipment	\$18,000	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$4,784,335	\$4,721,973	\$4,689,165	\$5,248,920	\$5,241,014

PRINTING/DISTRIBUTION SERVICES (354)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0356	Printing & Distribution Division Manager	1	1	1	\$61,686	1	\$62,870	1	\$62,870
0353	Reproduction Coordinator	1	0	0	0	0	0	0	0
1054	Trades Supervisor	0	1	1	41,519	1	44,561	1	44,561
0363	Reprogr.& Distrib. Supervisor	1	0	0	0	0	0	0	0
0968	Program Manager 1	0	1	1	45,211	1	48,362	1	48,362
0512	Billing Accountant	1	1	1	33,888	1	34,890	1	34,890
0354	Reproduction Operator 3	3	3	3	109,995	4	143,320	4	143,320
0351	Reproduction Operator 2	2	3	3	89,053	2	60,087	2	60,087
0350	Reproduction Operator 1	8	8	8	211,225	6	165,186	6	165,186
0349	Reprographics Technician	0	1	1	18,249	3	55,835	3	55,835
0220	Secretarial Clerk 1	1	1	1	23,177	1	23,866	1	23,866
0128	Distribution Coordinator	0	0	0	0	0	0	0	0
0129	Mail Supervisor	0	0	1	30,444	1	37,730	1	37,730
0127	Delivery Driver	4	4	3	87,384	3	89,952	3	89,952
0126	Mail Clerk 2	1	1	1	25,829	1	26,580	1	26,580
0125	Mail Clerk 1	2	2	2	42,554	2	43,806	2	43,806
TOTAL FULL-TIME POSITIONS		25	27	27	820,214	27	837,045	27	837,045

OFFICE OF GOVERNMENT RELATIONS (303)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

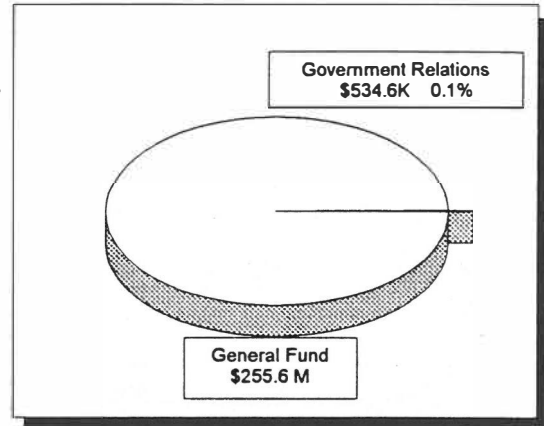
	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$250,122	\$263,162	\$272,801	\$312,649	\$312,649
<i>External Materials & Svcs.</i>	163,516	196,332	171,794	184,071	184,071
<i>Internal Materials & Svcs.</i>	29,557	37,393	30,823	35,269	35,269
<i>Minor Capital Outlay</i>	2,729	0	4,500	2,601	2,601
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
Total Operating Budget	\$445,924	\$496,887	\$479,918	\$534,590	\$534,590
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$445,924	\$496,887	\$479,918	\$534,590	\$534,590
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$479,918	\$534,590	\$534,590
Authorized Full-Time Positions					
<i>Total</i>	4	4	4	4	4
<i>Gen. Fund Discretionary</i>	0	0	0	0	0
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
<i>Discretionary General Fund</i>		165,600	148,324	154,491	154,491
<i>Non-Discretionary Revenues</i>					
<i>Grants & Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	127,000	131,506	131,506
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Revenue from Other Funds</i>		331,287	204,594	248,593	248,593
Total Non-Discretionary Revenues		331,287	331,594	380,099	380,099
Total General Fund Resources		\$496,887	\$479,918	\$534,590	\$534,590
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
<i>Portland Office</i>		\$346,887	\$344,918	\$394,590	\$394,590
<i>Positions</i>		4	4	4	4
<i>Washington, D.C. Contract</i>		150,000	135,000	140,000	140,000
TOTAL PROGRAMS		\$496,887	\$479,918	\$534,590	\$534,590
<i>Positions</i>		4	4	4	4
GENERAL DESCRIPTION and CHANGES FROM 1993-94					

OFFICE OF GOVERNMENT RELATIONS (303)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Mayor Vera Katz

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The largest change from 1993-94 to 1994-95 is the 1995 Legislative Session. Gov't Relations will open an office in Salem, while continuing to maintain the Portland office. They will rent office space, hiring a part time staff assistant to assist in Salem during the Legislative Session, and communicating with Bureaus from Salem via phones, portable phones, and fax. This additional \$35,820 was presented as an add package.

PERCENT OF GENERAL FUND



BUDGET DECISIONS FOR 1995-96

Decision Packages for 1995-96 (in constant 1994-95 dollars):

- ◆ Interagency Agreements currently contributed by BES, Water and Transportation will be eliminated and the funding replaced by overhead spread amongst all bureaus.

Total 1995-96 Decision Packages (in constant 1994-95 dollars):

Total 1994-95 Budget

Total 1995-96 Budget (in constant 1994-95 dollars):

Full-Time Positions	Estimated Cost	
	General Fund Discretionary	Total Cost
	\$0	\$131,506
0	\$0	\$131,506
4	\$154,491	\$403,084
4	\$154,491	\$534,590

Other Budget Decisions for 1995-96:

- ◆ None

DESCRIPTION OF PROGRAMS

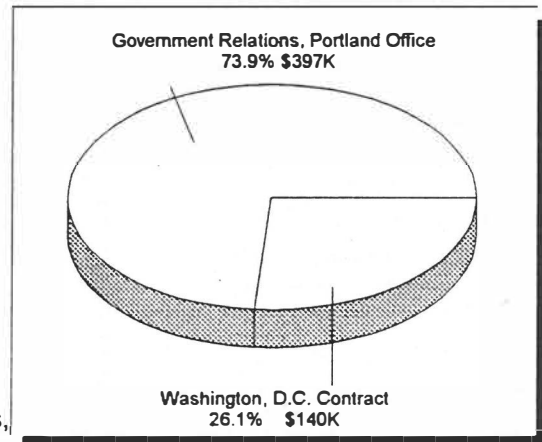
A. Washington, D.C. Contract

This contract houses the City's Washington, D.C. lobbying service. The contractor provides day-to-day representation of the City's federal interests and needs. This entails full staffing and office support for visiting officials, information and assistance with grants and appropriations for the City, monitoring of federal initiatives, and liaison with national member associations. BES, Water and Transportation share in the costs for specific services.

B. Portland Office

Government Relations represents 24 City bureaus and offices, the Mayor and members of the City Council in advancing objectives with the Congress, State Legislature, and other units of government.

PROGRAM EXPENSES



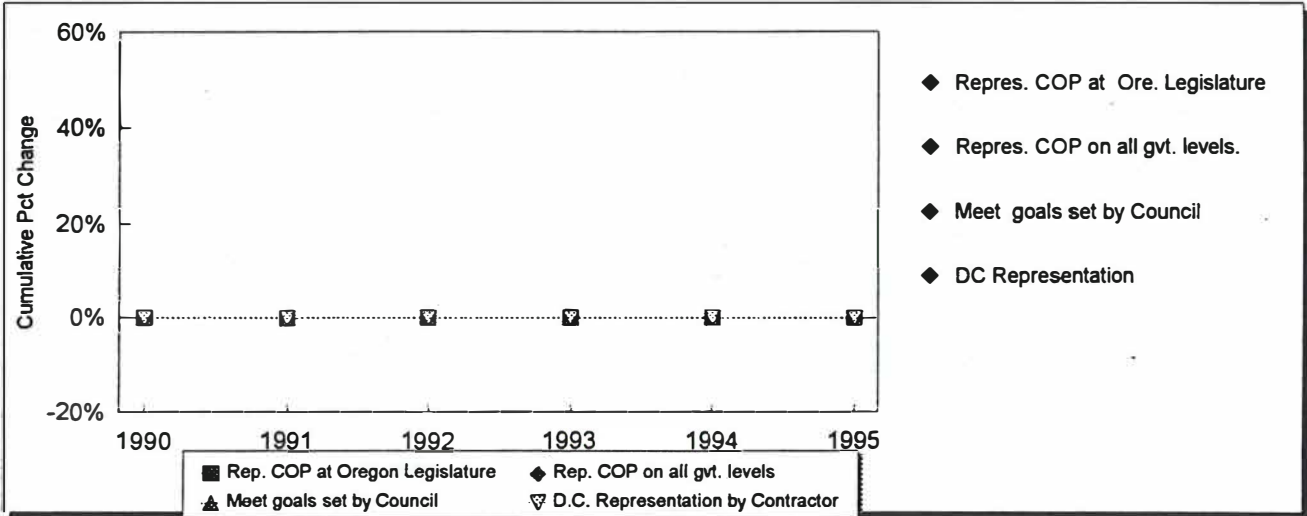
OFFICE OF GOVERNMENT RELATIONS (303)

Service Area: Legislative/Administrative and Support Services

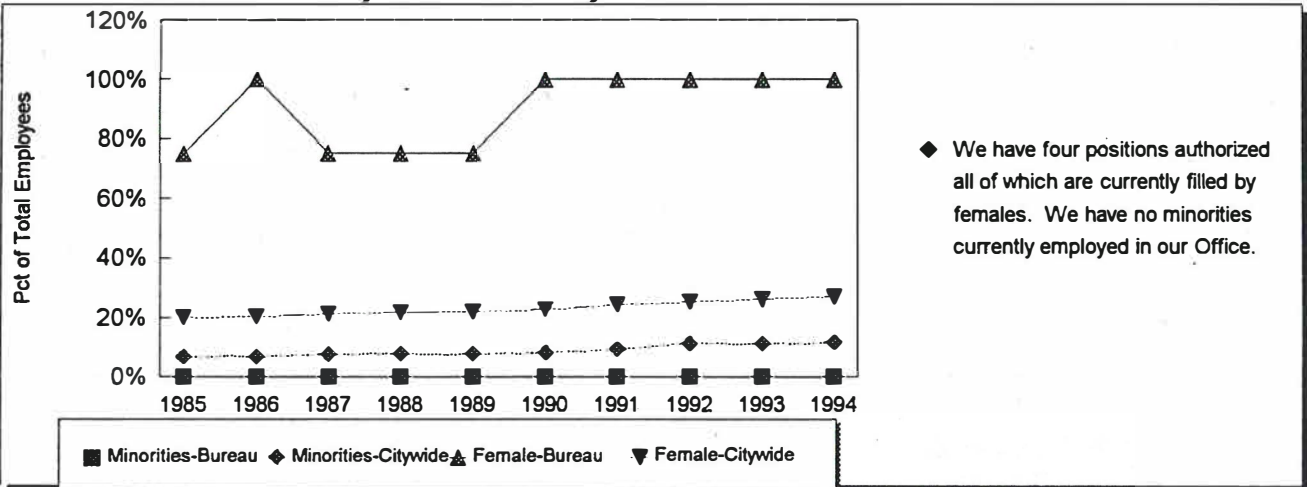
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

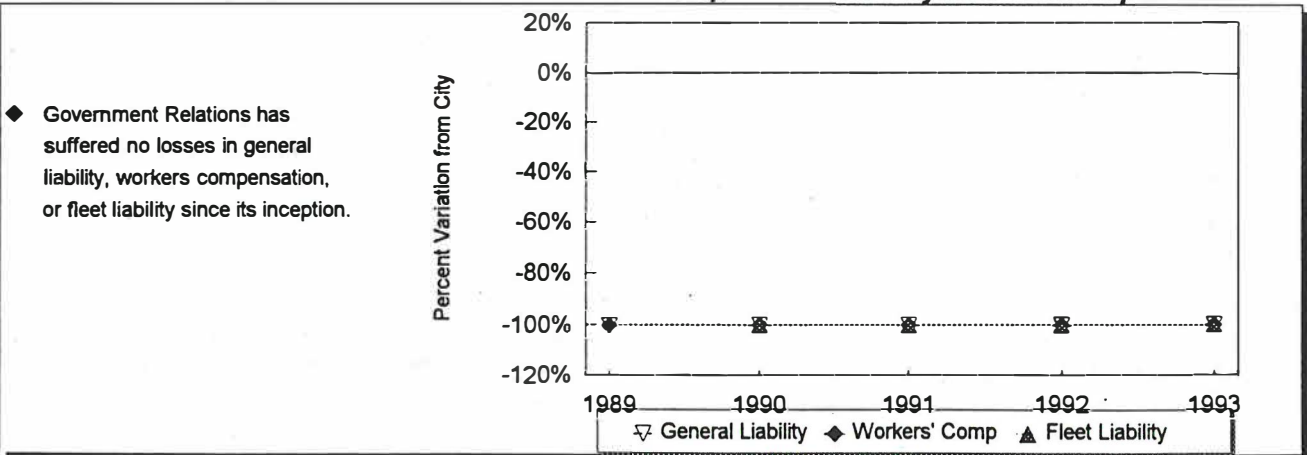
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



◆ Government Relations has suffered no losses in general liability, workers compensation, or fleet liability since its inception.

OFFICE OF GOVERNMENT RELATIONS (303)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

1. Provide the Delegation with timely, regular, high quality information about the City's interests, develop understanding of perspectives and interests of the members of the Delegation.
2. Provide support and opportunity for the Delegation to act as a unit on behalf of the City of Portland.
3. Identify and promote specific interests the City has in common with other areas of the state and their representatives.
4. Develop a package of legislative proposals and positions endorsed by the Council. Lobby during the legislative session to session to achieve success on City proposals, and other issues of importance to local governments, making sure that the City's position on issues are consistent with stated Council priorities.
5. Assure appropriate implementation of legislation through rule making; develop consensus on as many issues as possible before the 1995 session.
6. Hire and manage contract with a consulting firm in Washington, D.C. to represent the City on a variety of issues.

MAJOR BUDGET NOTES

- ◆ With one consolidated Washington D.C. Contract, the Interagency Agreements currently in force with BES, Water and Transportation for a dedicated person in D.C. will be eliminated. Their contribution will be added to the Government Relations budget as overhead and spread amongst all City Bureaus. Gov't Relations will eliminate the exclusive contributions from BES and Water for 1/3 each of one lobbyist working in the Portland office.

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Major City initiated legislation enacted.	85	85	85	85
Measures defeated that City and Local gvt. opposed.	85	85	85	85
Federal appropriations obtained	80	85	90	90
Communication and service to City Council and bureaus during legislative session.	85	85	95	95
<u>EFFICIENCY MEASURES</u>				
Computer system for bill tracking and communicating with City bureaus during Session.	70	80	90	90
Regular meetings with Portland Legislative delegation.	85	85	90	90
Reports, newsletters and publications describing City positions on state and federal matters.	65	75	85	85
<u>WORKLOAD MEASURES</u>				
Analysis and writing City Legislative Agenda.	85	85	90	90
Development of shared state and federal legis. agendas for metropolitan region.	80	85	90	90
Development of Federal legis. agenda for City.	80	85	90	90
Attend LOC, USCM and NLC Meetings	90	90	90	90
Legislative Interim Comm. and work-group participation	80	85	85	85
Briefings and meetings with Portland legis. delegation.	80	80	85	85

OFFICE OF GOVERNMENT RELATIONS (303)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$250,122	\$193,763	\$201,113	\$217,116	\$217,116
512000 Part-Time/Limited-Term	0	0	0	18,000	18,000
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	0	69,399	71,688	77,533	77,533
Total Personal Services	\$250,122	\$263,162	\$272,801	\$312,649	\$312,649
521000 Professional Services	\$0	\$144,000	\$135,000	\$140,000	\$140,000
522000 Utilities	0	3,000	0	1,200	1,200
523000 Equipment Rental	0	3,000	3,000	3,000	3,000
524000 Repair & Maintenance	0	2,500	2,000	1,700	1,700
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	3,300	3,000	2,000	2,000
531000 Office Supplies	0	3,500	2,694	3,200	3,200
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	3,500	2,000	1,751	1,751
541000 Education	0	300	0	0	0
542000 Local Travel	0	6,348	3,000	8,220	8,220
543000 Out-of-Town Travel	0	12,000	10,500	10,000	10,000
544000 External Rent	0	0	600	3,000	3,000
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	163,516	14,884	10,000	10,000	10,000
Subtotal External Materials & Services	\$163,516	\$196,332	\$171,794	\$184,071	\$184,071
551000 Fleet Services	\$0	\$1,000	\$0	\$0	\$0
552000 Printing/Distribution	0	4,950	2,501	2,527	2,527
553000 Facilities Services	0	9,969	11,488	11,957	11,957
554000 Communications	0	10,893	8,057	12,300	12,300
555000 Data Processing	0	957	759	686	686
556000 Insurance	0	9,624	8,018	7,799	7,799
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	29,557	0	0	0	0
Subtotal Internal Materials & Services	\$29,557	\$37,393	\$30,823	\$35,269	\$35,269
Total Materials & Services	\$193,073	\$233,725	\$202,617	\$219,340	\$219,340
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	2,729	0	4,500	2,601	2,601
Total Capital Outlay	\$2,729	\$0	\$4,500	\$2,601	\$2,601
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$445,924	\$496,887	\$479,918	\$534,590	\$534,590

OFFICE OF GOVERNMENT RELATIONS (303)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Mayor Vera Katz

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
810	Government Relations Director	1	1	1	67,735	1	77,152	1	77,152
808	Government Relations Lobbyist	2	2	2	99,288	2	104,552	2	104,552
810	Government Relations Assistant	1	1	1	34,090	1	35,412	1	35,412
TOTAL FULL-TIME POSITIONS		4	4	4	201,113	4	217,116	4	217,116

BUREAU OF LICENSES (316)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$1,211,539	\$1,265,466	\$1,517,843	\$1,740,772	\$1,740,772
External Materials & Svcs.	45,972	41,846	152,282	99,972	99,972
Internal Materials & Svcs.	299,140	358,299	696,061	460,174	460,174
Minor Capital Outlay	8,107	10,103	28,910	37,500	37,500
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$1,564,758	\$1,675,714	\$2,395,096	\$2,338,418	\$2,338,418
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$1,564,758	\$1,675,714	\$2,395,096	\$2,338,418	\$2,338,418
Allocated Overhead Costs			260,666	268,697	268,697
Total Cost with Allocated Overhead			\$2,655,762	\$2,607,115	\$2,607,115
Authorized Full-Time Positions					
Total	29	29	34	36	36
Gen. Fund Discretionary	23	23	23	24	24
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
Discretionary General Fund		1,329,930	1,641,652	1,455,004	1,455,004
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenue		0	350,000	450,000	450,000
Interagency Services		22,991	23,054	24,139	24,136
Bureau Program Revenue		322,793	380,390	409,275	409,275
Overhead Revenue from Other Funds		0	0	0	0
Total Non-Discretionary Revenues		345,784	753,444	883,414	883,411
Total General Fund Resources		\$1,675,714	\$2,395,096	\$2,338,418	\$2,338,418
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
Business Licenses		\$1,268,018	\$1,920,922	\$1,842,364	\$1,842,364
Positions		22	26.25	28.25	28.25
Regulatory Permits		322,793	383,390	403,275	403,275
Positions		5	6.25	6.25	6.25
Transient Lodging		84,903	90,784	92,779	92,779
Positions		2	1.50	1.50	1.50
TOTAL PROGRAMS		\$1,675,714	\$2,395,096	\$2,338,418	\$2,338,418
Positions		29	34	36	36

BUREAU OF LICENSES (316)

Service Area: Legislative/Administrative and Support Services

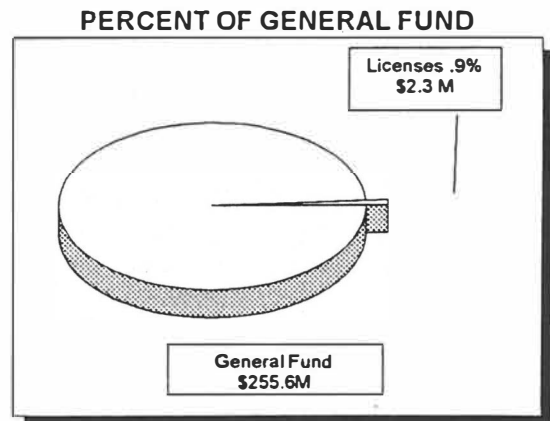
Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Licenses is responsible for identifying, collecting and auditing licenses and lodging taxes for all businesses operating within the City of Portland as well as administering the Multnomah County Business Income Tax. The Bureau also enforces towing, taxi transportation, pay and park lots, second-hand dealers, amusement devices, social games regulations and collects associated permit fees.

The 1994-95 License Bureau budget reflects a continuation of program changes that are already underway plus an increased focus on providing assistance to businesses in line with the City's new economic development plan, Prosperous Portland.



Effective January 1994, the Bureau began joint administration of the Business License and Multnomah County's Business Income Tax (MCBIT). The Bureau will continue to focus on making this major consolidation a success. A major task in FY 1994-95 will be development of a new business license information system to support consolidated administration and provide new information on business activity in Portland. A second task will be an analysis of how these programs impact the City's economic development plan and the General Fund revenue picture. Finally, the Bureau will complete the reorganization into a team environment with emphasis on continuous improvement methods and greater customer service.

The Bureau will continue to work with PDC and other agencies to support economic development activities in the City. Development of the "business database" and increased efforts to help small business creation, growth, and retention are planned.

The License Bureau's Adopted Budget totals \$2.3 million, and supports 36 positions, an increase of two over the FY 93-94 level. An additional Field Rep II position has been added to play a lead role in projects relating to consolidation, annexation, and specialized revenue generation activities. This position is supported by County contract revenue. The second new position is an Assistant Management Auditor to handle increased opportunities for revenue generation through the auditing of accounts identified in the consolidation process. This position will generate an additional \$100,000 in audit recovery revenue.

Even with the two new positions, the overall Bureau of License's budget shows a decline of \$57,000 from the prior year. This reduction reflects the dropping off of one-time costs associated with the consolidation of the City and County Business License/Tax programs. It is anticipated that the consolidated program will produce annual General Fund savings of \$100,000 beginning in FY 1995-96.

BUREAU OF LICENSES (316)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

Business Licenses

The Business License Program is the third largest source of General Fund revenue in the City with receipts expected to exceed \$32 million in FY 1994-95. Effective January 1994, the Bureau began joint administration of Multnomah County's Business Income Tax and the Portland Business License. This program includes identifying businesses subject to Business License Law and MCBIT, collecting accounts, maintaining accurate records, auditing accounts for accuracy and assisting businesses in complying with the Law.

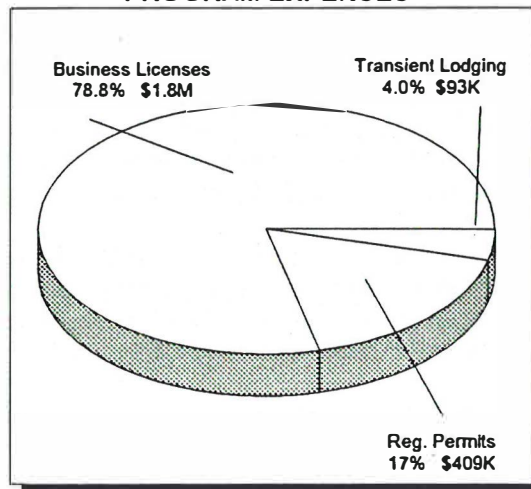
Transient Lodgings

The Transient Lodgings Tax Program is the fourth largest source of General Fund revenue in the City, with receipts expected to exceed \$7 million in FY 1994-95. 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 over \$1 million in funding for POVA to support tourism activity.

Regulatory Permits

The regulatory program involves investigating, monitoring, and issuing various regulatory permits covering secondhand dealers, pay and park lots, social games, amusement devices, taxicabs and towing companies. The program is also responsible for making recommendations on the issuance of liquor licenses. The program is completely self-supporting on revenues from permit fees.

PROGRAM EXPENSES



BUREAU OF LICENSES (316)

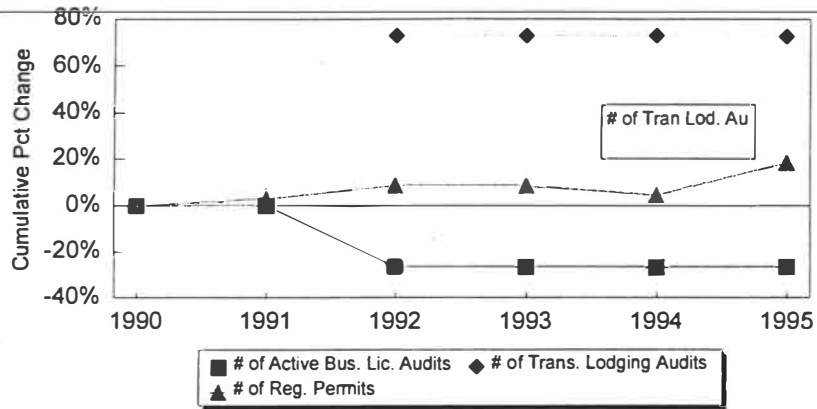
Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

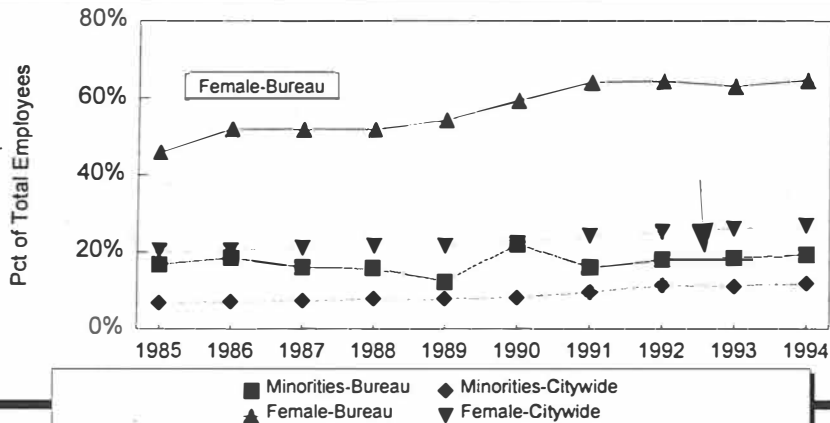
PERFORMANCE TRENDS

- ◆ # of Business License Audits
 - Declined due to Code change and staff focus on consolidation.
- ◆ # of Transient Lodging Audits
 - Stable due to strong economy
- ◆ # of Regulatory Permits.
 - Increase due to amusement device permits.



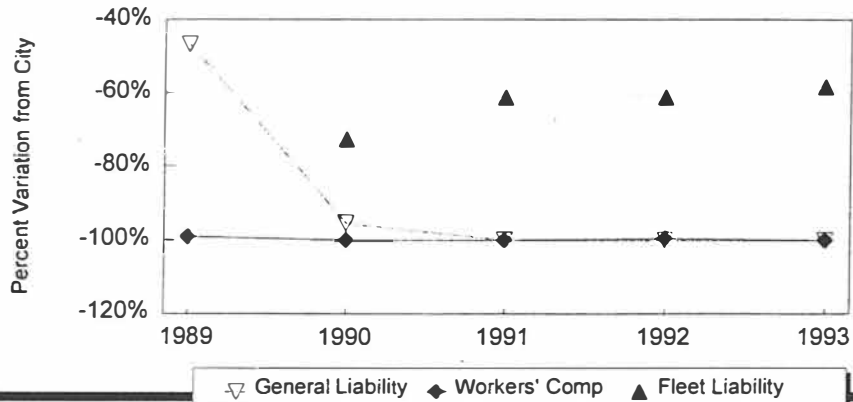
Workforce Diversity - Bureau vs. Citywide

- ◆ Bureau's percentage of women employees is just over 60%, while the City's average is approximately 22%.
- ◆ Bureau's percentage of minorities comprise about 20% of the Bureau's workforce while the City's percentage is just over 10%.



Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ Worker's Compensation claims have declined significantly since FY 1989, and are far below citywide average.
- ◆ There have been no General Liability claims in the last three years.
- ◆ Fleet claims are well below the citywide average.



BUREAU OF LICENSES (316)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES**BUREAU MANAGEMENT OBJECTIVES**

The Bureau of Licenses has identified five primary objectives for FY 1994-95 as follows:

1. Complete development and implementation of the new business license information system to support consolidated BL/MCBIT administration and provide new data base on business activity.
2. Assess impact of consolidated administration on revenues, businesses, and the City's economic development plan.
3. Expand services to the business community in support of the City's economic development plan.
4. Complete Bureau reorganization into a team-based environment with emphasis on work process re-engineering and continuous improvement methods.
5. Continue support of Community Policing through regulatory programs and partnerships with businesses, police agencies, neighborhoods and other groups.

EFFECTIVENESS MEASURES**Revenues Collected**

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Business Licenses	24,889,694	27,241,577	32,958,548	32,958,548
Transient Lodging	6,215,314	6,716,736	7,415,693	7,415,693

Public Safety**Towing Program**

Number of citizen complaints as % of vehicles towed	0.44%	0.84%	0.85%	0.85%
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Liquor Program

Number of permit renewals put on hold due to complaints as % of overall renewal requests	1.84%	2%	2%	2%
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EFFICIENCY MEASURES**Business Licenses**

% expenses are of revenue	4.11%	5.60%	4.96%	4.96%
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Transient Lodgings

% expenses are of revenue	1.07%	0.70%	0.71%	0.71%
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WORKLOAD MEASURES

No. of Active Business Licenses Audits	448	385	460	460
No. Transient Lodgings Audits	26	45	45	45
No. Regulatory Permits	6,096	5,874	6,657	6,657
No. of Presentations to Civic/Business Groups	150	150	150	150

BUREAU OF LICENSES (316)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$859,445	\$920,588	\$1,087,791	\$1,239,682	\$1,239,682
512000 Part-Time/Limited-Term	1,062	0	0	0	0
514000 Overtime	2,529	1,723	5,325	5,500	5,500
515000 Premium Pay	1,098	1,089	1,053	0	0
517000 Benefits	347,405	342,066	423,674	495,590	495,590
Total Personal Services	\$1,211,539	\$1,265,466	\$1,517,843	\$1,740,772	\$1,740,772
521000 Professional Services	\$5,250	\$50	\$54,900	\$10,000	\$10,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	5,525	5,420	8,700	10,233	10,233
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	731	747	1,300	1,400	1,400
531000 Office Supplies	19,391	21,285	42,432	46,464	46,464
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	3,620	3,078	23,500	8,400	8,400
542000 Local Travel	6,896	7,005	16,350	16,275	16,275
543000 Out-of-Town Travel	465	1,057	1,000	1,000	1,000
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	4,094	3,204	4,100	6,200	6,200
Subtotal External Materials & Services	\$45,972	\$41,846	\$152,282	\$99,972	\$99,972
551000 Fleet Services	\$0	\$0	\$0	\$0	\$0
552000 Printing/Distribution	67,298	58,279	97,602	62,683	62,683
553000 Facilities Services	71,738	77,250	199,401	92,170	92,170
554000 Communications	18,044	23,262	41,726	33,468	33,468
555000 Data Processing	84,428	137,554	286,913	198,556	198,556
556000 Insurance	34,149	38,170	38,629	37,697	37,697
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	2,880	1,180	8,000	8,000	8,000
559000 Other Fund Services	20,603	22,604	23,790	27,600	27,600
Subtotal Internal Materials & Services	\$299,140	\$358,299	\$696,061	\$460,174	\$460,174
Total Materials & Services	\$345,112	\$400,145	\$848,343	\$560,146	\$560,146
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	8,107	10,103	28,910	37,500	37,500
Total Capital Outlay	\$8,107	\$10,103	\$28,910	\$37,500	\$37,500
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$1,564,758	\$1,675,714	\$2,395,096	\$2,338,418	\$2,338,418

BUREAU OF LICENSES (316)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
2213	License Bureau Manager	1	1	1	62,188	1	67,091	1	67,091
2222	Regulatory Specialist	0	0	3		4	167,529	4	167,529
2220	Assistant Regulatory Specialist	0	0	1	19,028	1	31,696	1	31,696
2212	Field Representative Supervisor	2	4	0	148,623	0	0	0	0
2211	Field Representative II	0	2	3	91,785	4	138,011	4	138,011
2210	Field Representative	10	5	6	188,023	6	183,419	6	183,419
964	Program Specialist	0	1	1	41,134	0	0	0	0
922	Administrative Supervisor II	0	1	1	37,897	1	40,904	1	40,904
920	Administrative Supervisor I	0	0	1	0	1	38,579	1	38,579
842	Taxi Towing Regulator	1	0	0	0	0	0	0	0
819	Administrative Assistant I	1	1	0	36,157	0	0	0	0
568	Program Manager I	0	2	3	92,025	3	140,627	3	140,627
537	Senior Management Auditor	1	0	0	0	0	0	0	0
536	Management Auditor	1	1	1	39,621	1	42,741	1	42,741
535	Assistant Management Auditor	2	2	2	72,417	3	112,380	3	112,380
220	Secretarial Clerk I	1	1	0	0	0	0	0	0
117	Office Manager I	1	0	0	0	0	0	0	0
114	Clerical Specialist	8	8	11	258,893	11	276,705	11	276,705
TOTAL FULL-TIME POSITIONS		29	29	34	1,087,791	36	1,239,682	36	1,239,682

OFFICE OF THE MAYOR (195)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$570,100	\$590,562	\$780,896	\$914,593	\$1,044,998
<i>External Materials & Svcs.</i>	712,514	542,418	79,826	73,062	106,711
<i>Internal Materials & Svcs.</i>	222,222	230,626	118,970	122,511	126,252
<i>Minor Capital Outlay</i>	29,885	17,932	15,232	7,295	7,295
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
Total Operating Budget	\$1,534,721	\$1,381,538	\$994,924	\$1,117,461	\$1,285,256
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$1,534,721	\$1,381,538	\$994,924	\$1,117,461	\$1,285,256
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$994,924	\$1,117,461	\$1,285,256
Authorized Full-Time Positions					
<i>Total</i>	12	12	16	16	20
<i>Gen. Fund Discretionary</i>	4	4	5	6	0
SOURCE OF FUNDING					
General Fund (101)					
Types of General Fund Resources:					
<i>Discretionary General Fund</i>		551,325	446,061	374,858	486,270
Non-Discretionary Revenues					
<i>Grants & Donations</i>		320,696	0	0	0
<i>Contract Revenue</i>		0	29,236	30,303	30,303
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Program Revenue</i>		6,875	5,000	0	0
<i>Overhead Revenue from Other Funds</i>		502,642	514,627	712,300	712,300
Total Non-Discretionary Revenues		830,213	548,863	742,603	798,986
Total General Fund Resources		\$1,381,538	\$994,924	\$1,117,461	\$1,285,256
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
<i>Policy & Management</i>		\$754,750	\$774,727	\$860,452	\$860,452
<i>Positions</i>		9	12	13	13
<i>International Relations</i>		137,594	132,255	136,041	136,041
<i>Positions</i>		2	2	2	2
<i>Regional Drug Initiative</i>		476,126	0	0	0
<i>Positions</i>		0	0	0	0
<i>School Liaison</i>		13,068	87,942	120,968	120,968
<i>Positions</i>		1	2	2	2
<i>Portland-Multnomah Co. Progress Board</i>		0	0	0	167,795
TOTAL PROGRAMS		\$1,381,538	\$994,924	\$1,117,461	\$1,285,256
<i>Positions</i>		12	16	17	20

OFFICE OF THE MAYOR (195)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Office of the Mayor provides leadership and supervision over the general affairs of the City; provides information and assistance to the public; coordinates contacts between agencies of the city, federal, state, regional and local governments; and coordinates programs and promotes contacts between Portland and other cities worldwide.

The Mayor's Office works with other City Council offices to identify and then focus citywide efforts on strategic policies and programs to address those priorities. For fiscal year 1994-95, special emphasis will be placed on efforts to implement the City Council's annual policy objectives and those of the Mayor.

In addition, the Mayor serves as liaison to the Fire and Police Disability Board, the Regional Drug Initiative, the Leaders Roundtable, the Economic Development Advisory Committee, the Civil Service Board, the Committee on Claims, the Police Internal Investigations Auditing Committee, and Portland Future Focus.

The function of School Liaison was transferred to the Mayor's Office in 1992-93. The appropriation for the Regional Drug Initiative's federal grant from the Office of Substance Abuse Prevention was transferred to a special appropriation in 1993-94, and will be continued there in 1994-95.

Two new programs were included in the Mayor's Office budget as of 1994-95: Staffing for the Police Internal Investigations Auditing Committee was transferred from the Auditor's Office to the Mayor's Office. The Portland-Multnomah County Progress Board and staff transferred from the Office of Finance & Administration.

DESCRIPTION OF PROGRAMS

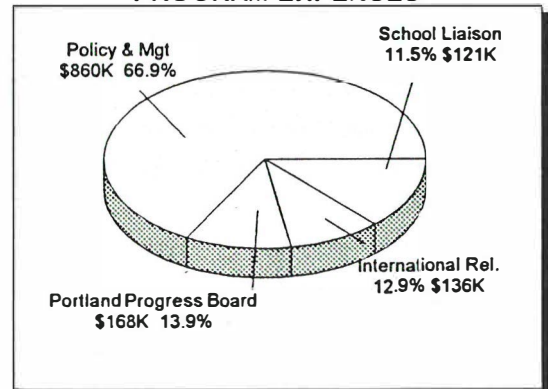
POLICY & MANAGEMENT

Coordinates activities and workload of City Council and City officials. Chairs and participates in City Council's meetings in conducting the legislative duties of the Mayor. Establishes policies for the Mayor's bureaus and ensures that they are efficiently run in response to Mayor's and Council's directives. Facilitates communication between City operations and the public to ensure citizen participation. Responds to and resolves citizens concerns. No major changes are reflected in this budget.

INTERNATIONAL RELATIONS

The Office of International Relations (OIR) provides leadership and staffing support in the planning and implementation of the metropolitan region's international economic development program. The OIR is a resource for international economic opportunities. As the City's office of protocol, the OIR advises the Mayor, City Council, city bureaus and staff, and the community on issues of international protocol. The OIR encourages sister city relationships to be healthy, active, and broadly supported by the community. The OIR's goal is to raise the international prestige of Portland.

PROGRAM EXPENSES



OFFICE OF THE MAYOR (195)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS continued

SCHOOL LIAISON

The mission of the School Liaison Office is to develop and maintain communications between City government, schools and community groups to foster quality education that prepares young people for entry into the workforce, post-secondary education and training, and productive adult lives. For the second year in a row, the office workplan is focused on school-to-work opportunities, developing a more cohesive, coordinated youth employment system, and increased coordination and capacity in adult workforce development programs. The 'current-service level budget submitted for FY 1994-95 includes two professional staff, with 1.35 FTE from City discretionary funds, and the remaining .65 FTE picked up by the Hatfield Training Development Fund grant, which is administered by the Portland Development Commission.

PROGRESS BOARD

The Portland-Multnomah County Progress Board expands upon the work begun by Portland Future Focus and the Multnomah County Visioning process. The focus shifts from action plans to community benchmarks evaluating the community's progress in achieving the community's visions and goals. The Portland-Multnomah County Progress Board is charged with establishing benchmarks for maintaining and enhancing our quality of life and monitoring how the community is performing on key benchmarks of social and economic well-being. The benchmarks provide a framework and overall guidance ensuring a strong, healthy city in this decade and decades to come.

BUREAU MANAGEMENT OBJECTIVES

Facilitate completion of work plans for City Council.

Facilitate completion of project work plans for bureaus in the Mayor's portfolio.

Complete office projects.

MAJOR BUDGET NOTES

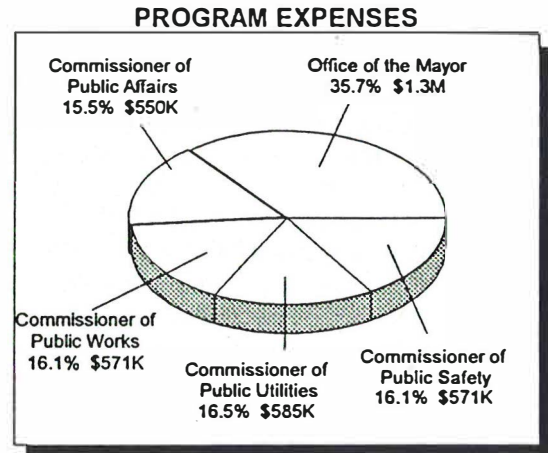
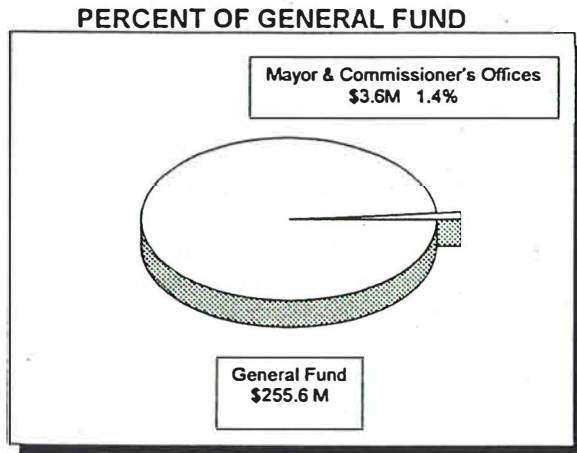
None

OFFICE OF THE MAYOR & COMMISSIONERS

Service Area: Legislative - Administrative

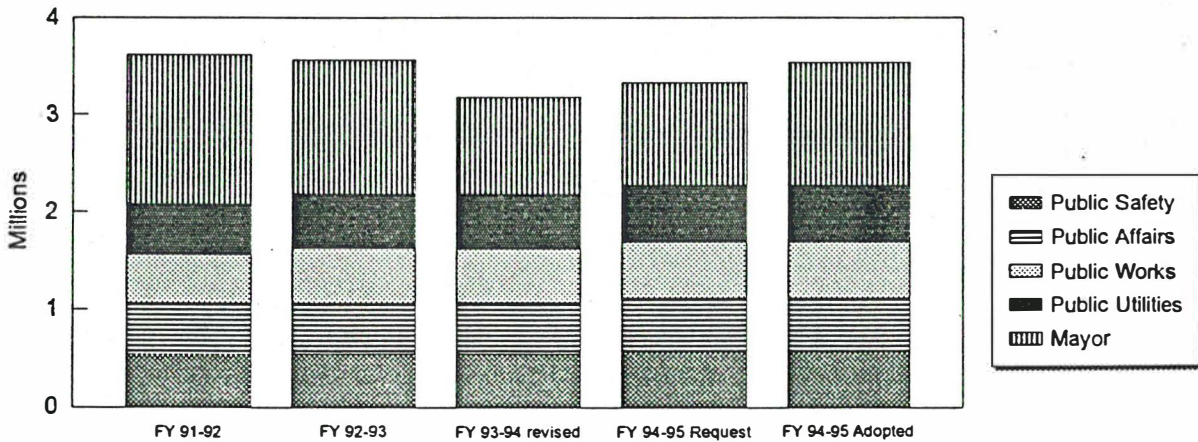
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES



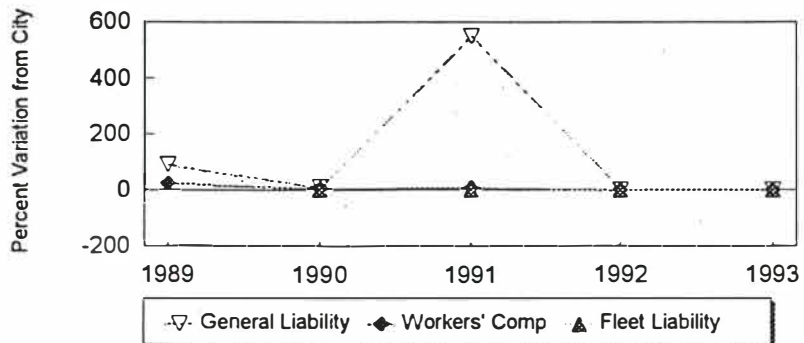
COUNCIL OFFICES - BUDGET TRENDS

- ◆ The FY 1994-95 total combined budget for the Mayor and Commissioners reflects a 3.4% per capita change from FY 1993-94. This is due mainly to the transfer of the Police Internal Auditing Committee and the Portland-Multnomah County Progress Board into the Mayor's Budget.



Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ Worker's Compensation claims have been trending downward since FY 1989.
- ◆ There have been no Fleet Liability claims.
- ◆ General Liability claims have trended downward to zero since FY 1991.



OFFICE OF THE MAYOR (195)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
Policy & Management:				
Respond to inquiries within 14 days.	N/A	N/A	70% of the time	70% of the time.
Receive an overall satisfaction rating from "How Did We Do" survey of 7 or higher.	N/A	N/A	70% of the time	70% of the time.
School Liaison:				
Work with City bureaus, schools and community groups on actions that contribute toward 100% high school completion for children countywide.	90% in RT pgms complete h.s.	100 youth in paid work in bureaus 700 youth gain job assistance	100 youth in paid work in bureaus 50 youth in work-related learning	100 youth in paid work in bureaus 50 youth in work-related learning
Develop connections between City strategies for work force and community development and Leaders Roundtable strategies.	RT strategies in 100% of HCD areas	Adoption of meas. objectives for target nghbrhoods	50 jobs/year for targeted youth By 1996, 5 youth in City structured apprentice pgm.	50 jobs/year for targeted youth By 1996, 5 youth in City structured apprentice pgm.
Increase number of jobs for residents of targeted areas.	N/A	N/A	200 jobs/year for N/NE over 5 yrs.	200 jobs/year for N/NE over 5 yrs.
Increase training opportunities for Enterprise Zone residents by providing incentives to employers/	N/A	N/A	100 residents trained, hired, and retained for 6 mos.	100 residents trained, hired, and retained for 6 mos.
Increase coordination between City and workforce partners by encouraging joint funding strategies.	N/A	N/A	City/PIC joint fund thru RWQC grant.	City/PIC joint fund thru RWQC grant.
<u>WORKLOAD MEASURES</u>				
International Relations:				
Major Projects Completed (requiring more than 40 man-hours)	N/A	35	35	35
School Liaison:				
Coordinate pilot projects/initiatives supporting City policies and Council priorities.	3	3	6	6

OFFICE OF THE MAYOR (195)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$378,801	\$415,916	\$563,228	\$633,186	\$726,061
512000 Part-Time/Limited-Term	50,589	33,744	11,492	29,081	29,081
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	25	175	0	0
517000 Benefits	140,710	140,877	206,001	252,326	289,856
Total Personal Services	\$570,100	\$590,562	\$780,896	\$914,593	\$1,044,998
521000 Professional Services	\$237,281	\$102,179	\$25,775	\$6,000	\$6,000
522000 Utilities	6,511	5,985	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	2,594	4,654	4,485	5,234	5,234
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	354,623	334,480	10,484	14,134	25,134
531000 Office Supplies	15,983	14,288	5,300	6,500	8,500
532000 Operating Supplies	0	0	0	0	500
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	1,640	0	0	0	0
539000 Other Commodities	5,840	9,545	8,006	8,500	8,500
541000 Education	1,331	1,106	1,700	2,700	3,700
542000 Local Travel	2,186	2,176	650	1,315	1,315
543000 Out-of-Town Travel	27,385	20,709	10,700	9,700	10,700
544000 External Rent	16,475	20,673	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	40,665	26,623	12,726	18,979	37,128
Subtotal External Materials & Services	\$712,514	\$542,418	\$79,826	\$73,062	\$106,711
551000 Fleet Services	\$1,644	\$705	\$768	\$726	\$726
552000 Printing/Distribution	49,130	55,348	26,007	27,778	29,778
553000 Facilities Services	32,958	41,396	37,049	38,498	38,498
554000 Communications	17,427	22,377	19,898	24,476	26,217
555000 Data Processing	1,829	4,010	11,054	10,443	10,443
556000 Insurance	25,172	23,071	22,594	18,990	18,990
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	94,062	83,719	1,600	1,600	1,600
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$222,222	\$230,626	\$118,970	\$122,511	\$126,252
Total Materials & Services	\$934,736	\$773,044	\$198,796	\$195,573	\$232,963
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	29,885	17,932	15,232	7,295	7,295
Total Capital Outlay	\$29,885	\$17,932	\$15,232	\$7,295	\$7,295
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$1,534,721	\$1,381,538	\$994,924	\$1,117,461	\$1,285,256

OFFICE OF THE MAYOR (195)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mayor Vera Katz

FULL-TIME POSITIONS

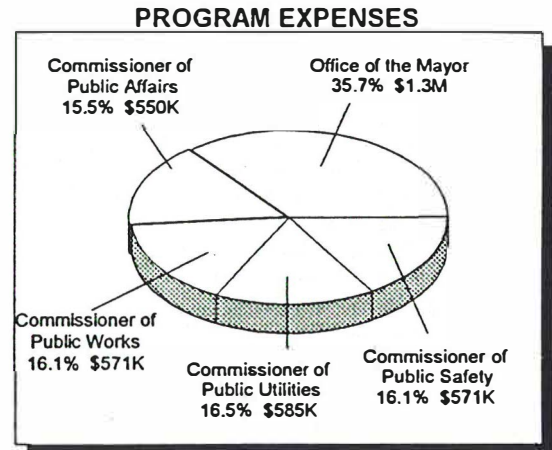
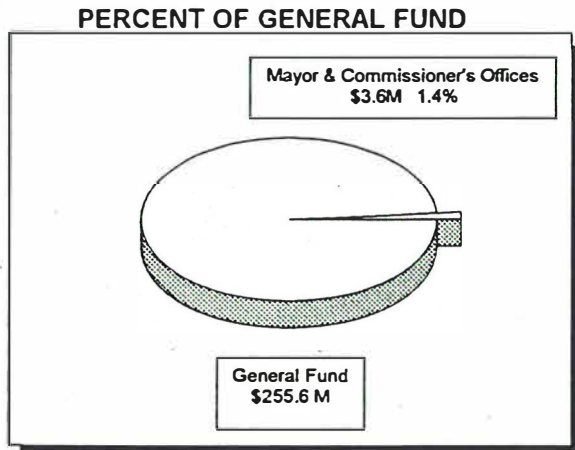
Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0001	Mayor	1	1	1	75,544	1	78,237	1	78,237
0900	Staff Assistant	0	0	3	44,266	3	66,473	3	66,473
0824	Executive Assistant	1	1	1	53,077	1	53,633	1	53,633
0823	Commissioner's Asst. III	2	2	0	0	0	0	0	0
0822	Commissioner's Asst. II	4	3	3	162,436	3	124,908	4	168,692
0821	Commissioner's Asst. I	0	0	4	102,938	5	180,634	5	180,634
0230	Administrative Secretary	4	4	3	78,008	3	80,671	3	80,671
7492	Community Relation Spec.	0	1	1	46,959	1	48,630	1	48,630
0815	Administrative Specialist	0	0	0	0	0	0	1	22,511
0819	Sr. Administrative Specialist	0	0	0	0	0	0	1	26,580
TOTAL FULL-TIME POSITIONS		12	12	16	563,228	17	633,186	20	726,061

OFFICE OF THE MAYOR & COMMISSIONERS

Service Area: Legislative - Administrative

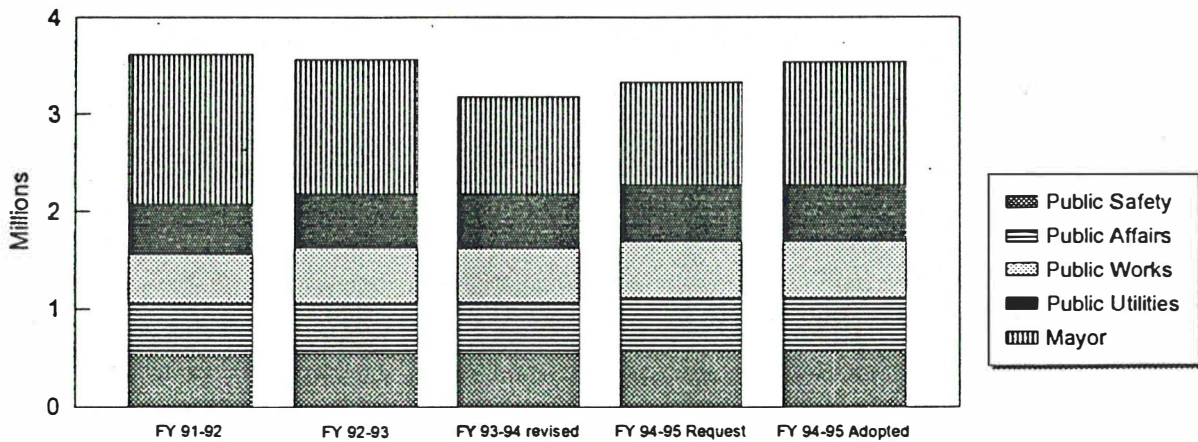
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES



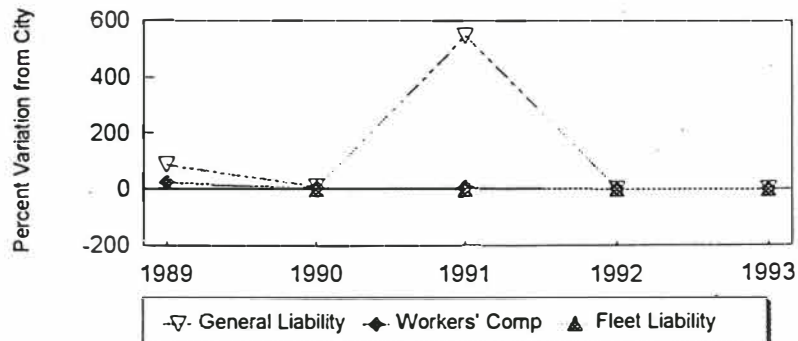
COUNCIL OFFICES - BUDGET TRENDS

- The FY 1994-95 total combined budget for the Mayor and Commissioners reflects a 3.4% per capita change from FY 1993-94. This is due mainly to the transfer of the Police Internal Auditing Committee and the Portland-Multnomah County Progress Board into the Mayor's Budget.



Bureau Loss Experience Vs. Citywide Loss Experience

- Worker's Compensation claims have been trending downward since FY 1989.
- There have been no Fleet Liability claims.
- General Liability claims have trended downward to zero since FY 1991.



COMMISSIONER OF PUBLIC WORKS (190)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$412,171	\$457,037	\$448,800	\$469,668	\$469,668
<i>External Materials & Svcs.</i>	11,827	24,000	23,000	26,344	26,344
<i>Internal Materials & Svcs.</i>	73,726	78,220	71,477	70,790	70,790
<i>Minor Capital Outlay</i>	0	0	5,623	4,000	4,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
Total Operating Budget	\$497,724	\$559,257	\$548,900	\$570,802	\$570,802
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$497,724	\$559,257	\$548,900	\$570,802	\$570,802
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$548,900	\$570,802	\$570,802

Authorized Full-Time Positions

<i>Total</i>	7	7	7	6	6
<i>Gen. Fund Discretionary</i>	0	0	0	0	0

SOURCE OF FUNDING

General Fund (101)

Types of General Fund Resources:

<i>Discretionary General Fund</i>	278,143	243,143	217,739	217,739
<i>Non-Discretionary Revenues</i>				
<i>Grants & Donations</i>	0	0	0	0
<i>Contract Revenue</i>	0	0	0	0
<i>Interagency Services</i>	0	0	0	0
<i>Bureau Program Revenue</i>	0	0	0	0
<i>Overhead Revenue from Other Funds</i>	281,114	305,757	353,063	353,063
Total Non-Discretionary Revenues	281,114	305,757	353,063	353,063
Total General Fund Resources	\$559,257	\$548,900	\$570,802	\$570,802

Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.

Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.

PROGRAMS

<i>Policy Development and Administration</i>	\$559,257	\$548,900	\$570,802	\$570,802
<i>Positions</i>	7	7	6	6
TOTAL PROGRAMS	\$559,257	\$548,900	\$570,802	\$570,802
<i>Positions</i>	7	7	6	6

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Office of the Commissioner of Public Works is organized to assure informed Council participation, bureau oversight and administration to increase productivity and promote effective and efficient delivery of services, provide policy analysis and improved community access and participation in government.

The Commissioner of Public Works is currently responsible for the administration of the Office of Transportation including the Bureaus of Traffic Management, Transportation Engineering, Maintenance and the Bureau of Emergency Communications, the Office of Cable Communications and Franchise Management and Bureau of Purchases and Stores

The only significant change from the 1993-94 budget is a decrease in full-time positions by one and an increase in part-time staff.

COMMISSIONER OF PUBLIC WORKS (190)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

- ◆ Provide management and oversight of the bureaus assigned to the Commissioner of Public Works and work to implement the City Council top priorities for 1994-95
- ◆ Increase productivity and efficiency of City service delivery, reduce costs, work to reduce overall personnel costs city-wide, promote coordination and consolidation of government services, Increase the involvement of citizens in every aspect of local government and their community. Actively involve people in planning and evaluating city services, supporting and enhance neighborhood public safety activities.
- ◆ Work to reduce crime in Portland neighborhoods, continue to implement Community Policing and promote neighborhood public safety activities and crime prevention outreach. Work to increase traffic enforcement. Promote greater linkages between Fire and Community Policing.
- ◆ Provide leadership and support for expansion of programs that are supportive of young people, particularly community schools and recreation programs. Work with the Police Bureau and the School District to determine the best way in the next fiscal year (FY 1995-96) to involve the City in school safety.
- ◆ Analyze the City's economic development activities and promote the formation and delivery of neighborhood based economic development in housing activities.
- ◆ Actively promote diversity in the City's workforce and community, oppose racism and violence, work with the Council to achieve city-wide affirmative action goals and implementation of the American with Disabilities Act.
- ◆ Successfully manage cutover to the City's new 911 Computer Aided Dispatch System and oversee successful implementation of the MDT installation and occupancy of new Emergency Communication's facility. Promote public safety and the personal safety of all law enforcement, firefighter and emergency medical personnel by providing the most responsive 911 system possible. Provide leadership among BOEC personnel and users to promote customer service and assistance to area residents at all levels of emergency communications.
- ◆ Provide national, regional and local leadership for Transportation including financing issues, Regional Light Rail planning and funding, infrastructure investment, development and expansion of multi-modal transportation facilities, continued implementation of Reclaiming Our Streets to reducing impact of cars on neighborhoods. Complete the Central City Transportation Management Plan to increase transit use, promote economic development and improve traffic mobility in the Central City.
- ◆ Begin Paragon franchise renewal process including ascertaining community needs and reviewing operator's past performance. Finish initial rate regulation process and appeals for all three cable operators. Disburse grants for Community Access Capital Grant Program.
- ◆ MBE/FBE contracting to the City of Portland, EEO certification monitoring, participate in clearinghouse employment efforts and disparity study. Develop plan for Consolidation of City of Portland and Multnomah County Purchasing Departments and proceed with implementation if approved by City Council and Multnomah County Commissioners. Increase participation in local cooperative purchasing groups.
- ◆ Continue to support implementation of the Clean Rivers Program and multi-objective approach to water quality problems. Promote the adoption of a combined sewer overflow facilities plan that provides cleaner, cheaper, greener options rather than those originally contemplated in the SFO or higher levels that have minimal impact on water quality and are too costly for sewer ratepayers. Continue to promote the implementation of a low income program for sewer ratepayers.

MAJOR BUDGET NOTES

None

COMMISSIONER OF PUBLIC WORKS (190)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Earl Blumenauer

SUMMARY OF BUREAU EXPENSES

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
<u>EFFECTIVENESS MEASURES</u>				
<i>To assure timely response to citizen comments and requests for assistance and Bureau requests, 24 hour maximum response time to phone calls</i>	90%	90%	90%	90%
<i>To assure timely response to written correspondence, 5 working days turn around time to letters received.</i>	90%	90%	90%	90%
<i>To assure efficient handling of City paperwork and responsiveness to Bureau needs, 24 hour response time to Bureau requests for signatures and information</i>	90%	90%	90%	90%
<i>Community outreach, contacts, problem solving- 65 per week</i>	90%	90%	90%	90%
<i>Assure effective and informed Council participation by Commission in Council through research, preparation and policy analysis of Council issues</i>	98%	100%	100%	100%

COMMISSIONER OF PUBLIC WORKS (190)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Earl Blumenauer

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$272,518	\$323,956	\$312,464	\$286,766	\$286,766
512000 Part-Time/Limited-Term	1,924	18,144	15,850	54,977	54,977
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	137,729	114,937	120,486	127,925	127,925
Total Personal Services	\$412,171	\$457,037	\$448,800	\$469,668	\$469,668
521000 Professional Services	\$2,754	\$7,500	\$4,500	\$4,500	\$4,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	146	2,500	2,500	2,500	2,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	350	1,000	1,500	2,844	2,844
531000 Office Supplies	1,088	1,500	1,500	1,500	1,500
532000 Operating Supplies	1,033	1,000	1,000	1,000	1,000
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	4,535	4,000	4,000	4,000	4,000
541000 Education	1,160	2,000	2,000	2,000	2,000
542000 Local Travel	0	2,000	2,000	4,000	4,000
543000 Out-of-Town Travel	761	2,500	4,000	4,000	4,000
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	0	0	0
Subtotal External Materials & Services	\$11,827	\$24,000	\$23,000	\$26,344	\$26,344
551000 Fleet Services	\$6,113	\$1,035	\$1,035	\$1,038	\$1,038
552000 Printing/Distribution	7,097	9,477	7,497	7,445	7,445
553000 Facilities Services	32,573	36,959	37,049	38,396	38,396
554000 Communications	9,970	11,571	10,687	11,118	11,118
555000 Data Processing	449	493	993	1,063	1,063
556000 Insurance	17,524	18,685	14,216	11,730	11,730
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$73,726	\$78,220	\$71,477	\$70,790	\$70,790
Total Materials & Services	\$85,553	\$102,220	\$94,477	\$97,134	\$97,134
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	0	5,623	4,000	4,000
Total Capital Outlay	\$0	\$0	\$5,623	\$4,000	\$4,000
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$497,724	\$559,257	\$548,900	\$570,802	\$570,802

COMMISSIONER OF PUBLIC WORKS (190)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Earl Blumenauer

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	1	1	63,621	1	65,897	1	65,897
0824	Executive Assistant	1	1	1	55,352	1	62,870	1	62,870
0823	Commissioner's Assistant III	1	2	2	94,385	1	52,743	1	52,743
0822	Commissioner's Assistant II	1	1	1	36,749	0	0	0	0
0821	Commissioner's Assistant I	2	1	1	33,554	2	76,254	2	76,254
0230	Administrative Secretary	1	1	1	28,803	1	29,002	1	29,002
TOTAL FULL-TIME POSITIONS		7	7	7	312,464	6	286,766	6	286,766

COMMISSIONER OF PUBLIC SAFETY (191)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$423,614	\$428,685	\$449,793	\$469,731	\$469,731
External Materials & Svcs.	16,868	19,600	15,522	20,426	20,426
Internal Materials & Svcs.	82,088	91,601	78,056	74,854	74,854
Minor Capital Outlay	698	3,500	3,500	5,500	5,500
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$523,268	\$543,386	\$546,871	\$570,511	\$570,511
Capital Improvements	0		0	0	0
TOTAL BUREAU EXPENSES	\$523,268	\$543,386	\$546,871	\$570,511	\$570,511
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead		\$546,886	\$546,871	\$570,511	\$570,511
Authorized Full-Time Positions					
Total	8	5	7	7	7
Gen. Fund Discretionary	0	0	0	0	0

SOURCE OF FUNDING

General Fund (101)

Types of General Fund Resources:

Discretionary General Fund		245,947	228,685	217,675	217,675
Non-Discretionary Revenues					
Grants & Donations		0	0	0	0
Contract Revenue		0	0	0	0
Interagency Services		0	0	0	0
Bureau Program Revenue		0	0	0	0
Overhead Revenue from Other Funds		297,439	318,186	352,836	352,836
Total Non-Discretionary Revenues		297,439	318,186	352,836	352,836
Total General Fund Resources		\$543,386	\$546,871	\$570,511	\$570,511

Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.

Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.

PROGRAMS

Administration		\$546,886	\$546,871	\$570,511	\$570,511
Positions		7	7	7	7
TOTAL PROGRAMS		\$546,886	\$546,871	\$570,511	\$570,511
Positions		7	7	7	7

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Office of the Commissioner of Public Safety consists of one program: Administration. This program includes all personnel and material resources to fulfill the Commissioner's policy setting, legislative, and bureau management responsibilities as outlined in Chapter 2 of the Portland City Charter.

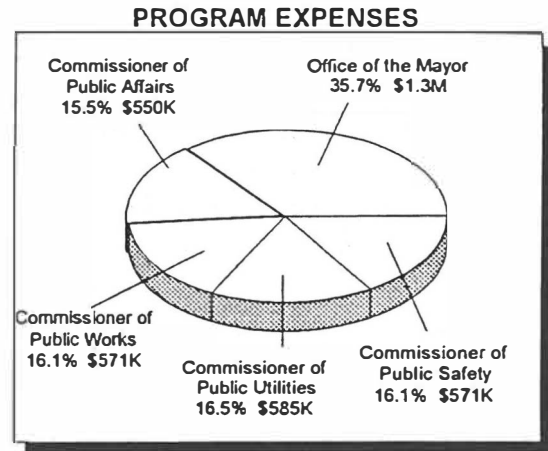
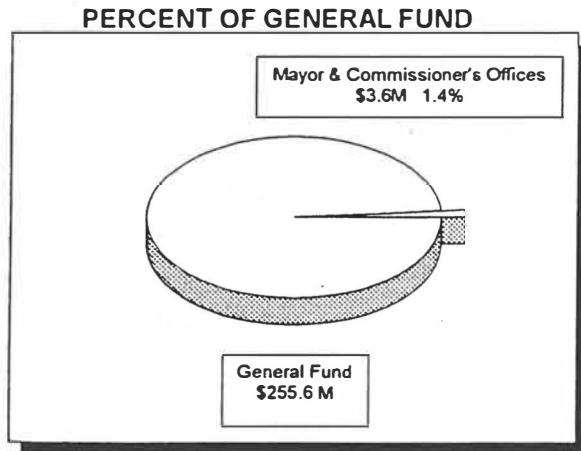
The Commissioner of Public Safety is responsible for the Bureau of Fire, Rescue, and Emergency Services; the Bureau of Parks and Recreation; Bureau of Planning; and the Office of Neighborhood Associations. Liaison responsibilities include: Portland Historic Landmarks Commission; Design Review Commission; Fire Code Board of Appeals; Pioneer Courthouse Square; Pittock Mansion Advisory Committee; Portland City Planning Commission; and MPAC.

OFFICE OF THE MAYOR & COMMISSIONERS

Service Area: Legislative - Administrative

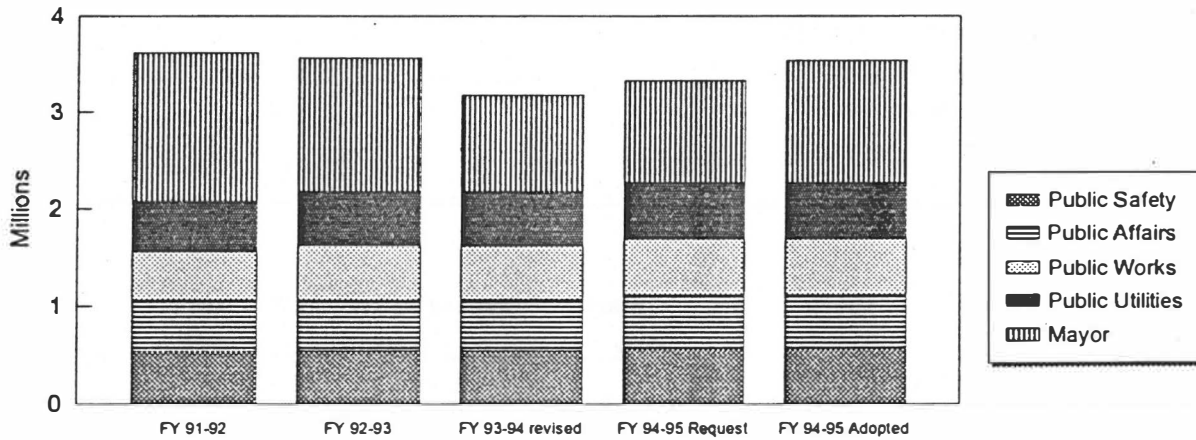
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES



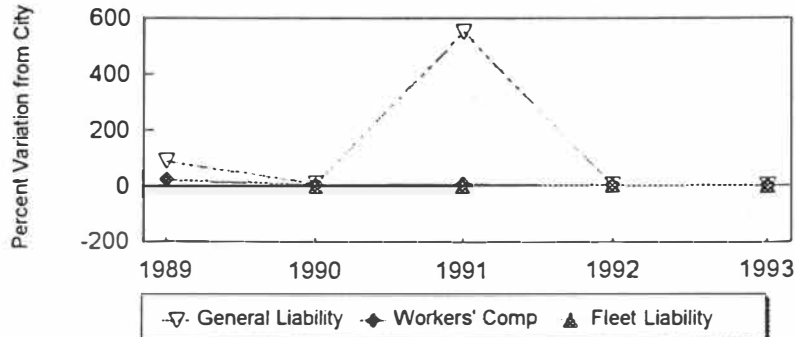
COUNCIL OFFICES - BUDGET TRENDS

- ◆ The FY 1994-95 total combined budget for the Mayor and Commissioners reflects a 3.4% per capita change from FY 1993-94. This is due mainly to the transfer of the Police Internal Auditing Committee and the Portland-Multnomah County Progress Board into the Mayor's Budget.



Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ Worker's Compensation claims have been trending downward since FY 1989.
- ◆ There have been no Fleet Liability claims.
- ◆ General Liability claims have trended downward to zero since FY 1991.



COMMISSIONER OF PUBLIC SAFETY (191)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Charlie Hales

SUMMARY OF BUREAU EXPENSES

BUREAU MANAGEMENT OBJECTIVES

- ◆ Management and oversight of the bureau's assigned to the Commissioner of Public Safety.
- ◆ Outreach to citizens, businesses, and community groups through community forums, public meetings, and other outreach efforts.
- ◆ Promote increased productivity and efficiency in the delivery of City services through the consolidation of government services, cost reductions, and coordination of service delivery.
- ◆ Develop a comprehensive plan for funding of City Capital needs.
- ◆ Actively promote diversity in the City's workforce and the community; work with the Council to promote Affirmative Action goals.
- ◆ Work to implement the Council's top priority goals for 1994-95:
 - Creating a Safe and peaceful community
 - Working to ensure quality education
 - Community economic development
 - Recreation programs for at-risk youth

MAJOR BUDGET NOTES

None

EFFECTIVENESS MEASURES

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
Respond to 95% of Citizen comments/request for assistance & Bureau requests, within 24 hours	95%	90%	90%	90%
Respond to 95% of written correspondence within 5 working days of letter received	95%	95%	95%	95%
Pass 90% of Council Resolutions, ordinances, and agreements to implement objectives	90%	90%	90%	90%

COMMISSIONER OF PUBLIC SAFETY (191)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Charlie Hales

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$271,917	\$312,921	\$333,102	\$347,625	\$347,625
512000 Part-Time/Limited-Term	317	0	0	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	151,380	115,764	116,691	122,106	122,106
Total Personal Services	\$423,614	\$428,685	\$449,793	\$469,731	\$469,731
521000 Professional Services	\$849	\$4,600	\$1,122	\$2,500	\$2,500
522000 Utilities	298	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	0	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	3,800	2,300	2,000	2,500	2,500
531000 Office Supplies	5,524	3,600	3,800	4,326	4,326
532000 Operating Supplies	167	0	1,100	1,000	1,000
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,464	1,300	0	0	0
541000 Education	1,479	2,000	2,500	3,100	3,100
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	2,801	4,000	4,000	5,200	5,200
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	486	1,800	1,000	1,800	1,800
Subtotal External Materials & Services	\$16,868	\$19,600	\$15,522	\$20,426	\$20,426
551000 Fleet Services	\$9,150	\$9,986	\$2,484	\$2,075	\$2,075
552000 Printing/Distribution	9,705	12,442	9,560	9,656	9,656
553000 Facilities Services	32,212	36,959	37,049	38,396	38,396
554000 Communications	10,083	11,781	11,511	10,463	10,463
555000 Data Processing	1,287	1,012	1,005	1,063	1,063
556000 Insurance	19,646	19,421	16,447	13,201	13,201
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	5	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$82,088	\$91,601	\$78,056	\$74,854	\$74,854
Total Materials & Services	\$98,956	\$111,201	\$93,578	\$95,280	\$95,280
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	698	7,000	3,500	5,500	5,500
Total Capital Outlay	\$698	\$7,000	\$3,500	\$5,500	\$5,500
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$523,268	\$546,886	\$546,871	\$570,511	\$570,511

COMMISSIONER OF PUBLIC SAFETY (191)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Charlie Hales

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
002	City Commissioner	1	1	1	63,621	1	65,897	1	65,897
824	Executive Asst	1	1	1	55,938	1	62,870	1	62,870
823	Commissioner's Asst III	2	0	0	0	0	0	0	0
822	Commissioner's Asst II	2	0	4	185,343	4	186,223	4	186,223
821	Commissioner's Asst I	1	2	0	0	1	32,635	1	32,635
230	Administrative Secretary	1	1	1	28,200	0	0	0	0
TOTAL FULL-TIME POSITIONS		8	5	7	333,102	7	347,625	7	347,625

COMMISSIONER OF PUBLIC AFFAIRS (192)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
<u>EXPENDITURES</u>					
<u>Operating Budget:</u>					
<i>Personal Services</i>	\$428,689	\$417,498	\$435,798	\$468,329	\$468,329
<i>External Materials & Svcs.</i>	20,870	16,352	19,300	10,892	10,892
<i>Internal Materials & Svcs.</i>	70,800	72,329	71,731	70,606	70,606
<i>Minor Capital Outlay</i>	0	16,807	0	0	0
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
Total Operating Budget	\$520,359	\$522,986	\$526,829	\$549,827	\$549,827
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$520,359	\$522,986	\$526,829	\$549,827	\$549,827
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$526,829	\$549,827	\$549,827
<u>Authorized Full-Time Positions</u>					
<i>Total</i>	7	7	7	7	7
<i>Gen. Fund Discretionary</i>	0	0	0	0	0
<u>SOURCE OF FUNDING</u>					
General Fund (101)					
<u>Types of General Fund Resources:</u>					
<i>Discretionary General Fund</i>		222,694	221,072	209,916	209,916
<i>Non-Discretionary Revenues</i>					
<i>Grants & Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		0	0	0	0
<i>Bureau Program Revenue</i>		0	0	0	0
<i>Overhead Revenue from Other Funds</i>		300,292	305,757	339,911	339,911
Total Non-Discretionary Revenues		300,292	305,757	339,911	339,911
Total General Fund Resources		\$522,986	\$526,829	\$549,827	\$549,827
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
<u>PROGRAMS</u>					
<i>Policy Development & Administration</i>		\$522,986	\$526,829	\$549,827	\$549,827
<i>Positions</i>		7	7	7	7
TOTAL PROGRAMS		\$522,986	\$526,829	\$549,827	\$549,827
<i>Positions</i>		7	7	7	7

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Office of the Commissioner of Public Affairs consists of one program: Policy Development and administration. This program includes all personnel and material resources to fulfill the Commissioner's policy setting, legislative, and bureau management responsibilities as outlined in Chapter 2 of the Portland Charter.

The Commissioner of Public Affairs is responsible for the Bureau of General Services: the Bureau of Buildings; Bureau of Licenses; the Bureau of Housing and Community Development; and the Metropolitan Human Rights Commission ; Housing programs; Housing and Development Commission; Founders Advisory Committee; Columbia Villa-Tamarack Steering Committee; Adjustment Committee; Bureau of Buildings Board of Appeal; Multnomah County Animal Control; Taxicab Board Review; Towing Board of Review; Business Licenses Board of Appeals; and MPAC.

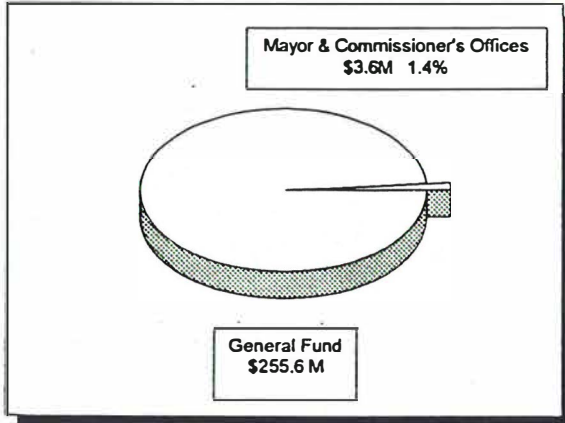
OFFICE OF THE MAYOR & COMMISSIONERS

Service Area: Legislative - Administrative

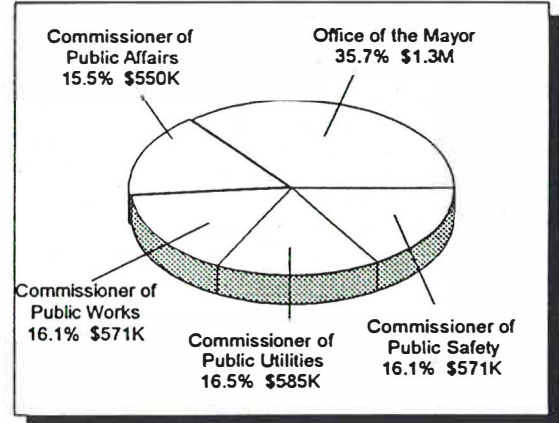
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

PERCENT OF GENERAL FUND

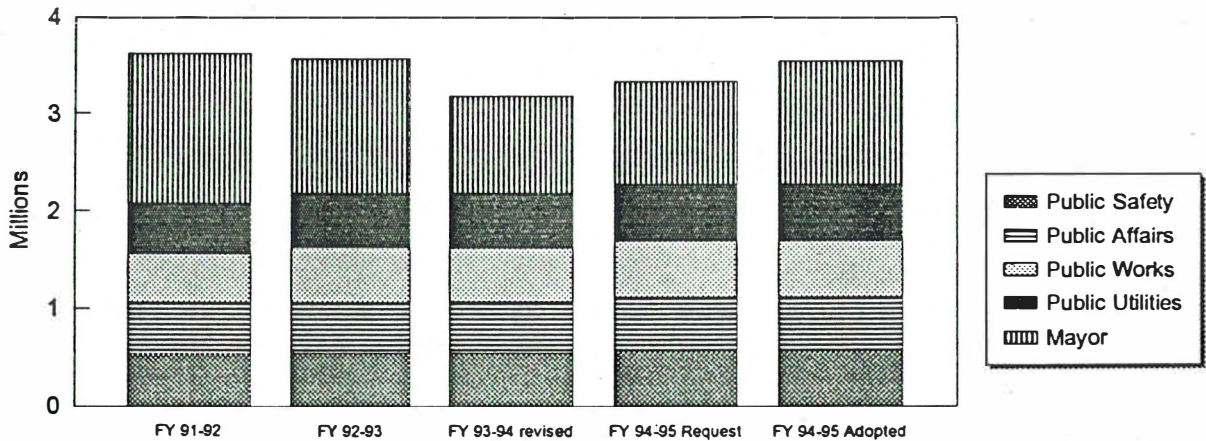


PROGRAM EXPENSES



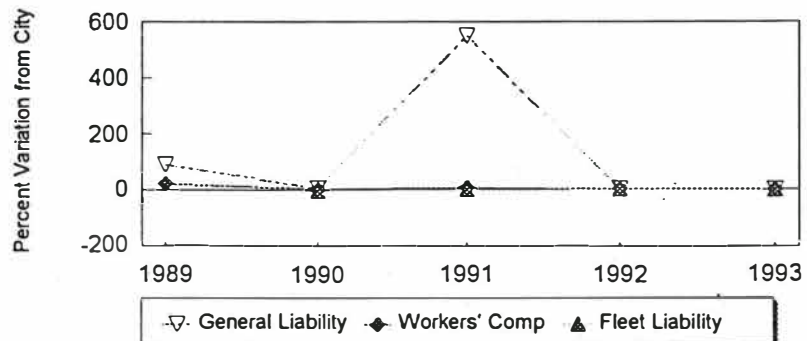
COUNCIL OFFICES - BUDGET TRENDS

- The FY 1994-95 total combined budget for the Mayor and Commissioners reflects a 3.4% per capita change from FY 1993-94. This is due mainly to the transfer of the Police Internal Auditing Committee and the Portland-Multnomah County Progress Board into the Mayor's Budget.



Bureau Loss Experience Vs. Citywide Loss Experience

- Worker's Compensation claims have been trending downward since FY 1989.
- There have been no Fleet Liability claims.
- General Liability claims have trended downward to zero since FY 1991.



BUREAU MANAGEMENT OBJECTIVES

Housing and Community Development

- ◆ Implement shelter reconfiguration strategy, including siting new facilities and developing ongoing funding and support for programs.
- ◆ Continue to improve services for victims of domestic violence. This includes seeking funds to remodel and rehabilitate two shelters, providing space for more people. Continue to encourage coordination among existing shelters.
- ◆ Implement Community Development Plans:
 - Transfer resources and responsibilities to community based development programs currently funded by tax increment.
 - Develop new models for housing financing, concentrate on replacement of programs currently funded by tax increment.
 - Expand role of private sector in neighborhood housing development, transfer responsibility for single family loans to institutions.
 - Create new partnerships with community providers, utilize models developed during 1992/93 demonstration projects.
 - Implement neighborhood action plans
 - Coordination of employment programs for young people. Begin Youthbuild program.
- ◆ Continue implementation of the Comprehensive Housing Affordability Strategy (CHAS)
 - Expand community information programs regarding home-ownership opportunities through the Housing Center.
 - Spearhead the production of at least 100 units of decent affordable housing.
- ◆ Continue to improve City's housing delivery program and lower costs. Address the following in PDC Housing program:
 - Continue to improve services to clients and make sure that loan processes are accessible, understood and clearly communicated.
 - Continue work to streamline loan programs and use lending industry standards as measures of efficiency and performance.
 - Complete loan policy revisions to implement non-profit, improve public leverage private funds and reduce program costs.
- ◆ Work with Business District Associations for economic development and development of housing.

Bureau of Buildings

- ◆ - Improve process for development review and issuing construction permits.
- Begin new ways to communicate with construction industry newsletters and telephone hotline.
- Complete implementation and evaluate the effects of the new housing code enforcement programs begun in 1993.
- Complete the cross training for 80% of the combination inspectors.
- Continue and improve targeted inspection programs.

Bureau of Licenses

- ◆ - Finalize reorganization and consolidation of City and County business tax programs.
- Design and implement new business licenses information system.
- Implement new city-wide liquor policy aimed at neighborhood livability.

Metropolitan Human Rights Commission

- ◆ - Train volunteers to begin "Dynamic Differences" anti-bigotry workshops throughout the community.
- Present the "Parents Rights and Responsibilities" workshops in all of the school districts.
- Publish a brochure, in seven languages, explaining legal protection against hate crimes.

MAJOR BUDGET NOTES

None

COMMISSIONER OF PUBLIC AFFAIRS (192)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

SUMMARY OF BUREAU EXPENSES

	<i>Actual</i> <u>FY 1992-93</u>	<i>Revised Budget</i> <u>FY 1993-94</u>	<i>Proposed</i> <u>FY 1994-95</u>	<i>Adopted</i> <u>FY 1994-95</u>
<u>EFFECTIVENESS MEASURES</u>				
Respond to 95% of Citizen comments/request for assistance & Bureau requests, within 24 hours	95%	90%	90%	90%
Respond to 95% of written correspondence within 5 working days of letter received	95%	95%	95%	95%
Pass 90% of Council Resolutions, ordinances, and agreements to implement objectives	90%	90%	90%	90%

COMMISSIONER OF PUBLIC AFFAIRS (192)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$256,625	\$263,166	\$309,338	\$316,988	\$316,988
512000 Part-Time/Limited-Term	30,082	19,130	21,500	25,996	25,996
514000 Overtime	0	0	0	0	0
515000 Premium Pay	0	0	0	0	0
517000 Benefits	141,982	135,202	104,960	125,345	125,345
Total Personal Services	\$428,689	\$417,498	\$435,798	\$468,329	\$468,329
521000 Professional Services	\$13,544	\$5,076	\$4,500	\$1,000	\$1,000
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	598	350	2,500	500	500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	13	0	0	0
531000 Office Supplies	1,689	4,369	2,500	2,500	2,500
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	139	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	1,304	3,896	2,500	2,492	2,492
541000 Education	2,651	1,247	2,500	1,500	1,500
542000 Local Travel	0	0	2,300	400	400
543000 Out-of-Town Travel	647	1,401	2,500	2,500	2,500
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	298	0	0	0	0
Subtotal External Materials & Services	\$20,870	\$16,352	\$19,300	\$10,892	\$10,892
551000 Fleet Services	\$5,906	\$2,294	\$900	\$0	\$0
552000 Printing/Distribution	6,285	5,474	6,162	6,156	6,156
553000 Facilities Services	32,202	37,010	37,049	38,446	38,446
554000 Communications	7,520	11,812	9,006	10,729	10,729
555000 Data Processing	394	893	2,190	2,425	2,425
556000 Insurance	18,493	14,846	16,424	12,850	12,850
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$70,800	\$72,329	\$71,731	\$70,606	\$70,606
Total Materials & Services	\$91,670	\$88,681	\$91,031	\$81,498	\$81,498
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	0	16,807	0	0	0
Total Capital Outlay	\$0	\$16,807	\$0	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$520,359	\$522,986	\$526,829	\$549,827	\$549,827

COMMISSIONER OF PUBLIC AFFAIRS (192)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Gretchen Kafoury

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	1	1	63,621	1	65,897	1	65,897
0824	Executive Assistant	1	1	1	55,938	1	49,506	1	49,506
0823	Commissioner's Assistant III	1	1	1	46,792	1	45,894	1	45,894
0822	Commissioner's Assistant II	1	1	1	44,307	2	90,661	2	90,661
0821	Commissioner's Assistant I	2	2	2	70,480	1	34,786	1	34,786
0230	Administrative Secretary	1	1	1	28,200	1	30,244	1	30,244
TOTAL FULL-TIME POSITIONS		7	7	7	309,338	7	316,988	7	316,988

COMMISSIONER OF PUBLIC UTILITIES (193)
Service Area: Legislative/Administrative and Support Services
Commissioner-in-Charge: Mike Lindberg

SUMMARY OF BUREAU EXPENSES

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$436,517	\$445,441	\$453,276	\$483,275	\$483,275
<i>External Materials & Svcs.</i>	10,131	18,480	20,850	20,673	20,673
<i>Internal Materials & Svcs.</i>	72,070	92,429	81,453	75,794	75,794
<i>Minor Capital Outlay</i>	1,559	0	5,000	5,000	5,000
<i>Cash Transfers-Equipment</i>	0	0	0	0	0
Total Operating Budget	\$520,277	\$556,350	\$560,579	\$584,742	\$584,742
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$520,277	\$556,350	\$560,579	\$584,742	\$584,742
<i>Allocated Overhead Costs</i>			0	0	0
<i>Total Cost with Allocated Overhead</i>			\$560,579	\$584,742	\$584,742

Authorized Full-Time Positions

<i>Total</i>	8	7	7	7	7
<i>Gen. Fund Discretionary</i>	8	7	7	7	7

SOURCE OF FUNDING

general fund (101)

Types of General Fund Resources:

<i>Discretionary General Fund</i>	253,776	235,316	223,289	223,289
<i>Non-Discretionary Revenues</i>				
<i>Grants & Donations</i>	0	0	0	0
<i>Contract Revenue</i>	0	0	0	0
<i>Interagency Services</i>	0	0	0	0
<i>Bureau Program Revenue</i>	0	0	0	0
<i>Overhead Revenue from Other Funds</i>	302,574	325,263	361,453	361,453
Total Non-Discretionary Revenues	302,574	325,263	361,453	361,453
Total General Fund Resources	\$556,350	\$560,579	\$584,742	\$584,742

Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.

Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.

PROGRAMS

<i>Administration</i>	\$520,277	\$556,350	\$560,579	\$584,742	\$584,742
<i>Positions</i>	8	7	7	7	7
TOTAL PROGRAMS	\$80,670,750	\$560,579	\$584,742	\$584,742	\$584,742
<i>Positions</i>		7	7	7	7

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The purpose of this program is to carry out the legislative, policy setting, and management responsibilities of the Commissioner as set out in Chapter 2 of the City Charter. This program requests the resources to carry out the legislative, policy development, bureau management, internal office management, citizen outreach, and civic leadership responsibilities of the Commissioner.

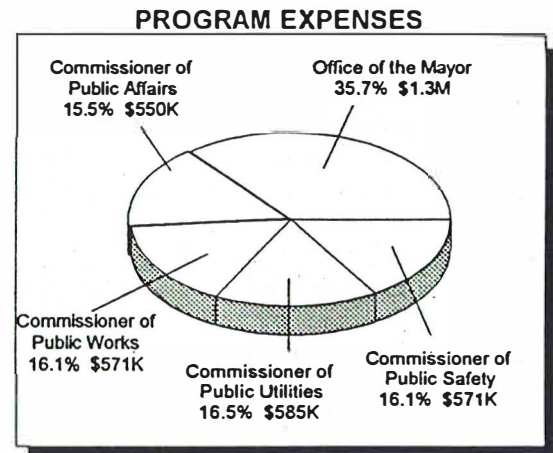
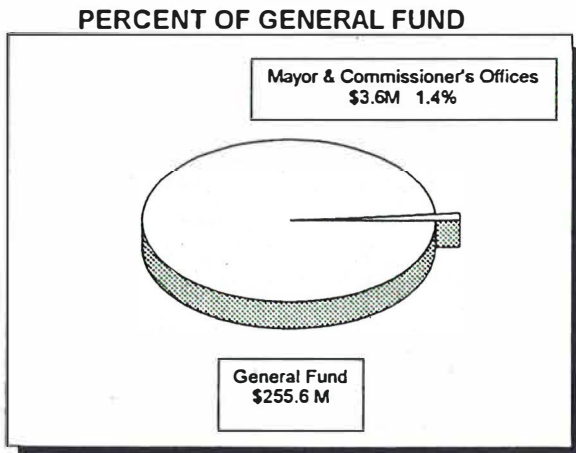
The Commissioner of Public Utilities is responsible for the Bureau of Environmental Services; the Bureau of Water Works; the Bureau of Hydroelectric Power; the Metropolitan Arts Commission; and the Portland Energy Office. Liaison responsibilities include; league of Oregon Cities; Water Advisory Committee; Metro Solid Waste Advisory Committee; Environmental Commission; and the Energy Commission

OFFICE OF THE MAYOR & COMMISSIONERS

Service Area: Legislative - Administrative

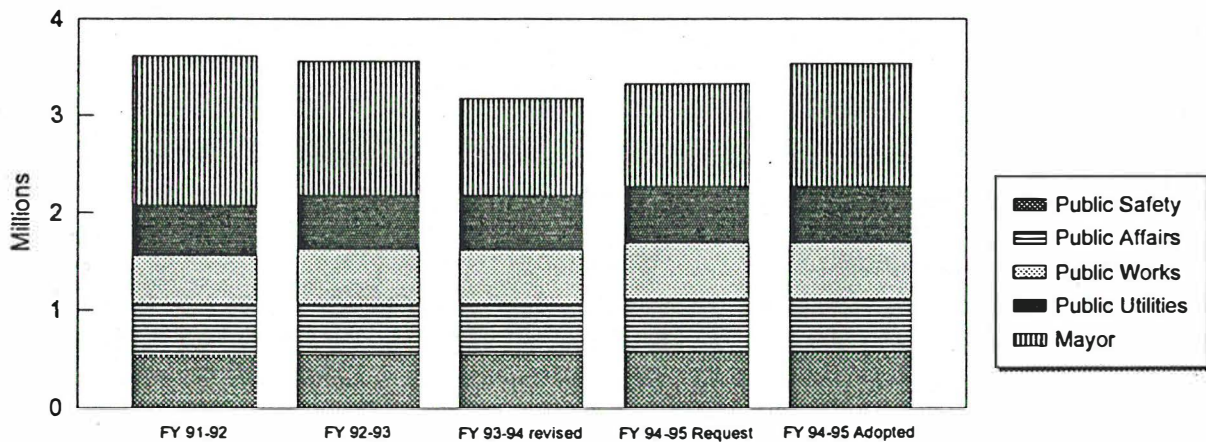
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES



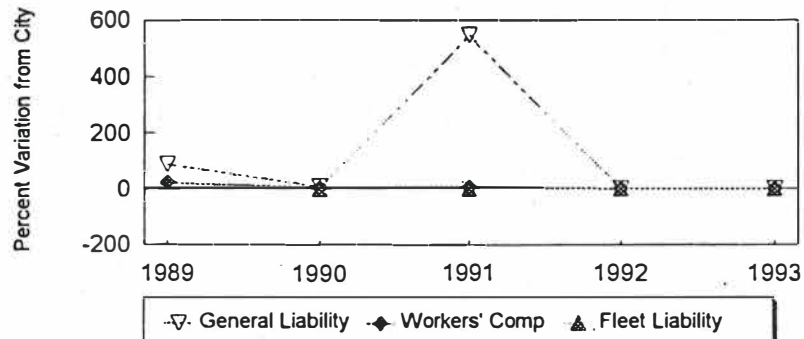
COUNCIL OFFICES - BUDGET TRENDS

- ◆ The FY 1994-95 total combined budget for the Mayor and Commissioners reflects a 3.4% per capita change from FY 1993-94. This is due mainly to the transfer of the Police Internal Auditing Committee and the Portland-Multnomah County Progress Board into the Mayor's Budget.



Bureau Loss Experience Vs. Citywide Loss Experience

- ◆ Worker's Compensation claims have been trending downward since FY 1989.
- ◆ There have been no Fleet Liability claims.
- ◆ General Liability claims have trended downward to zero since FY 1991.



BUREAU MANAGEMENT OBJECTIVES

(NOT IN PRIORITIZED ORDER)

- ◆ Complete study of proposed merger of Environmental Services and Water
- ◆ Achieve passage of Bull Run protection legislation.
- ◆ Continue and expand the Water Bureau's conservation program.
- ◆ Upgrade the Water/BES billing system.
- ◆ Identify and implement opportunities for functional consolidation between Water and BES.
- ◆ Continue implementation of CSO program.
- ◆ Continue implementation of public involvement processes for both CSO in BES and the Phase II Supply Study in Water.
- ◆ Transition the Metropolitan Arts Commission into an independent regional non-profit with a commitment of continued City support.
- ◆ Continue efforts to establish regional long-term funding for arts programs, cultural institutions, cultural facilities, and artists.
- ◆ Continue and expand Energy Office programs to assist low income citizens, small businesses, and City bureaus.
- ◆ Upgrade office information processing and sharing systems.
- ◆ Provide a work environment which supports and encourages high performance from City employees.
- ◆ PROVIDE HIGH QUALITY, RESPONSIVE, COST EFFECTIVE SERVICE TO CITIZENS.
- ◆ IMPLEMENT CITY COUNCIL GOALS: continued implementation of community policing, increased employment and recreation services to youth, neighborhood and city-wide economic development, continued development of a diverse workforce, respond to City infrastructure needs, promote inter-bureau cooperation and coordination to achieve City and regional goals.

MAJOR BUDGET NOTES

None

EFFECTIVENESS MEASURES

	<i>Actual</i> <i>FY 1992-93</i>	<i>Revised Budget</i> <i>FY 1993-94</i>	<i>Proposed</i> <i>FY 1994-95</i>	<i>Adopted</i> <i>FY 1994-95</i>
Respond to 95% of Citizen comments/request for assistance & Bureau requests, within 24 hours	95%	90%	90%	90%
Respond to 95% of written correspondence within 5 working days of letter received	95%	95%	95%	95%
Pass 90% of Council Resolutions, ordinances, and agreements to implement objectives	90%	90%	90%	90%

COMMISSIONER OF PUBLIC UTILITIES (193)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mike Lindberg

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$255,401	\$318,845	\$332,512	\$349,813	\$349,813
512000 Part-Time/Limited-Term	38,785	6,225	7,709	5,255	5,255
514000 Overtime	0	0	0	0	0
515000 Premium Pay	3	0	0	0	0
517000 Benefits	142,328	120,371	113,055	128,207	128,207
Total Personal Services	\$436,517	\$445,441	\$453,276	\$483,275	\$483,275
521000 Professional Services	\$500	\$3,000	\$1,500	\$1,500	\$1,500
522000 Utilities	0	0	0	0	0
523000 Equipment Rental	0	100	100	100	100
524000 Repair & Maintenance	1,753	2,000	1,500	1,500	1,500
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	0	2,500	2,000	2,000	2,000
531000 Office Supplies	1,245	2,950	3,500	3,500	3,500
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	1,000	1,000	1,000	1,000
535000 Clothing	0	0	0	0	0
539000 Other Commodities	890	1,000	750	750	750
541000 Education	1,130	3,000	3,500	3,500	3,500
542000 Local Travel	0	0	3,000	3,000	3,000
543000 Out-of-Town Travel	3,231	1,930	3,000	3,000	3,000
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	1,382	1,000	1,000	823	823
Subtotal External Materials & Services	\$10,131	\$18,480	\$20,850	\$20,673	\$20,673
551000 Fleet Services	\$6,158	\$10,193	\$2,000	\$1,556	\$1,556
552000 Printing/Distribution	7,614	8,674	8,033	7,346	7,346
553000 Facilities Services	32,249	36,959	37,049	38,446	38,446
554000 Communications	9,990	14,886	12,807	13,521	13,521
555000 Data Processing	480	499	3,913	1,063	1,063
556000 Insurance	15,579	21,218	17,651	13,862	13,862
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	0	0	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$72,070	\$92,429	\$81,453	\$75,794	\$75,794
Total Materials & Services	\$82,201	\$110,909	\$102,303	\$96,467	\$96,467
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	1,559	0	5,000	5,000	5,000
Total Capital Outlay	\$1,559	\$0	\$5,000	\$5,000	\$5,000
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$520,277	\$556,350	\$560,579	\$584,742	\$584,742

COMMISSIONER OF PUBLIC UTILITIES (193)

Service Area: Legislative/Administrative and Support Services

Commissioner-in-Charge: Mike Lindberg

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94	Amount	FY 1994-95	Amount	FY 1994-95	Amount
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0002	City Commissioner	1	1	1	63,621	1	65,644	1	65,644
0824	Executive Assistant	1	1	1	59,807	1	57,200	1	57,200
0823	Commissioner's Assistant III	0	0	3	143,940	3	157,497	3	157,497
0822	Commissioner's Assistant II	4	3	0	0	0	0	0	0
0821	Commissioner's Assistant I	2	2	2	65,144	2	69,472	2	69,472
TOTAL FULL-TIME POSITIONS		8	7	7	332,512	7	349,813	7	349,813

BUREAU OF PURCHASES AND STORES (319)
Service Area: Legislative/Administrative & Support Services
Commissioner-in-Charge: EARL BLUMENAUER

SUMMARY OF BUREAU EXPENSES

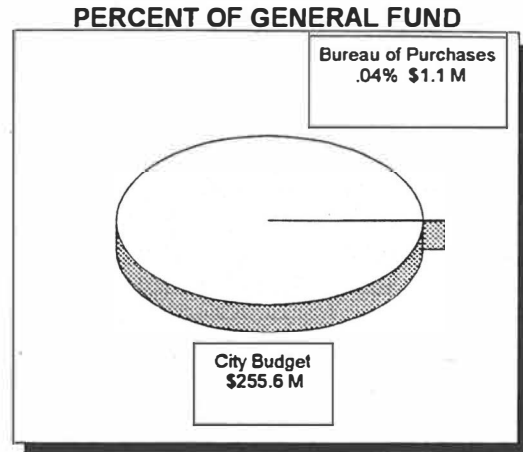
	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
EXPENDITURES					
Operating Budget:					
<i>Personal Services</i>	\$786,043	\$859,468	\$792,090	\$926,683	\$815,189
<i>External Materials & Svcs.</i>	31,193	39,360	63,814	66,397	95,594
<i>Internal Materials & Svcs.</i>	195,675	202,469	196,799	198,463	189,346
<i>Minor Capital Outlay</i>	13,978	0	6,000	5,000	5,000
<i>Cash Transfers-Equipment</i>	35,000	0	0	0	0
Total Operating Budget	\$1,061,889	\$1,101,297	\$1,058,703	\$1,196,543	\$1,105,129
<i>Capital Improvements</i>	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$1,061,889	\$1,101,297	\$1,058,703	\$1,196,543	\$1,105,129
<i>Allocated Overhead Costs</i>		0	0	0	0
Total Cost with Allocated Overhead		\$1,101,297	\$1,058,703	\$1,196,543	\$1,105,129
Authorized Full-Time Positions					
<i>Total</i>	16	19	17	18	16
<i>Gen. Fund Discretionary</i>	15	15	15	16	16
SOURCE OF FUNDING					
GENERAL Fund (101)					
Types of General Fund Resources:					
<i>Discretionary General Fund</i>		363,071	209,085	206,939	144,345
<i>Non-Discretionary Revenues</i>					
<i>Grants & Donations</i>		0	0	0	0
<i>Contract Revenue</i>		0	0	0	0
<i>Interagency Services</i>		121,668	95,177	147,733	147,733
<i>Bureau Program Revenue</i>		76,467	70,000	70,000	85,622
<i>Overhead Revenue from Other Funds</i>		540,091	684,441	771,871	727,429
Total Non-Discretionary Revenues		738,226	849,618	989,604	960,784
Total General Fund Resources		\$1,101,297	\$1,058,703	\$1,196,543	\$1,105,129
<i>Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.</i>					
<i>Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.</i>					
PROGRAMS					
<i>Purchasing</i>		\$828,198	\$919,109	\$1,056,949	\$1,056,949
<i>Positions</i>		13	15	16	16
<i>Equal Employment Opportunity</i>		3,000	7,000	7,000	7,000
<i>Positions</i>		0	0	0	0
<i>Municipal Stores</i>		203,827	0	0	0
<i>Positions</i>		5	0	0	0
<i>Surplus Property</i>		66,272	132,594	132,594	41,180
<i>Positions</i>		1	2	2	0
TOTAL PROGRAMS		\$1,101,297	\$1,058,703	\$1,196,543	\$1,105,129
<i>Positions</i>		19	17	18	16

GENERAL DESCRIPTION and CHANGES FROM 1993-94

The Bureau of Purchases and Stores administers competitive bidding and contract processes in compliance with necessary laws to acquire goods and services for City bureaus. Procurement services impact most bureaus and departments on a daily basis. Processing time for purchases and contracts is cited by all bureaus as critical to their efficient operation.

The Bureau of Purchases and Stores consists of two programs which are mandated by City Charter and City Code: Equal Opportunity Employment, and Purchasing.

The Municipal Stores program was eliminated from the Bureau of Purchases and Stores budget in FY 1992-93. It is intended to consolidate the Surplus Property program with the State of Oregon General Services Property Program in order to create additional efficiency and savings in FY 1994-95. The budget reflects a decrease of \$94,914 and two positions within the Surplus Property Program in anticipation of this consolidation. The FY 1994-95 Adopted Budget includes funding for a Data Entry Clerk position that has previously been funded by an IBIS Special Appropriation. A Program Specialist is included for Clearing House/M&WBE monitoring. An add package of \$5,000 is also approved for each of the next two fiscal years to replace obsolete computer equipment. As a result of the elimination of the Surplus Property program, the total number of positions has declined from 17 in FY 1993-94 to 16 for FY 1994-95.



The Bureau of Purchases and Stores management staff continued to work toward streamlining the purchasing process during FY 1993-94. Some accomplishments in this area are listed below:

- ◆ Surplus Property consolidated with State of Oregon General Services Surplus Property program.
- ◆ LPO limit raised from \$500 to \$5,000 to move more purchasing authority to the Operating Bureaus.
- ◆ Code changed to authorized Purchasing Agent to solicit bids for all projects without a prior ordinance.
- ◆ Electronic networking of State M&WBE certified list and City EEO certified list to all City system users.
- ◆ Additional requirements contracts established to facilitate supply availability and cost savings for Bureaus.
- ◆ PTE Services Senior Buyer position established in Bureau to assist Operating Bureaus with preparation of specifications, advertising requirements, proposal evaluation and award recommendations.
- ◆ M&WBE/EEO position established in the Bureau to assist Bureaus, Contracts, Vendors and the M&WBE community to provide a focal point in the coordination of the M&WBE and EEO programs.
- ◆ Published updated and shortened version of Purchasing Manual.
- ◆ Specification submittal process streamlined.

BUDGET DECISIONS FOR 1995-96

Decision Packages for 1995-96 (in constant 1994-95 dollars):

- ◆ Computer Equipment

Total 1995-96 Decision Packages (in constant 1994-95 dollars):

Total 1994-95 Budget

Total 1995-96 Budget (in constant 1994-95 dollars):

Full-Time Positions	Estimated Cost	
	General Fund Discretionary	Total Cost
0	\$1,220	\$5,000
\$0	\$1,220	\$5,000
16	\$144,345	\$1,105,129
16	\$145,565	\$1,110,129

Other Budget Decisions for 1995-96:

- ◆ None.

BUREAU OF PURCHASES AND STORES (319)
Service Area: Legislative/Administrative & Support Services
Commissioner-in-Charge: EARL BLUMENAUER

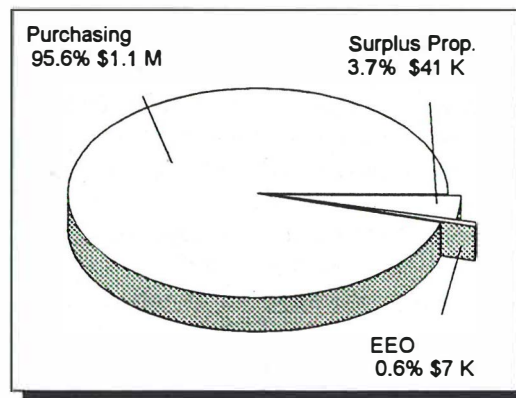
DESCRIPTION OF PROGRAMS

PURCHASING

This program provides centralized purchasing of materials, equipment, services, and construction services for all City bureaus, review and approval of bid specifications, and oversees all purchasing endeavors to ensure compliance with State statutes, and City Charter/Code requirements. This program is also responsible for administering the City's Minority and Women Owned Business Program and serves as the City's M&WBE liaison.

A Program Specialist is being included to provide resources to meet requirements of the City's M&WBE contracting initiatives. This position will monitor the Clearing House program and assist in the development of the disparity study.

PROGRAM EXPENSES



EQUAL EMPLOYMENT OPPORTUNITY

This program ensures that contractors and vendors conducting business with the City in excess of \$2,500 annually provide certification of non-discrimination in hiring practices. This program is mandated by Federal Requirements and City Code.

BUREAU MANAGEMENT OBJECTIVES

1. Coordinate the MBE Clearing House project for the City
2. Organize M&WBE disparity study data collection and validation
3. Purchasing Bureau TQM training
4. Modify LPO process to facilitate efficiencies
5. Increase number and use of requirements contracts
6. Increase participation in local Cooperative Purchasing Association
7. Continue to identify and implement IBIS City-Wide IBIS efficiencies

EFFECTIVENESS MEASURES

Percentage of Requisition over \$5,000 and less than formal limit processed in 15 days

Percentage of MBE participation in City contracts over \$100,000

	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
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80.4%	85%	85%	85%
6.4%	10%	10%	10%

EFFICIENCY MEASURES

Cost of each dollar of expenditure

0.0052	0.006	0.006	0.006
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WORKLOAD MEASURES

Total Number of Requisitions Processed

Total Number of Formal Bids Processed

Number of EEO Renewal Applications Processed

Number of EEO Applications Processed

5,000	1,200	1,200
197	200	200
2,005	3,000	3,000
1,002	350	350

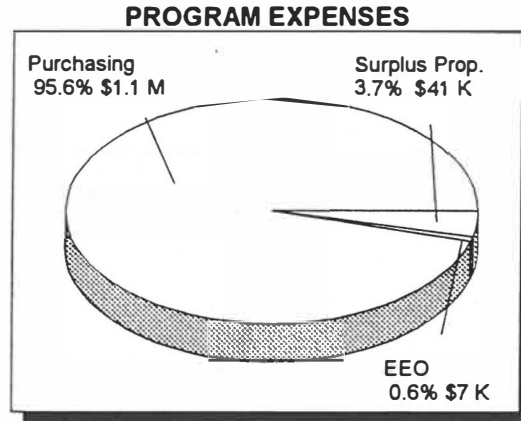
BUREAU OF PURCHASES AND STORES (319)
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EFFECTIVENESS MEASURES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Percentage of Requisition over \$5,000 and less than formal limit processed in 15 days	80.4%	85%	85%	85%
Percentage of MBE participation in City contracts over \$100,000	6.4%	10%	10%	10%

EFFICIENCY MEASURES

	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Cost of each dollar of expenditure	0.0052	0.006	0.006	0.006

WORKLOAD MEASURES

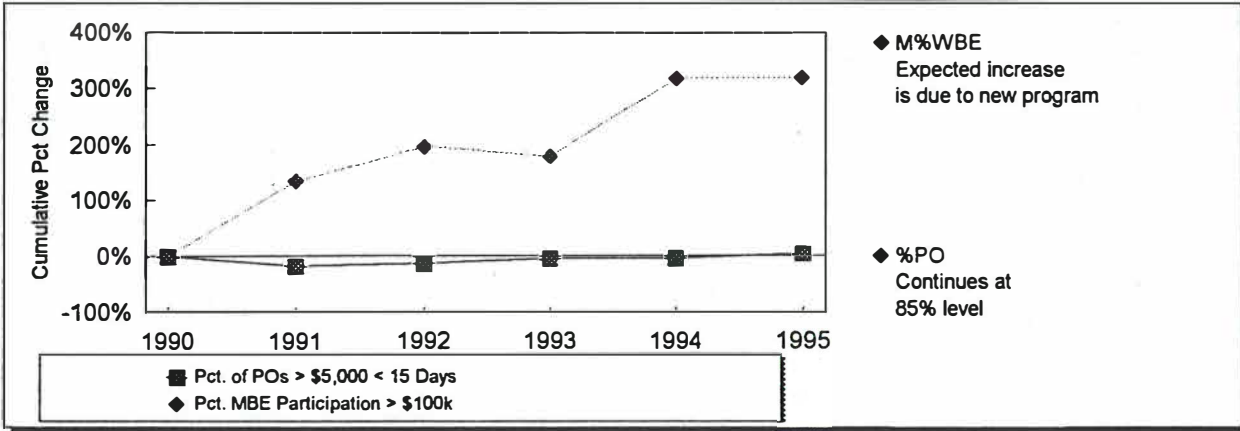
	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
Total Number of Requisitions Processed		5,000	1,200	1,200
Total Number of Formal Bids Processed	197	160	200	200
Number of EEO Renewal Applications Processed	2,005	3,000	3,000	3,000
Number of EEO Applications Processed	1,002	350	350	350

BUREAU OF PURCHASES AND STORES

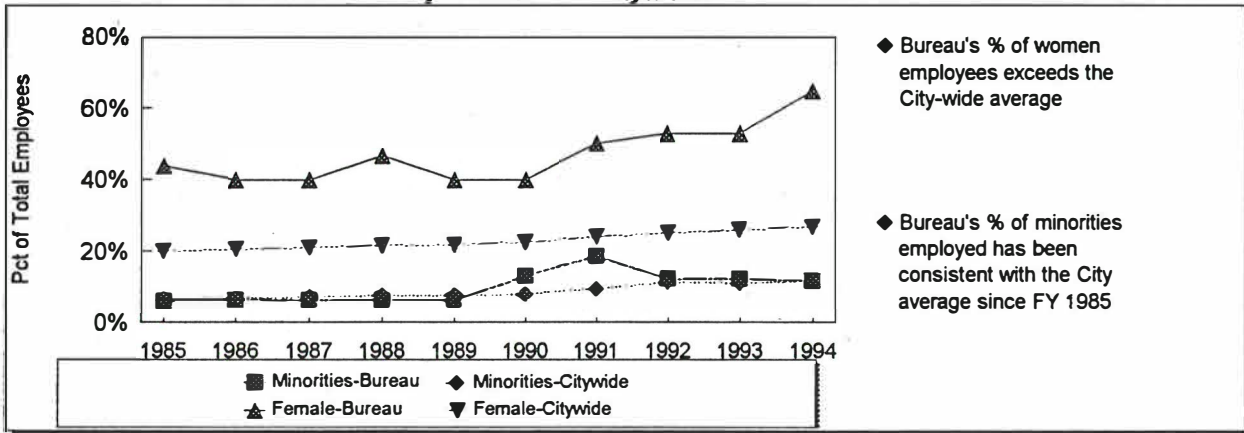
Service Area: Legislative/Administrative & Support Services

Commissioner-in-Charge: EARL BLUMENAUER

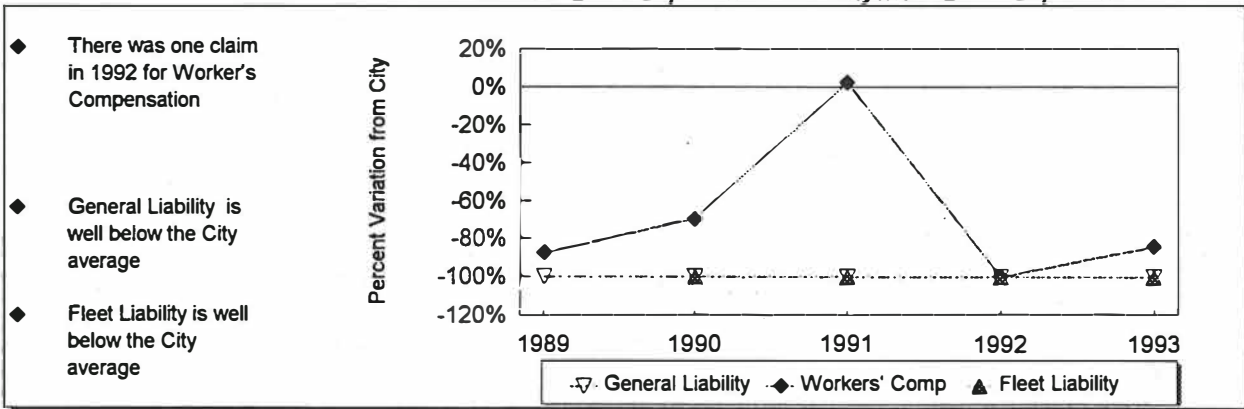
PERFORMANCE TRENDS



Workforce Diversity - Bureau vs. Citywide



Bureau Loss Experience Vs. Citywide Loss Experience



BUREAU OF PURCHASES AND STORES (319)

Service Area: Legislative/Administrative & Support Services

Commissioner-in-Charge: EARL BLUMENAUER

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$483,322	\$524,554	\$572,122	\$664,533	\$584,457
512000 Part-Time/Limited-Term	3,705	202	0	0	0
514000 Overtime	0	673	0	0	0
515000 Premium Pay	192	287	0	0	0
517000 Benefits	298,824	333,752	219,968	262,150	230,732
Total Personal Services	\$786,043	\$859,468	\$792,090	\$926,683	\$815,189
521000 Professional Services	\$0	\$0	\$0	\$0	\$0
522000 Utilities	3,483	3,181	3,500	3,500	0
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	176	2,726	5,133	4,404	3,904
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	3,464	3,712	5,678	8,500	46,680
531000 Office Supplies	2,973	9,457	12,853	13,800	12,300
532000 Operating Supplies	398	616	0	367	0
533000 Repair & Maint. Supplies	0	58	300	0	0
534000 Minor Equipment	0	99	1,200	500	0
535000 Clothing	211	209	300	300	0
539000 Other Commodities	14,151	14,295	26,450	24,510	22,510
541000 Education	1,864	1,734	3,100	4,400	4,000
542000 Local Travel	1,461	1,644	2,100	2,000	2,000
543000 Out-of-Town Travel	3,012	1,629	3,200	4,116	4,200
544000 External Rent	0	0	0	0	0
546000 Refunds	0	0	0	0	0
547000 Retirement	0	0	0	0	0
549000 Miscellaneous	0	0	0	0	0
Subtotal External Materials & Services	\$31,193	\$39,360	\$63,814	\$66,397	\$95,594
551000 Fleet Services	\$4,825	\$6,987	\$3,487	\$3,150	\$0
552000 Printing/Distribution	37,311	39,098	39,444	39,219	35,819
553000 Facilities Services	63,437	48,486	47,847	49,498	47,431
554000 Communications	9,777	14,045	12,863	11,500	11,000
555000 Data Processing	52,931	60,011	67,613	72,996	72,996
556000 Insurance	24,149	29,718	25,545	22,100	22,100
557000 Equipment Lease	0	0	0	0	0
558000 Same Fund Services	3,245	4,124	0	0	0
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	\$195,675	\$202,469	\$196,799	\$198,463	\$189,346
Total Materials & Services	\$226,868	\$241,829	\$260,613	\$264,860	\$284,940
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	13,978	0	6,000	5,000	5,000
Total Capital Outlay	\$13,978	\$0	\$6,000	\$5,000	\$5,000
573000 Cash Transfers-Equipment	\$35,000	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$1,061,889	\$1,101,297	\$1,058,703	\$1,196,643	\$1,105,129

City of Portland, Oregon - FY 1994-95 Adopted Budget

BUREAU OF PURCHASES AND STORES (319)

Service Area: Legislative/Administrative & Support Services

Commissioner-in-Charge: EARL BLUMENAUER

FULL-TIME POSITIONS

Class	Title	Actual	Actual	Revised Budget		Proposed		Adopted	
		FY 1992	FY 1993	FY 1993-94		FY 1994-95		FY 1994-95	
		No.	No.	No.	Amount	No.	Amount	No.	Amount
0424	Purch. and Stores Director	1	1	1	62,181	1	66,169	1	66,169
0970	Program Manager II	1	1	1	47,940	1	51,720	1	51,720
0421	Senior Buyer	3	3	4	151,117	4	164,368	4	164,326
0420	Buyer	2	2	2	68,402	2	70,408	2	70,408
0413	Stores System Manager	1	1	1	46,959	1	48,630	0	0
0410	Storekeeper I	3	4	1	30,506	1	31,404	0	0
0222	Secretarial Assistant	1	1	1	27,040	1	27,833	1	27,833
0220	Secretarial Clerk I	1	0	0	0	0	0	0	0
0114	Clerical Specialist	1	2	2	51,658	2	49,228	2	49,228
0368	Data Entry Coordinator	1	0	0	0	0	0	0	0
0345	Word Processing Operator I	1	1	1	25,599	1	26,351	1	26,351
0140	Data Entry Clerk	0	1	1	0	1	23,866	1	23,866
0816	Sr Administrative Specialist	0	0	1	25,563	1	28,856	1	28,856
0409	Senior Storekeeper	0	1	0	0	0	0	0	0
0964	Program Specialist	0	1	1	35,157	2	75,700	2	75,700
0962	Assistant Program Specialist	0	0	0	0	0	0	0	0
TOTAL FULL-TIME POSITIONS		16	19	17	572,122	18	664,533	16	584,457

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

	Actual FY 1991-92	Actual FY 1992-93	Revised Budget FY 1993-94	Proposed FY 1994-95	Adopted FY 1994-95
EXPENDITURES					
Operating Budget:					
Personal Services	\$47,273	\$177,718	\$331,746	\$0	\$0
External Materials & Svcs.	3,084,920	7,776,619	12,152,612	12,941,661	13,310,862
Internal Materials & Svcs.	390,715	391,750	144,692	252,734	252,734
Minor Capital Outlay	5,612	0	12,500	0	0
Cash Transfers-Equipment	0	0	0	0	0
Total Operating Budget	\$3,528,520	\$8,346,087	\$12,641,550	\$13,194,395	\$13,563,596
Capital Improvements	0	0	0	0	0
TOTAL BUREAU EXPENSES	\$3,528,520	\$8,346,087	\$12,641,550	\$13,194,395	\$13,563,596
Allocated Overhead Costs			0	0	0
Total Cost with Allocated Overhead			\$12,641,550	\$13,194,395	\$13,563,596
Authorized Full-Time Positions	0	0	0	0	0
Total	0	0	0	0	0
Gen. Fund Discretionary	0	0	0	0	0

SOURCE OF FUNDING

General Fund (101)

Types of General Fund Resources:

Discretionary General Fund	3,272,615	7,676,549	11,483,980	12,188,907	12,558,108
Non-Discretionary Revenues					
Grants & Donations	0	0	192,468	225,670	225,670
Contract Revenue	0	0	0	0	0
Interagency Services	255,905	669,538	709,062	421,828	421,828
Bureau Program Revenue	0	0	0	0	0
Overhead Revenue	0	0	256,040	357,990	357,990

Total Non-Discretionary Revenues:

	255,905	669,538	1,157,570	1,005,488	1,005,488
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Total General Fund Resources:

	\$3,528,520	\$8,346,087	\$12,641,550	\$13,194,395	\$13,563,596
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Note: Discretionary General Fund revenues are those which may be used at the Council's discretion for any public purpose.

Non-discretionary revenues are restricted by policy or contractual agreement to the bureaus who generate the revenue.

PROGRAMS

Public Safety

	Actual FY 92-93	Revised FY 93-94	Proposed FY 94-95	Adopted FY 94-95
Regional Drug Initiative-Federal Grant	0	192,468	225,670	225,670
Regional Drug Initiative-City Funding	30,000	30,000	30,000	30,000
Fire Location Study	0	0	100,000	100,000
School Police	0	0	1,500,000	1,500,000
Sheriff Transfer	0	0	0	550,000

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

	<i>Actual</i> FY 1991-92	<i>Actual</i> FY 1992-93	<i>Revised</i> FY 1993-94	<i>Approved</i> FY 1994-95	<i>Adopted</i> FY 1994-95
<i>LEGISLATIVE/ADMINISTRATIVE (continued)</i>					
Regional Drug Initiative Federal	(Office of Finance and Administration)				
40105094					
Expenses:					
5210 Professional Services	0	0	0	21,250	21,250
5220 Utilities	0	0	0	600	600
5290 Miscellaneous Services	0	0	0	179,846	179,846
5310 Office Supplies	0	0	0	1,934	1,934
5430 Out of Town Travel	0	0	0	3,500	3,500
5440 Space Rental	0	0	0	9,000	9,000
5490 Miscellaneous	0	0	0	1,000	1,000
5520 Print & Distribution	0	0	0	8,540	8,540
Total Appropriation	0	0	0	225,670	225,670
Revenues:					
4170 Federal Grants Fund	0	0	0	225,670	225,670

The federal grant funds will pass through Special Appropriations to Regional Drug Initiative (RDI) as an administrative function. This special appropriation is totally offset by federal funds and does not impact the General Fund requirements. This is in addition to the \$30,000 RDI Special Appropriation which supports activities not eligible for federal funding.

Historical Appropriations	250,377	549,360	2,371,059	0	0
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This category is for appropriations previously funded but have no FY 1994-95 budget.

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

PROGRAMS (continued)	Actual FY 92-93	Revised FY 93-94	Proposed FY 94-95	Adopted FY 94-95
Community Development				
<i>Economic Development District Assmts</i>	45,282	31,010	31,010	31,010
<i>NE Workforce Center</i>	0	99,216	99,216	99,216
<i>Block by Block Weatherization</i>	172,823	148,296	157,008	157,008
<i>Business Development (PDC)</i>	0	472,074	499,663	434,663
<i>Downtown Services</i>	477,005	475,811	541,488	541,488
<i>Special Opportunities/Workforce Program</i>	367,840	720,441	362,851	362,851
<i>Eastbank Land Acquisition (PDC)</i>	0	0	54,000	54,000
<i>Business Districts (PDC)</i>	0	0	0	50,000
<i>Livable Cities</i>	0	0	330,500	330,500
<i>Civil Rights Ordinance Enforcement</i>	0	52,000	35,000	35,000
<i>Water Front Urban Renewal Activities</i>	0	0	435,000	0
Legislative, Administrative, Support				
<i>Business License Refunds</i>	1,407,595	1,494,176	2,030,154	2,030,154
<i>City Memberships and Dues</i>	349,418	353,371	371,752	371,752
<i>City Services Quality Improvement</i>	0	0	100,000	100,000
<i>City-wide MIS Study</i>	0	0	100,000	100,000
<i>Special Studies; Water-Sewer Functions</i>	0	100,000	0	65,000
<i>Special Studies; Regulatory Review</i>	0	100,000	0	75,000
<i>Compensation Adjustments</i>	4,790,323	5,680,128	5,669,283	5,687,784
<i>Council Emergency Funds</i>	7,000	7,000	7,000	7,000
<i>Employee Empowerment Fund</i>	0	50,000	50,000	50,000
<i>Innovations Loan Program</i>	0	250,000	250,000	250,000
<i>Leaders Roundtable</i>	0	9,700	10,000	10,000
<i>Management Council</i>	137	4,800	4,800	4,800
<i>Unemployment Insurance</i>	149,304	200,000	200,000	200,000
Transportation and Parking				
<i>Employee Transit Program</i>	0	0	0	110,700
Historical Appropriations	549,360	2,371,059	0	0
TOTAL PROGRAMS	8,346,087	12,841,550	13,194,395	13,563,596
<i>Positions</i>	0	0	0	0

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

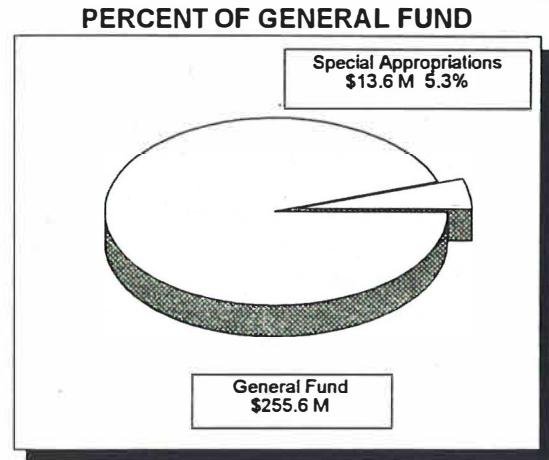
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

GENERAL DESCRIPTION and CHANGES FROM 1993-94

Special Appropriations are used for special projects, and for expenditures that are not specific to any particular bureau's operating budget, and which provide city wide benefit.

In FY 1994-95, Special Appropriations total \$13.6 million, 5.3% of the total General Fund budget. \$1.2 million is recovered through interagency revenues, federal grants, and overhead allocations. This year's Special Appropriations include \$1.5 million for public schools police, and continuing projects aimed at increasing the efficient delivery of city services.



DESCRIPTION OF PROGRAMS

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised FY 1993-94</i>	<i>Approved FY 1994-95</i>	<i>Adopted FY 1994-95</i>
PUBLIC SAFETY					
Regional Drug Initiative (Office of the Mayor)					
40105006					
5290 Miscellaneous Services	\$0	\$30,000	\$30,000	\$30,000	\$30,000

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. RDI receives grant funds from the federal Office of Substance Abuse Prevention. The City's contribution goes toward education and community involvement projects that do not qualify for the grant.

Civil Rights Ordinance Enforcement (Commissioner of Public Affairs)					
40103012					
5290 Miscellaneous Services	0	0	35,000	35,000	35,000

This special appropriation provides funding for contracts with the Oregon State Bureau of Labor and Industry and the Fair Housing Council to coordinate the enforcement of the City's Civil Rights ordinance.

Fire Location Study (Commissioner of Public Safety)					
40104001					
5210 Professional Services	9,826	165,374	0	0	0
5290 Miscellaneous Services	578	534	0	0	0
5490 Miscellaneous	0	0	0	100,000	100,000
Total Appropriation	10,404	165,908	0	100,000	100,000

This special appropriation funds a study of the effectiveness of the City's fire locations and their area of coverage.

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised FY 1993-94</i>	<i>Approved FY 1994-95</i>	<i>Adopted FY 1994-95</i>
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PUBLIC SAFETY (continued)

School Police (Office of Finance and Administration)

40110022

5490 Miscellaneous	0	0	0	1,500,000	1,500,000
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One-time funding to pick up the cost of providing 27 school police and support positions in the Portland School District. This will enable the district to retain 35 elementary classroom teachers that would otherwise be laid off. An additional \$1.5 million has been set aside to continue this support in the second year of the FY1994-96 budget.

Sheriff Deputies Transfer (Bureau of Police)

40107001

5290 Miscellaneous Services	0	0	0	550,000	550,000
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This appropriation supports the transfer of 38 Multnomah County Deputy Sheriff positions to the Police Bureau as a result of City annexations.

COMMUNITY DEVELOPMENT

Economic Improvement District (EID) Assessments (Office of the City Auditor)

40106001

5490 Miscellaneous	41,405	45,282	31,010	31,010	31,010
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This special appropriation funds the City's share of the Downtown EID, based on the management of commercial building space in the district. These charges to downtown property managers are used to support guides, marketing strategies, and enhanced security and street cleaning services downtown.

Block by Block Weatherization (Energy Office)

40133001

5240 Repair & Maint Services	0	0	804	0	0
5290 Miscellaneous Services	176,514	156,026	128,400	135,747	135,747
5310 Office Supplies	0	1,001	1,000	500	500
5410 Education	465	856	600	1,000	1,000
5430 Out of Town Travel	822	0	0	0	0
5490 Miscellaneous	35	1,007	2,000	3,000	3,000
5510 Fleet Services	129	105	207	208	208
5520 Print & Distribution	1	306	170	174	174
5530 Facilities Services	998	560	1,096	1,115	1,115
5540 Communications Services	248	0	104	104	104
5580 Same Fund Services	12,471	12,962	13,915	15,160	15,160
Total Appropriation	191,683	172,823	148,296	157,008	157,008

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.

SPECIAL APPROPRIATIONS (401)
Service Area: Legislative & Administrative Support
Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

	<i>Actual</i> FY 1991-92	<i>Actual</i> FY 1992-93	<i>Revised</i> FY 1993-94	<i>Approved</i> FY 1994-95	<i>Adopted</i> FY 1994-95
COMMUNITY DEVELOPMENT (continued)					
NE Workforce Center (Office of the Mayor) 40105011					
5210 Professional Services	0	0	99,216		
5290 Miscellaneous Services	0	0		99,216	99,216
Total Appropriation	0	0	99,216	99,216	99,216

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 childcare, transportation, or health care. Previously this program has been funded through the Bureau of Community Development.

Business Development (Office of the Mayor) 40105010					
5290 Miscellaneous Services	0	0	472,074	434,663	434,663

This special appropriation continues from last year, and supports the Portland Development Commission's Business Recruitment and Business Retention programs. Support for these programs was previously provided through tax increment revenues.

Downtown Services (Bureau of General Services) 40115001					
5290 Miscellaneous Services	0	407,076	384,525	400,406	400,406
5580 Same Fund Services	0	69,929	91,286	141,082	141,082
Total Appropriation	0	477,005	475,811	541,488	541,488

This special appropriation, which began in FY 1991-92, pays for special services to keep Downtown Portland a safe, attractive center for people and businesses. Services include a park bicycle patrol, enhanced security for Pioneer Courthouse Square, public restroom cleaning, and maintenance of the flowers along the transit mall and light rail corridors. This appropriation was increased to extend services onto the north transit mall extension. This appropriation is in addition to the EID assessment the city also pays.

Business Districts (Office of the Mayor) 40105022					
5490 Miscellaneous	0	0	0	50,000	50,000

This appropriation funds 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.

Eastbank Land Acquisition (Office of Finance and Administration) 40110025					
5490 Miscellaneous	0	0	0	54,000	54,000

This appropriation pays for costs associated with the acquisition of land for public parks on the east bank of the Willamette River. Costs include development of design and engineering fees, permits, and environmental reviews.

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

	<i>Actual</i> FY 1991-92	<i>Actual</i> FY 1992-93	<i>Revised</i> FY 1993-94	<i>Approved</i> FY 1994-95	<i>Adopted</i> FY 1994-95
COMMUNITY DEVELOPMENT (continued)					
Special Opportunities/Workforce Programs	(Office of the Mayor)				
40110011					
Expenses:					
5110 Full-Time Employees	2,552	61	0	0	0
5120 Part-Time Employees	39,708	156,541	308,700	0	0
5150 Premium Pay	3	0	0	0	0
5170 Benefits	4,959	18,150	23,046	0	0
5180 Paid Absence	51	1,966	0	0	0
5290 Miscellaneous Services	2,397	165,103	363,141	101,500	101,500
5490 Miscellaneous	0	0	0	175,000	175,000
5580 Same Fund Services	0	25,019	25,554	86,351	86,351
Total Expenses	49,670	366,840	720,441	362,851	362,851

Revenues:

4130 Interagency Services	0	555,517	5,555,461	347,525	347,525
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This special appropriation will be used to fund workforce development programs for targeted city residents. In the past the Construction Trades Internship Program (CTIP) and a First Source hiring contract have been funded through this appropriation. This special appropriation is supported by interagency funding from Water, Environmental Services, Transportation, Golf, and Facilities Funds.

Livable Cities (Bureau of Planning)

40130035					
5490 Miscellaneous	0	0	0	330,500	330,500

This appropriation will support the creation of a public-private organization to develop strategies for the middle level housing market in response to projected population growth in the region.

LEGISLATIVE/ADMINISTRATIVE

Management Council (Office of Finance and Administration)

40110005					
5490 Miscellaneous	426	137	4,800	4,800	4,800

This is an annual appropriation for development activities and meetings of the City's bureau managers.

Council Emergency Funds (Offices of the Mayor & Commissioners)

40110006					
5490 Miscellaneous	7,000	7,000	7,000	7,000	7,000

This is an annual appropriation for use by the Mayor and Commissioners as specified by City Charter 2-105 (a) 14 & 2-108.

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

<u>DESCRIPTION OF PROGRAMS</u>	<i>Actual</i> FY 1991-92	<i>Actual</i> FY 1992-93	<i>Revised</i> FY 1993-94	<i>Approved</i> FY 1994-95	<i>Adopted</i> FY 1994-95
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LEGISLATIVE/ADMINISTRATIVE (continued)**Compensation Adjustments (Office of Finance and Administration)**

40110004

5490 Miscellaneous	1,478,505	4,790,323	5,680,128	5,687,784	5,687,784
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This 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 Third Quarter Adjustments each fiscal year.

Business License Refunds (Bureau of Licenses)

40111001

5450 Interest	3,492	2,888	5,000	15,000	15,000
5460 Refunds	2,907	4,970	0	2,015,154	2,015,154
5461 Business License Fee	787,492	1,399,737	1,489,176	0	0
Total Appropriation	793,891	1,407,595	1,494,176	2,030,154	2,030,154

This appropriation covers refunds required when businesses overpay business license fees.

City-wide Management Information (MIS) Study (Office of Finance and Administration)

40124110

5490 Miscellaneous	0	0	0	100,000	100,000
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This appropriation funds a review of city-wide computer assets and systems in order to recommend the most cost-effective and efficient means of providing computing services, and to assist in continuing analysis of mainframe computing options.

Quality Customer Service (Office of the Mayor)

40105021

5490 Miscellaneous	0	0	0	100,000	100,000
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This new special appropriation funds development of a city-wide system for quality improvement, including customer service training for city employees.

Employee Transit Program (Office of Transportation)

40108001

5490 Miscellaneous	0	0	0	110,700	110,700
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This appropriation funds alternative transit modes for city employees in order to relieve traffic congestion and air quality.

City Memberships and Dues (Office of the Mayor)

40105001

5290 Miscellaneous Services	339,587	349,418	353,371	371,752	371,752
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This special appropriation is covers the City's memberships and dues as a municipality. Beginning in FY 1992-93 memberships and dues were consolidated into this one appropriation. The fees are projected to be: League of Oregon Cities, \$73,100, US Conference of Mayors \$8,553, National League of Cities \$15,296, METRO 202,670, Metropolitan Area Boundary Commission \$47,133, Public Technology Inc. \$15,000, and Forum On Cooperative Urban Services (FOCUS) \$10,000.

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

SUMMARY OF BUREAU EXPENSES

DESCRIPTION OF PROGRAMS

	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised FY 1993-94</i>	<i>Approved FY 1994-95</i>	<i>Adopted FY 1994-95</i>
LEGISLATIVE/ADMINISTRATIVE (continued)					
Leaders Roundtable (Office of Finance and Administration)					
40105013					
5290 Miscellaneous Services	0	0	9,700	10,000	10,000
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.					
Employee Empowerment Fund (Office of the Mayor)					
40105015					
5490 Miscellaneous	0	0	50,000	50,000	50,000
This special appropriation funds a program aimed at encouraging and recognizing innovative suggestions from City employees that will save the City money.					
Special Studies (Office of Finance and Administration)					
Management Span of Control 40110013					
5490 Miscellaneous	0	0	37,500	0	0
Regulatory Review 40105019					
5490 Miscellaneous	0	0	75,000	75,000	75,000
Water-Sewer Functional Analysis 40110012					
5490 Miscellaneous	0	0	75,000	65,000	65,000
Total Appropriation	0	0	187,500	140,000	140,000

These special appropriations fund management studies. Amounts for FY 1994-95 are carried over from the previous year. No new dollars are appropriated this year.

Innovations Loan Program (Office of the Mayor)

40105014

Expenses:

5490 Miscellaneous 0 0 250,000 250,000 250,000

Revenues:

4100 Same Fund Transfers 0 0 0 74,303 74,303

This special appropriation continues a program new last year to provide seed money to bureaus for new technology or work design that will reduce cost of service and improve productivity. In this second year loan repayments partially fund the appropriation, reducing demand on General Fund discretionary resources.

Unemployment Insurance (Office of Finance and Administration)

40110003

5490 Miscellaneous 198,475 149,304 200,000 200,000 200,000

This appropriation provides funding for the General Fund share of the cost of the City's unemployment insurance claims

SPECIAL APPROPRIATIONS (401)

Service Area: Legislative & Administrative Support

Commissioner-in-Charge: Mayor Vera Katz

BUREAU EXPENSES - LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 1991-92</i>	<i>Actual FY 1992-93</i>	<i>Revised Budget FY 1993-94</i>	<i>Proposed FY 1994-95</i>	<i>Adopted FY 1994-95</i>
511000 Full-Time Employees	\$2,552	\$61	\$0	\$0	\$0
512000 Part-Time/Limited-Term	39,708	156,541	308,700	0	0
514000 Overtime	0	0	0	0	0
515000 Premium Pay	3	0	0	0	0
517000 Benefits	4,959	18,150	23,046	0	0
518000 Paid Absence	51	2,966	0	0	0
Total Personal Services	\$47,273	\$177,718	\$331,746	\$0	\$0
521000 Professional Services	\$52,974	\$165,295	\$210,300	\$21,250	\$21,250
522000 Utilities	0	0	3,000	600	600
523000 Equipment Rental	0	0	0	0	0
524000 Repair & Maintenance	0	0	804	0	0
528000 Local Match Payment	0	0	0	0	0
529000 Miscellaneous Services	993,862	1,108,157	1,892,954	1,863,130	2,458,830
531000 Office Supplies	0	1,793	2,537	2,434	2,434
532000 Operating Supplies	0	0	0	0	0
533000 Repair & Maint. Supplies	0	0	0	0	0
534000 Minor Equipment	0	0	0	0	0
535000 Clothing	0	0	0	0	0
539000 Other Commodities	0	0	0	0	0
541000 Education	465	856	5,600	1,000	1,000
542000 Local Travel	0	0	0	0	0
543000 Out-of-Town Travel	4,842	0	4,960	3,500	3,500
544000 External Rent	0	0	8,764	9,000	9,000
545000 Interest	3,492	2,888	5,000	15,000	0
546000 Refunds	790,399	1,404,707	1,489,176	2,015,154	15,000
547000 Retirement	0	0	0	0	2,015,154
549000 Miscellaneous	1,238,886	5,092,923	8,529,517	9,010,593	8,784,094
Subtotal External Materials & Services	\$3,084,920	\$7,776,619	\$12,152,612	\$12,941,661	\$13,310,862
551000 Fleet Services	\$129	\$105	\$207	\$208	\$208
552000 Printing/Distribution	3,507	1,502	8,426	8,714	8,714
553000 Facilities Services	998	560	4,676	1,115	1,115
554000 Communications	248	0	628	104	104
555000 Data Processing	108,000	185,428	0	0	0
556000 Insurance	0	0	0	0	0
557000 Equipment Lease	90,607	0	0	0	0
558000 Same Fund Services	187,226	204,155	130,755	242,593	242,593
559000 Other Fund Services	0	0	0	0	0
Subtotal Internal Materials & Services	390,715	391,750	\$144,692	\$252,734	\$252,734
Total Materials & Services	\$3,475,635	\$8,168,369	\$12,297,304	\$13,194,395	\$13,563,596
561000 Land	\$0	\$0	\$0	\$0	\$0
562000 Buildings	0	0	0	0	0
563000 Improvements	0	0	0	0	0
564000 Equipment	5,612	0	12,500	0	0
Total Capital Outlay	\$5,612	\$0	\$12,500	\$0	\$0
573000 Cash Transfers-Equipment	\$0	\$0	\$0	\$0	\$0
Total Bureau Expenses	\$3,528,520	\$8,346,087	\$12,641,550	\$13,194,395	\$13,563,596