



CITY OF PORTLAND

Office of City Auditor LaVonne Griffin-Valade

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MEMORANDUM

To: Office of Management and Finance

From: LaVonne Griffin-Valade, City Auditor

Date: January 30, 2012

Re: Five-Year Financial Plan

The attached five-year budget projections begin in FY 2012-13 and end in FY 2016-17. In determining the expenditure projections, an annual inflation factor of 4% has been assumed. In addition, the Financial Plan assumes cuts at the 6% level for FY 2012-13.

The following staffing projections are provided to meet workload demand and strategic direction:

- Restoration in year three of the Deputy Ombudsman position to accommodate anticipated increased workload as the Ombudsman program is strengthened.
- Increase .5 FTE Hearings Officer to accommodate growing workload.
- Additional staffing to support further rollout of the TRIM electronic records management system citywide. Please see below.
- One additional position to increase activity in our Foreclosure Program.
- Additional Assistant Archivist position to help manage workload changes brought on by the Archives and Records Center move to the new facility at PSU.

The Auditor's Office has recently convened a Steering Committee made up of representatives of multiple City bureaus to provide guidance on strategies and a funding model for Citywide rollout of the TRIM electronic records management system. The work of this committee is not yet complete and preferred funding and staffing models have not been determined. Therefore, the projection is a rough estimate of the software license, staffing and infrastructure needs over the next five years. We anticipate that these projections will change significantly as the Committee completes its analysis and makes recommendations. Estimates are included in the GFOH category, although this is not necessarily where revenue increases would occur.

There are additional potential staffing needs on the horizon that are not included in this projection. The Auditor's Office will conduct additional analysis of staffing and budget needs in the future and include any increases in subsequent year plans. Potential future staffing increases:

- Additional Independent Police Review division investigator to handle increased workload.
- One additional position in the Council Clerk/Contracts section to address increasing workload.