



CITY OF

PORTLAND, OREGON

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DATE: April 18th, 2011

TO: OMF Financial Planning Division

CC: Jane Braaten, Business Operations Division

FROM: Dan Saltzman *Don*

SUBJECT: Commission of Public Affairs FY 2010-11 Spring BMP Submission

Please accept the Commission of Public Affairs Spring BMP submission for FY 2010-11.

- Technical Adjustments for Gateway Center \$0
- Portland Children's Levy Revenue Reduction (\$1,067,427)

Additionally, the submission provides updates about previous decision packages. Current year spending is projected to come in at budget.

I have reviewed the enclosed documents and support the submission package.

Please contact Brendan Finn on my staff, or Business Operations Division Financial Analyst Crystal Castruita, with any questions.

Thank you

Enc:
Budget Amendment Request Report
Fund 100 Business Area Projection Report
Fund 217 Business Area Projection Report
Decision Package Status Updates

BUDGET AMENDMENT REQUEST

Commissioner of Public Affairs

PERIOD Spring BuMP

FISCAL YEAR FY 2010-11

PA_005 - Children's Investment Fund/Levy Spring BuMP 2011

Reduce revenue by \$1,067,427 per City Economist projections from January 2011. Offset reduced revenue with reduced contingency. Move \$8,250 from external to internal services to cover cost of printing annual report, which was originally budgeted in external materials & services

Dollar Amount: **(\$1,067,427)**

Type: Technical Adjustment

Resources: Bureau Contingency

PA_006 - Comm. Public Affairs - Tech Adjustments

This reallocates funds to match budget to actuals spending.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

Business Area Projection Report

Fund 100

	Spring BuMP Revised Budget	FY 2010-11 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Commissioner of Public Affairs				
EXPENDITURES				
Personal Services	\$951,800	\$604,248	\$903,333	95%
External Materials and Services	\$1,481,950	\$385,704	\$1,372,673	93%
Internal Materials and Services	\$151,678	\$94,440	\$147,630	97%
TOTAL EXPENDITURES	\$2,585,428	\$1,084,392	\$2,423,636	94%
REVENUES				
General Fund Discretionary	\$1,400,687	\$0	\$1,310,625	94%
General Fund Overhead	\$1,184,741	\$0	\$1,113,011	94%
TOTAL REVENUES	\$2,585,428	\$0	\$2,423,636	94%

Bureau Projection Narrative

The Commissioner's Office is on track to spend within their current level of appropriation.

Business Area Projection Report

Fund 217

Spring BuMP Revised Budget	FY 2010-11 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
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Commissioner of Public Affairs

EXPENDITURES

External Materials and Services	\$225,000	\$15,000	\$225,000	100%
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TOTAL EXPENDITURES	\$225,000	\$15,000	\$225,000	100%
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REVENUES

Intergovernmental Revenues	\$225,000	\$6,750	\$225,000	100%
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General Fund Discretionary	\$0	\$0	\$0	0%
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TOTAL REVENUES	\$225,000	\$6,750	\$225,000	100%
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Bureau Projection Narrative

The Commissioner's Office is on track to spend within their current level of appropriation.

Commission of Public Affairs

Decision Package Updates:

PA_01	Hold Position Vacant	
This decision package reduces Personal Services by \$9,228 to achieve the 1% one-time General Fund reduction. This package holds a position vacant for approximately 3 months. Commissioner Saltzman's office will redistribute the workload among other staff to minimize the impact on services. The impact on service is expected to be minimal because the position will be vacant for only a short period of time.		
Status for Spring Performance Report: Our office has completed the vacancy hold and will evaluate the position requirements for the new hire.		Status Complete

PA_02	Ongoing EM&S reduction	
This decision package reduces External Materials and Services by \$27,684 to achieve the 3% ongoing General Fund reduction. This package reduces the Miscellaneous Services category. This cut in Miscellaneous Services reduces the ability to support programs.		
Status for Winter Performance Report: Expense monitoring and strategic decisions are being made to ensure expenditures come in under budget.		Status Ongoing
Status for Spring Performance Report: The ongoing reduction for FY 2010-11 was taken as planned		Status Complete

PA_03	OMF IA Reduction Savings	
Status for Spring Performance Report: This is a pass-through reduction.		Status Complete

PA_04	Transfer Youth Violence/Police IA to Mayor	
Status for Spring Performance Report: All system changes and funding mechanisms have been put into place to account for the positions and resources involved.		Status Complete

Non-Technical Fall BMP Requests Updates:

PA_001	Encumbrance Carryover	
This request carries over \$334,759 in encumbrances related to the Gateway Center for Domestic Violence.		
Status for Winter Performance Report: These multi-year contracts were approved by Council and will be carried over or encumbered until their conclusion in FY 2013-14.		Status Ongoing
Status for Spring Performance Report: These multi-year contracts were approved by Council and will be carried over or encumbered until their conclusion in FY 2013-14.		Status Ongoing

PA_002	Program carryover request	
This request is for Gateway Center for Domestic Violence program carryover of \$768,900. These agreements were signed and approved by Council 5/19/10 and are valid through FY 2013-14.		
Status for Winter Performance Report: These multi-year contracts were approved by Council and will be carried over or encumbered until their conclusion in FY 2013-14.		Status Ongoing
Status for Spring Performance Report: These multi-year contracts were approved by Council and will be carried over or encumbered until their conclusion in FY 2013-14.		Status Ongoing

PA_003	Appropriate funding for awarded grants	
This request is to appropriate budget to the grant fund to the two grants awarded to the Gateway Center for Domestic Violence.		
Status for Winter Performance Report: Goods and services are being procured as appropriate and report requirements are being met as directed by the grant language.		Status Underway
Status for Spring Performance Report: Goods and services are being procured as appropriate and report requirements are being met as directed by the grant language. An outstanding invoice on one grant is being reconciled.		Status Underway