Mayor Sam Adams
City of Portland

DATE: April 18th, 2011

TO: OMF Financial Planning Division
CC: Jane Braaten, Business Operations Division

FROM: Sam Adams, Mayor

SUBJECT: Office of the Mayor FY 2010-11 Spring BMP Submission

Please accept the Office of the Mayor's Spring BMP submission for FY 2010-11.

The attached documents detail a request for the following type of adjustment(s):

- Recognize Revenues $12,332
- Technical Adjustments $0

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 Warren Jimenez or Alacia Lauer from my staff, or Business Operations Division Financial Analyst Crystal Castruita, with any questions.

Thank you,

Sam Adams, Mayor

1221 SW Fourth Avenue, Suite 340 ♦ Portland, Oregon 97204-1995
(503) 823-4120 ♦ FAX (503) 823-3588 ♦ TDD (503) 823-6868 ♦ www.portlandonline.com/mayor/

BUDGET AMENDMENT REQUEST

Office of the Mayor | PERIOD Spring BuMP | FISCAL YEAR FY 2010-11

MY_009 - Mayor - Recognize Revenues

This decision package appropriates $12,332 in refunds, sponsorships, and travel reimbursements to the Mayor's Office. There are $5,131 in refunds and sponsorships for Education program related items. Additionally, the Mayor's Office received $7,201 in travel reimbursements to be appropriated as Miscellaneous Revenue.

Dollar Amount:	$12,332
Type:	New Request
Resources:	New Revenues

MY_010 - Mayor's Office - Technical Adjustments

This decision package reallocates funds to match budget to actuals spending.

Dollar Amount:	$0
Type:	Technical Adjustment
Resources:	Internal Transfer

Business Area Projection Report

	Spring BuMP Revised Budget	FY 2010-11 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of the Mayor				
EXPENDITURES				
Personal Services	$2,218,451	$1,464,669	$2,211,771	100%
External Materials and Services	$1,669,333	$158,750	$1,540,886	92%
Internal Materials and Services	$411,023	$295,071	$409,977	100%
TOTAL EXPENDITURES	**$4,298,807**	**$1,918,491**	**$4,162,634**	**97%**
REVENUES				
Intergovernmental Revenues	$119,212	$79,475	$119,212	100%
Interagency Revenue	$722,071	$524,547	$722,071	100%
Miscellaneous	$45,669	$39,756	$45,669	100%
General Fund Discretionary	$2,417,245	$0	$2,295,979	95%
General Fund Overhead	$994,610	$0	$979,703	99%
TOTAL REVENUES	**$4,298,807**	**$643,778**	**$4,162,634**	**97%**

Bureau Projection Narrative

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

Office of the Mayor

Decision Package Updates:

MY_01	One-Time EM&S & Program Reduction	
This decision package achieves the 1% General Fund reduction. This package has two parts: reduce general External Materials and Services by $2,000 from Office Supplies, and reduce the balance in the Education Program funds by $8,144. The cut from EM&S reduces the ability to support office operations. The reduction in the Education Program funds reduces the ability to fulfill the Mayor's Education initiative, specifically the Youth Corps Group.		
Status for Winter Performance Report: The office is monitoring and managing current year expenses to come in at budget by year end.		**Status** Underway
Status for Spring Performance Report: The office is monitoring and managing current year expenses to come in at budget by year end.		**Status** Complete

MY_02	EM&S and Program Ongoing Cut	
The decision package achieves a 3% General Fund reduction. This decision package has two parts: reduce general External Materials and Services by $5,000 in Miscellaneous services, and reduce the Education Program funds by $25,432. The cut in general EM&S reduces the ability to support day-to-day operations in the Mayor's office. The cuts in Education Program funds would result in a fewer number of youth served by the Youth Corps Program.		
Status for Winter Performance Report: The office is monitoring and managing current year expenses to come in at budget by year end.		**Status** Ongoing
Status for Spring Performance Report: The ongoing reduction for FY 2010-11 was taken as planned.		**Status** Complete

MY_05	Education Program	
This package requests $741,750 for education-related programs and services. This request has five parts: $100,000 for SUN Service System Expansion/Enhancement to develop a core set of services for academic-priority SUN high school students, $325,000 for Summer Youth Connect to continue funding of interventions to increase graduation and post-secondary access through career planning and work experience, $115,000 for Education Strategy Support to provide general support for the Education Cabinet and annual Education Summit, $33,750 for Youth Engagement to continue the Multnomah Youth Commission and expand youth program aides beyond the Youth Planner Program, and $168,000 for a Future Connect Scholarship program to provide scholarship grants for the first two years of study at Portland or Mt. Hood Community Colleges. The additional SUN Service funds will help increase access to tutoring services, mentors and career exploration programming. The Summer Youth Connect funds will help serve approximately 3,500 through college and career exploration methods. The Education Strategy Support funds will support this cross-sector governing body to increase on-time graduation and increase the rate of students pursuing post-secondary education/training. The Youth Engagement funds will provide a framework to solicit youth perspectives on public policy decisions, develop leadership and job skills for the youth involved, and promote public sector careers to youth. The Future Connect Scholarship funds will help encourage students with financial barriers to persist through high school graduation, attend community college, possibly transfer to a four year university, and access living wage jobs.		
Status for Winter Performance Report: Most of the funds are to be spent for summer programs. The grant agreements and contracts for use of the funds are currently underway in the procurement process.		**Status** Underway
Status for Spring Performance Report: Most of the funds are to be spent for summer programs. The grant agreements and contracts for use of the funds are currently underway in the procurement process. All one-time money will be spent or encumbered by year-end.		**Status** Underway

MY_06	OMF IA Reduction Savings	
Status for Spring Performance Report: This is a pass-through reduction.		**Status** **Complete**
MY_07	**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**

MY_08	Reduce PBOT Advocate & Ec Dev Policy Coord	
Status for Spring Performance Report: All system changes and funding mechanisms have been put into place to account for this position.		**Status** **Complete**

Non-Technical Fall BMP Requests Updates:

MY_001	OYVP / Youth Conservation Corps	
The Office of Youth Violence Prevention identified $70,000 in unspent funds in FY 2009-10. The program entered into a Memorandum of Understanding with Parks in FY 2009-10, where the $70,000 would be used to fund additional employment opportunities for the youth in the Portsmouth neighborhood, with a focus on the New Columbia area in FY 2010-11.		
Status for Spring Performance Report: Parks has billed the full $70,000, and funds were used appropriately as described in the MOU.		**Status** **Complete**

MY_002	Encumbrance Carryover WSI, ECS, BSK	
This is an encumbrance carryover request from the Mayor's Office for three agreements. The total amount requested is $122,804.33, which includes $114,250 is for the contract (#30001128) the Education Program has with WorkSystems Inc. for the Career + College Connections and Summer Works summer programs, $1,092.33 for the Grant Agreement (#32000233) with Emmanuel Community services and $7,462 for the Grant Agreement (#32000224) with Brothers and Sisters Keepers that the Office of Youth Violence Prevention has to provide street-level gang outreach services.		
Status for Winter Performance Report: The carryover was completed. There are some anticipated invoices and recovery documentation that the City has not been billed or received yet.		**Status** Underway
Status for Spring Performance Report: The invoices and recovery documentation have been collected from two of the vendors. Recovery documents for the other vendor are outstanding.		**Status** **Underway**

MY_007	Cradle to Career	
This decision package requests $50,000 for Cradle to Career, a division of the Education Program. The funds are to support Portland Schools Foundation (PSF) in providing initial work to establish a Cradle to Career framework for Multnomah County. PSF's work will include development of organizational, business, and communications plans; development of a communitywide governance structure to ensure engaged leadership, a clear community vision, and improved alignment of services to children and youth; and to refine, measure, and communicate a limited series of communitywide student success indicators in partnership with Portland State University and others.		
Status for Spring Performance Report: The funds have been granted to Portland Schools Foundation (PSF) according to the grant agreement under Ordinance #184364. PSF will report on deliverables at the conclusion of the project.		**Status** **Underway**