



CITY OF

PORTLAND, OREGON

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DATE: October 4, 2010
TO: OMF Financial Planning Division
CC: Jane Braaten
FROM: Dan Saltzman, Commission of Public Affairs *DS*
SUBJECT: Commission of Public Affairs FY 2010-11 Fall BMP Submission

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

The attached documents detail a request for the following types of adjustments:

- Encumbrance carryovers \$334,758
- Program fund carryover \$768,000
- Grant Budget \$225,000

Additionally, the submission explains FY 2009-10 External Materials and Services under-expenditures.

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

Please contact Brendan Finn from my staff, or budget liaison Crystal Castruita, with any questions.

Enc:
Budget Amendment Request Report
Prior Year Business Area Reconciliation Report
Decision Package Status Updates
Encumbrance Worksheet
Accruals Worksheet

BUDGET AMENDMENT REQUEST

Commissioner of Public Affairs

PERIOD Fall BuMP

FISCAL YEAR FY 2010-11

PA_001 - CPA - Encubrance Carryover

This request carries over \$334,758 in encumbrances related to the Gateway Center for Domestic Violence.

Dollar Amount: \$334,758

Type: Encumbrance Carryover Request

Resources: General Fund Discretionary

PA_002 - CPA - 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.

Dollar Amount: \$768,900

Type: Carryover Request

Resources: General Fund Discretionary

PA_003 - CPA - 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.

Dollar Amount: \$225,000

Type: New Request

Resources: Grants

Prior Year Business Area Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
Commissioner of Public Affairs			
EXPENDITURES			
Personal Services	\$1,002,738	\$956,758	95%
External Materials and Services	\$2,712,641	\$671,464	25%
Internal Materials and Services	\$148,761	\$159,568	107%
TOTAL EXPENDITURES	\$3,864,140	\$1,787,789	46%
REVENUES			
Intergovernmental Revenues	\$153,000	\$0	0%
General Fund Discretionary	\$3,030,322	\$0	0%
General Fund Overhead	\$680,818	\$0	0%
TOTAL REVENUES	\$3,864,140	\$0	0%

Bureau Reconciliation Narrative

FUND 100000:

The unspent balance is for multi-year contracts for the Gateway Center for Domestic Violence and will be requested in the Fall BMP. This is a complex project to develop and implement a multi-agency receiving center for victims of domestic violence. The process of gaining partnership agreements, completing building renovations, contracting with PDC for parking lot usage, purchasing office furniture, etc. was not completed before fiscal year-end. Most of the contracts for this project are in effect through fiscal year end 2013-14.

Fund 217000:

Revenues shown in the Intergovernmental Revenues category were for grants awarded to and budgeted for the Gateway Center. Revenues for grant expenses in FY 2010-11 are being requested in the Fall BMP.

Commissioner of Public Affairs – Dan Saltzman

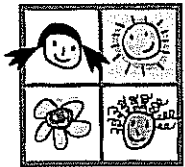
FY 2009-10 BUDGET DECISIONS:

Reduction Packages	
The Commissioner's Office FY 2009-10 Adopted Budget includes two reduction packages, one for 2.5% and the other for an additional 2.5% as directed by the Mayor.	
Status for Fall Performance Report: Expense monitoring and strategic decisions were made to ensure expenditures came in under budget.	Complete

Office of Youth Violence Prevention	
In FY 2009-10, the Office of Youth Violence Prevention will be transferred from the Mayor's Office to this office.	
Status for Fall Performance Report: The Office of Youth Violence Prevention was successfully transferred. This program has since been moved to the Mayor's Office.	Complete

Fall BMP FY 20010-11: CPA Encumbrance Carryover Worksheet

Vendor Name	PO #	BRASS Request #	Amount Remaining on PO	Total Requested
IMMIGRANT AND REFUGEE COMMUNITY	22037667	N/A	112.04	-
	22037667 Total		112.04	-
IMMIGRANT AND REFUGEE COMMUNITY Total			112.04	-
KEITH CARLSON	22032646	PA	320.00	320.00
	22032646 Total		320.00	320.00
KEITH CARLSON Total			320.00	320.00
MCDONALD JACOBS PC	22014632	I Don't do their budget	-	-
	22014632 Total		-	-
MCDONALD JACOBS PC Total			-	-
MULTNOMAH COUNTY	22042643	PA	200,000.00	200,000.00
	22042643 Total		200,000.00	200,000.00
	22046939	PA	18,000.00	18,000.00
	22046939 Total		18,000.00	18,000.00
MULTNOMAH COUNTY Total			218,000.00	218,000.00
NATIVE AMERICAN YOUTH ASSN	22046719	N/A	81,000.00	-
	22046719 Total		81,000.00	-
NATIVE AMERICAN YOUTH ASSN Total			81,000.00	-
PACIFIC OFFICE FURNISHINGS	20001349	PA	96,739.54	96,739.54
	20001349 Total		96,739.54	96,739.54
PACIFIC OFFICE FURNISHINGS Total			96,739.54	96,739.54
TECHNICAL ASSISTANCE FOR COMMUNITY	22010140	PA	9,298.50	9,298.50
	22010140 Total		9,298.50	9,298.50
TECHNICAL ASSISTANCE FOR COMMUNITY Total			9,298.50	9,298.50
RIVER CITY RUSH DELIVERY INC	20001242	PA	10,400.00	10,400.00
	20001242 Total		10,400.00	10,400.00
RIVER CITY RUSH DELIVERY INC Total			10,400.00	10,400.00
Grand Total			415,870.08	334,758.04



portland
children's
levy

Date: October 4, 2010

To: Mayor Sam Adams

From: Commissioner Dan Saltzman

Subject: **Executive summary for the FY 2010-11 Fall BuMP**

The Portland Children's Levy FY 2010-11 Fall BuMP Report includes no requests for budgetary changes. At this time, we anticipate expenditures to remain within the Approved Budget.

The required budget narratives are included. The Levy had no budget notes, so there are no budget note updates. The Levy had no decision packages, so no updates are included.

If you have any questions regarding this report, please contact Lisa Pellegrino at 3-2939.

cc: Lisa Pellegrino, Portland Children's Investment Fund Program Director



Prior Year Fund Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
Children's Investment Fund			
EXPENDITURES			
Unappropriated Fund Balance	\$1,310,396	\$0	0%
Personal Services	\$415,966	\$410,112	99%
External Materials and Services	\$14,839,772	\$12,938,189	87%
Internal Materials and Services	\$110,391	\$109,739	99%
Fund Transfers - Expense	\$25,000	\$25,000	100%
Contingency	\$980,000	\$0	0%
TOTAL EXPENDITURES	\$17,681,525	\$13,483,040	76%
REVENUES			
Budgeted Beginning Fund Balance	\$4,551,687	\$0	0%
Taxes	\$13,129,838	\$13,581,471	103%
Miscellaneous	\$0	\$119,053	0%
TOTAL REVENUES	\$17,681,525	\$13,700,524	77%

Fund Reconciliation Narrative

External M&S expenditures were 87% of budget. Leverage Fund grant decisions were made in June 2010 for projects that will begin in FY2010-2011. Otherwise all expenditures were within 2% of budget. Revenues exceeded projections by 3.44% due to higher than projected collection of property taxes.