



DATE: October 4, 2010  
TO: OMF Financial Planning Division  
CC: Jane Braaten  
FROM: Sam Adams, Mayor  
SUBJECT: Office of the Mayor FY2010-11 Fall BMP Submission

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Please accept the Mayor's Office BMP submission for FY2010-11.

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

- Encumbrance carryovers \$122,804
- Program fund carryover \$70,000

Additionally, the submission package also explains FY2009-10 under-spending.

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

Please contact Tom Miller or Alacia Lauer from my staff, or budget liaison Crystal Castruita with any questions.

Thank you

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

## BUDGET AMENDMENT REQUEST

Office of the Mayor

PERIOD Fall BuMP

FISCAL YEAR FY 2010-11

### MY\_001 - Mayor - 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.

Dollar Amount: \$70,000

Type: Carryover Request

Resources: General Fund Discretionary

### MY\_002 - Mayor - 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.

Dollar Amount: \$122,804

Type: Encumbrance Carryover Request

Resources: General Fund Discretionary

## Prior Year Business Area Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
<b>Office of the Mayor</b>			
<b>EXPENDITURES</b>			
Personal Services	\$2,061,807	\$2,055,958	100%
External Materials and Services	\$836,379	\$537,697	64%
Internal Materials and Services	\$376,630	\$377,369	100%
<b>TOTAL EXPENDITURES</b>	<b>\$3,274,816</b>	<b>\$2,971,023</b>	<b>91%</b>
<b>REVENUES</b>			
Intergovernmental Revenues	\$108,902	\$108,902	100%
Interagency Revenue	\$519,544	\$519,544	100%
Miscellaneous	\$22,142	\$24,764	112%
General Fund Discretionary	\$1,655,680	\$0	0%
General Fund Overhead	\$968,548	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$3,274,816</b>	<b>\$653,210</b>	<b>20%</b>

### Bureau Reconciliation Narrative

#### **FUND 100000:**

The Education Program summer initiatives span both FY 2009-10 and FY 2010-11; related unspent External Materials and Services funds are requested for carryover in the Fall BMP submission. Additionally, the Office of Youth Violence Prevention is requesting carryover of unspent funds from FY 2009-10, to help fund a Parks program that spans two fiscal years. The Office of Youth Violence prevention entered into an MOU with Parks in FY 2009-10.

## Mayor's Office

### FY 2009-10 BUDGET DECISIONS:

<b>Youth Corps Program</b>	
<p>The Mayor's Adopted Budget for FY 2009-10 includes \$318,250 in one-time funding to support a new initiative for youth. The program will provide funding for education strategy coordination in the Mayor's Office; Youth Corps College and Career Exploration, Internships and Work Experiences; and Multnomah County Youth Commission support. This is a multi-year, Citywide program to engage youth with \$2.2 million budgeted in FY 2009-10. Other City offices and bureaus involved in the program for FY 2009-10 are the Bureau of Environmental Services, Portland Parks &amp; Recreation, Bureau of Planning and Sustainability, Portland Water Bureau, and the Office of Youth Violence Prevention.</p>	
<p><b>Status for Fall Performance Report:</b>                  The FY 2009-10 Education Strategies funding has been expended as planned on a variety of initiatives to help at-risk students graduate from high school and access post-secondary opportunities. The funding supported the following activities:</p> <ul style="list-style-type: none"> <li>- Facilitated the work of the Education Cabinet, which included planning and development of a comprehensive set of strategies targeting the graduation rate and access to post-secondary</li> <li>- Organized the first annual Education Summit attended by 450 education, business, and community leaders</li> <li>- Provided critical support to the Portland Schools Foundation to expand Ninth Grade Counts initiative to over 750 students</li> <li>- Coordinated scheduling, transportation, food, and training for 120 career and college site visits</li> <li>- Recruited over 75 businesses and other organizations to host site visits</li> <li>- Piloted credit recovery and internship program for 35 students</li> </ul>	Complete
<b>Interagency with Portland Bureau of Transportation (PBOT)</b>	
<p>The Mayor's Office and PBOT have established an interagency agreement for \$221,248 to fund 2.0 FTE in the Mayor's Office dedicated to transportation issues.</p>	
<p><b>Status for Fall Performance Report:</b> All system changes and funding mechanisms have been put into place to account for these positions.</p>	Complete
<b>Interagency with Planning and Sustainability (BPS)</b>	
<p>The Mayor's Office and BPS have established an interagency agreement for \$170,296 to fund 3.0 FTE in the Mayor's Office dedicated to planning issues.</p>	
<p><b>Status for Fall Performance Report:</b> All system changes and funding mechanisms have been put into place to account for these positions.</p>	Complete

**Transfer from PDC for Economic Development Support**

The Mayor's Office and PDC have established an intergovernmental agreement in which PDC will provide \$108,902 in a cash transfer to the Mayor's Office to fund positions dedicated to economic development issues.

**Status for Fall Performance Report:** All system changes and funding mechanisms have been put into place to account for these positions.

Complete

**Reduction Packages – 5%**

The Mayor's Office reduced its FY 2009-10 General Fund discretionary budget by 5%, or \$40,447.

**Status for Fall Performance Report:** The Mayor's Office monitored its external materials and services spending in FY 2009-10. Strategic decisions were established to manage within budget by year-end.

Complete

Fall BMP FY 2010-11: Mayor's Office Encumbrance Carryover

Vendor Name	PO #	BRASS Request #	Amount Remaining on PO	Total Requested
BROTHERS & SISTERS KEEPERS	22046549	MY_002	7,462.00	7,462.00
<b>BROTHERS &amp; SISTERS KEEPERS Total</b>	<b>22046549 Total</b>		<b>7,462.00</b>	<b>7,462.00</b>
EMMANUEL COMMUNITY GENERAL	22046548	MY_002	1,092.33	1,092.33
<b>EMMANUEL COMMUNITY GENERAL Total</b>	<b>22046548 Total</b>		<b>1,092.33</b>	<b>1,092.33</b>
FRED MEYER INC	20000587	N/A	14,772.50	-
	<b>20000587 Total</b>		<b>14,772.50</b>	-
	20001348	N/A	1,950.00	-
	<b>20001348 Total</b>		<b>1,950.00</b>	-
<b>FRED MEYER INC Total</b>			<b>16,722.50</b>	-
WORKSYSTEMS INC	22047006	MY_002	114,250.00	114,250.00
<b>WORKSYSTEMS INC Total</b>	<b>22047006 Total</b>		<b>114,250.00</b>	<b>114,250.00</b>
TRI-MET BUS PASS	20001350	N/A	-	-
	<b>20001350 Total</b>		<b>-</b>	<b>-</b>
<b>Grand Total</b>			<b>139,526.83</b>	<b>122,804.33</b>

Fall BMP FY 2010-11: Mayor's Office Accruals Worksheet

FM postg d.	Year	RefDocNo	Amt type	Amt type2	Prd	Pynt Bdg	Funds Ctr	Fu	nds Ctr	ds center n.	Order	WBS Elem.	FindProgNirunctArea te	Chmt Item	Cl text	Text	Type
7/1/2010	2011	2.2E+08	100 Original		1	32890	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	20001350	YE
7/1/2010	2011	2.2E+08	100 Original		1	-1601.8	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22047713	YE
7/1/2010	2011	2.2E+08	100 Original		1	-2500	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22047714	YE
7/1/2010	2011	2.2E+08	100 Original		1	-8000	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22047719	YE
7/1/2010	2011	2.2E+08	100 Original		1	-7500	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22050062	YE
7/1/2010	2011	2.2E+08	100 Original		1	-5000	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22051633	YE
7/1/2010	2011	2.2E+08	100 Original		1	-4000	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22051632	YE
7/1/2010	2011	2.2E+08	100 Original		1	-15000	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22053113	YE
7/1/2010	2011	2.2E+08	100 Original		1	-12000	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	22053113	YE
7/1/2010	2011	2.2E+08	100 Original		1	-32890	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	549000	Miscellaneous	20001350	YE
7/1/2010	2011	2.2E+08	100 Original		1	-50	MYMY0001MY		MY000001	Admin/Executive			NON-PRO Mayor Adn	529000	Misc Serv	22047462	YE