

Financial Planning recommendations are subject to revision based on new information that becomes available during the budget process, either from the budget forums, meetings with Commissioners, or the Council budget work sessions.

FINANCIAL PLANNING DIVISION ANALYSIS FY 2012-13 Budget

Commissioner of Public Affairs

Analysis by: Doug Le

I. Overview

Budget Summary	Revised FY 2010-11	Revised FY 2011-12	Request Base FY 2012-13	Request Total FY 2012-13	Percent Change
Resources					
Beginning Fund Balance	\$4,875,468	\$4,838,605	\$219,449	\$219,449	-95.5%
Taxes	12,746,355	12,167,402	9,834,626	9,834,626	-19.2%
Intergovernmental Revenues	225,000	263,250	0	0	-100.0%
Fund Transfers - Revenue	0	5,683	0	0	-100.0%
Miscellaneous Sources	0	50,000	0	0	-100.0%
General Fund Discretionary	1,400,687	1,927,513	1,008,535	927,852	-51.9%
General Fund Overhead	1,184,741	510,060	595,907	595,907	16.8%
Total Resources	\$20,432,251	\$19,762,513	\$11,658,517	\$11,577,834	-41.4%
Expenditures					
Personnel Services	\$1,383,413	\$1,498,034	\$1,535,052	\$1,503,198	0.3%
External Materials and Services	17,463,628	17,412,321	9,901,199	9,853,258	-43.4%
Internal Materials and Services	197,158	264,479	197,266	196,378	-25.7%
Fund Transfers - Expense	25,000	25,000	25,000	25,000	0.0%
Contingency	1,363,052	562,679	0	0	-100.0%
Total Requirements	\$20,432,251	\$19,762,513	\$11,658,517	\$11,577,834	-41.4%
Total Bureau FTE	14.80	14.55	14.55	13.95	-4.1%

Percent Change is the change from FY 2011-12 Revised Budget to FY 2012-13 Total Requested Budget.

In addition to the General Fund, the budget of the Commissioner of Public Affairs also includes the Children's Levy Fund and funding from the Grants Fund for work related to the Domestic Violence project as detailed in the table below:

Budget Summary	Revised FY 2010-11	Revised FY 2011-12	Request Base FY 2012-13	Request Total FY 2012-13	Percent Change
General Fund	\$2,585,428	\$2,437,573	\$1,604,442	\$1,523,759	-37.5%
Children's Levy Fund	17,621,823	17,061,690	10,054,075	10,054,075	-41.1%
Grants Fund	225,000	263,250	0	0	-100.0%
Total	\$20,432,251	\$19,762,513	\$11,658,517	\$11,577,834	-41.4%

II. Key Issues

General Fund

The General Fund variance of \$913,814 between the Revised Budget for FY 2011-12 and the Request Total for FY 2012-13 is due primarily to the encumbrance for the Gateway Center for Domestic Violence project. Any unspent balance for this project at the end of FY 2011-12 will be carried over into the next fiscal year in the Fall Budget Monitoring Process.

Children's Levy Fund

In the Children's Levy Fund, the variance between the Revised Budget for FY 2011-12 and the Request Total for FY 2012-13 is because the fund does not anticipate any ending fund balance in FY 2012-13 at this time. Additionally, the fund projects a decrease in tax revenue in FY 2012-13 due to property tax compression.

Grants Fund

The grants proceeds in FY 2010-11 and FY 2011-12 are part of the Department of Justice grants to the Gateway Center project mentioned above.

City of Portland
 Decision Package Recommendations
 (Includes Contingency and Ending Balance)

	Bureau Priority	Bureau Requested				FPD Analyst Recommendations					
		FTE	Gen Fund Ongoing	Gen Fund 1-Time	Other Revenues	Total Expenses	FTE	Gen Fund Ongoing	Gen Fund 1-Time	Other Revenues	Total Expenses
Commissioner of Public Affairs											
<i>Reductions</i>											
PA_01 - CPA - 4% - Cut Vacant .30 FTE Comm Adm	01	(0.30)	(15,927)	0	0	(15,927)	(0.30)	(15,927)	0	0	(15,927)
PA_02 - CPA - 4% - Cut Gateway Center EM&S	02	0.00	(24,414)	0	0	(24,414)	0.00	(24,414)	0	0	(24,414)
PA_03 - CPA - 6% - Cut Vacant .15 FTE Comm Adm	03	(0.15)	(7,963)	0	0	(7,963)	(0.15)	(7,963)	0	0	(7,963)
PA_04 - CPA - 6% - Cut Gateway Center EM&S	04	0.00	(12,208)	0	0	(12,208)	0.00	(12,208)	0	0	(12,208)
PA_05 - CPA - 8% - Cut Vacant .15 FTE Comm Adm	05	(0.15)	(7,964)	0	0	(7,964)	0.00	0	0	0	0
PA_06 - CPA - 8% - Cut Gateway Center EM&S	06	0.00	(12,207)	0	0	(12,207)	0.00	0	0	0	0
<i>Total Reductions</i>		(0.60)	(80,683)	0	0	(80,683)	(0.45)	(60,512)	0	0	(60,512)
Total Commissioner of Public Affairs		(0.60)	(80,683)	0	0	(80,683)	(0.45)	(60,512)	0	0	(60,512)

Summary by Decision Package Type

<i>Total Reductions</i>	(0.60)	(80,683)	0	0	(80,683)	(0.45)	(60,512)	0	0	(60,512)
<i>Total Unfunded Ongoing</i>	0.00	0	0	0	0	0.00	0	0	0	0
<i>Total Bureau Adds</i>	0.00	0	0	0	0	0.00	0	0	0	0
<i>Total Realignments</i>	0.00	0	0	0	0	0.00	0	0	0	0
Grand Total	(0.60)	(80,683)	0	0	(80,683)	(0.45)	(60,512)	0	0	(60,512)

III. Decision Package Analysis & Recommendations

Reduction Packages

Budget Reduction/PA_01, 02, 03, 04, 05, 06, (\$80,683), (0.60 FTE), Bureau Priority #1, 2, 3, 4, 5, 6

These decision packages are submitted in accordance with Council direction on budget reduction. They would reduce the General Fund resources to the office by \$80,683. These reductions would impact the External Materials & Services and eliminate one vacant part-time Commissioner Administrative Support Specialist position. Since, only a lesser reduction is required to balance the General Fund in FY 2012-13, FPD recommends a cut of \$60,512 or 6% of the base budget. While these reductions would render the office with less resources to manage its operations, no significant programmatic issues are projected at this time.

FPD Recommendation: (\$60,512), (0.45 FTE)

V. Performance and Accountability

Program Summaries and Key Performance Measures

The Portland Children's Levy has only one program which is responsible for allocating levy funds. The program serves approximately 13,000 children through the administration of 85 different grants to nonprofit and governmental agencies in FY 2011-12. In FY 2012-13, the fund projects a drop in tax revenue due to property tax compression. As a result, the estimated number of children served in that year will decrease to 9,400.