



OFFICE OF MAYOR SAM ADAMS
CITY OF PORTLAND

DATE: October 1, 2012

TO: Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Randy Leonard
Commissioner Dan Saltzman
Auditor LaVonne Griffin-Valade

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

FROM: Mayor Sam Adams

SUBJECT: Mayor's Office FY 2012-13 Fall BMP Submission

Please accept the Mayor's Office Fall BMP submission for FY 2012-13.

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

- Encumbrance carryover \$430,128
- Advance Recovery Funding \$931,490
- Summer Youth Connect transportation services \$35,000

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

Please contact Jennifer Yocom or Amy Ruiz from my staff, or OMF Business Operations budget liaison Crystal Castruita, with any questions.

Thank you,

Mayor Sam Adams

Enc:
Budget Amendment Request Report
Prior Year Business Area Reconciliation Report

BUDGET AMENDMENT REQUEST

Office of the Mayor

PERIOD Fall BuMP

FISCAL YEAR FY 2012-13

MY_001 - Mayor's Office - Encumbrance carryover

This encumbrance carryover request is for agreements and contracts held by the Office of Youth Violence Prevention and three areas of the Education Program; SummerWorks, Ninth Grade Counts, and College and Career Connections. These funds ensure fulfillment of the payment terms of the agreements.

Dollar Amount: \$430,128
Type: Encumbrance Carryover Request
Resources: General Fund Discretionary

MY_002 - Mayor's Office – Advance Recovery Funding

This decision package rebudgets or plans for the recovery of advances made in prior years for which the service has not yet been received.

Dollar Amount: \$931,490
Type: Encumbrance Carryover Request
Resources: General Fund Discretionary

MY_003 - Mayor's Office – Summer Youth Connect transport

This is a \$35,000 request for the Amendment No. 2, Contract 30001437 for Transportation Services for Youth Programs.

Vendor: First Student
Original Contract Value: \$55,000, Previous Contract Value: \$90,000, Current Contract Value: \$112,000.

The amendment was signed by all parties 6/28/12, but the amendment could not be entered into SAP and funds could not be encumbered prior to year end. These funds ensure fulfillment of the payment terms of the agreements.

Dollar Amount: \$35,000
Type: New Request
Resources: General Fund Discretionary

Prior Year Business Area Reconciliation Report

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
Office of the Mayor			
EXPENDITURES			
Personnel Services	\$2,306,829	\$2,302,317	100%
External Materials and Services	\$1,944,213	\$1,235,167	64%
Internal Materials and Services	\$389,719	\$390,897	100%
TOTAL EXPENDITURES	\$4,640,761	\$3,928,382	85%
REVENUES			
Intergovernmental Revenues	\$122,554	\$122,554	100%
Interagency Revenue	\$743,825	\$743,825	100%
Miscellaneous	\$3,000	\$5,016	167%
General Fund Discretionary	\$2,597,110	\$0	0%
General Fund Overhead	\$1,174,272	\$0	0%
TOTAL REVENUES	\$4,640,761	\$871,394	19%

Bureau Reconciliation Narrative: Mayor's Office - FUND 100

The under expenditure in External Materials and Services necessitates two explanations. The first is that BRASS does not recognize advances as actuals. The total EMS actuals including advances paid was \$4,159,441, so the Mayor's Office spent 90% of their total budget in FY 2011-12. The remaining underexpenditure is the result of a projects in the Office of Youth Violence Prevention and the Education Program which were not completed in FY 2011-12. Carryover requests have been submitted for both of these categories.

The variance in Miscellaneous Revenues is a result of receiving more funds than anticipated.

Prior Year Business Area Reconciliation Report

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
Office of the Mayor			
EXPENDITURES			
External Materials and Services	\$2,500	\$2,413	97%
TOTAL EXPENDITURES	\$2,500	\$2,413	97%
REVENUES			
Intergovernmental Revenues	\$2,500	\$2,413	97%
TOTAL REVENUES	\$2,500	\$2,413	97%

Bureau Reconciliation Narrative: Mayor's Office - FUND 217

FY 2011-12 expenditures were within 10% of the budgeted amount.

Mayor's Office Encumbrance Carryover Fall BMP 2012-13

Name 1	Short Text	Carry over amount
FRED MEYER STORES INC	Gift Cards - Summer Youth Connect	14,250.00
IRCO	Career & college connections	10,167.50
WORKSYSTEMS INC	Summer Youth Connect	38,665.15
SELF ENHANCEMENT INC	career & college connections	23,142.00
REYNOLDS SCHOOL DISTRICT NO 7	career and college connections	25,425.00
LATINO NETWORK	career and College connect	29,050.00
OPEN MEADOW ALTERNATIVE SCHOOL	Career & college site visits	9,900.00
PARKROSE SCHOOL DISTRICT NO 3	C3 Program	12,430.00
IRCO	career & college connections	21,000.00
DAVID DOUGLAS SCHOOL DISTRICT	C3 Program	25,425.00
CENTENNIAL SCHOOL DISTRICT	C3 program	25,425.00
MULTNOMAH COUNTY SCHOOL DISTRICT U2	c3 program Gresham Barlow	25,685.10
IMPACT NW	Career & college connections	40,810.00
WORKSYSTEMS INC	Summer Works Program	100,000.00
WORKSYSTEMS INC	Summer work program	10,000.00
THE ENVIRONMENTAL COMMUTER	summer youth connection transportation	10,303.00
CATHOLIC CHARITIES	Street Level Gang - MYMY portion	8,450.00
Total		430,127.75