



CITY OF
PORTLAND, OREGON

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DATE: March 29, 2013

TO: Mayor Charlie Hales
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Auditor LaVonne Griffin-Valade

CC: City Budget Office
Jane Braaten, Business Operations Division

FROM: Dan Saltzman, Commission of Public Affairs *Dan* *(BP)*

SUBJECT: Commission of Public Affairs FY 2012-13 Spring BMP Submission

Please accept Commission of Public Affairs Spring BMP submission for FY 2012-13.

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

- Net zero technical adjustments to align budget with projected spending.
- Children's Investment Fund adjustments based on the FY 2011-12 CAFR and revenue projections from the City Economist.

Additionally the submission contains Fund and Business Area projections to year end with variance explanations.

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

Please contact my Chief of Staff, Brendan Finn or budget liaison Kristin Johnson, with any questions.

Thank you

Enc:
Budget Amendment Request Report
Business Area Projection Report
Fund Projection Report

BUDGET AMENDMENT REQUEST

Commissioner of Public Affairs

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

PA_008 - Children's Levy Spring BMP 2013

This request adjusts beginning fund balance to tie to the CAFR figure. It adjusts budgeted tax revenue to match projections from the City Economist. It also adjusts budgeted miscellaneous revenue to include an estimate of interest revenue based on year to date actual revenue information from SAP.

Dollar Amount: \$906,930

Type: Technical Adjustment

Resources: New Revenues

PA_009 - CPA - Spring BMP Tech Adj

This request is for net zero technical adjustments to align budget with projected spending.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: General Fund Discretionary

**Business Area Projection Report
Commissioner of Public Affairs**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Commissioner of Public Affairs				
EXPENDITURES				
Personnel Services	\$1,053,828	\$663,853	\$1,005,682	95%
External Materials and Services	\$1,025,593	\$422,893	\$652,113	64%
Internal Materials and Services	\$161,022	\$98,836	\$149,868	93%
TOTAL EXPENDITURES	\$2,240,443	\$1,185,581	\$1,807,663	81%
REVENUES				
Charges for Services	\$0	\$695	\$695	0%
General Fund Discretionary	\$1,644,536	\$0	\$1,211,061	74%
General Fund Overhead	\$595,907	\$0	\$595,907	100%
TOTAL REVENUES	\$2,240,443	\$695	\$1,807,663	81%

Bureau Projection Narrative

This Business Area Projection Report is for the Commissioner of Public Affairs' General Fund Budget.

External Materials and Services are projected to be underspent, but there are several encumbered contracts related to critical navigator services at the Gateway Center for Domestic Violence Services. The office anticipates a Fall BMP encumbrance carryover request for these contracts.

General Fund Discretionary is projected to be underspent as related to the contracts that are encumbered and will be requested in the Fall BMP.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Children's Investment Fund				
EXPENDITURES				
Personnel Services	\$441,768	\$290,028	\$441,768	100%
External Materials and Services	\$9,546,584	\$4,688,841	\$9,546,584	100%
Internal Materials and Services	\$38,138	\$19,939	\$38,138	100%
Fund Transfers - Expense	\$25,000	\$16,667	\$25,000	100%
Contingency	\$910,971	\$0	\$910,971	100%
TOTAL EXPENDITURES	\$10,962,461	\$5,015,475	\$10,962,461	100%
REVENUES				
Budgeted Beginning Fund Balance	\$1,015,465	\$0	\$1,015,465	100%
Taxes	\$9,931,540	\$9,104,697	\$9,931,540	100%
Fund Transfers - Revenue	\$1,456	\$0	\$1,456	100%
Miscellaneous	\$14,000	\$12,120	\$14,000	100%
TOTAL REVENUES	\$10,962,461	\$9,116,817	\$10,962,461	100%

Fund Projection Narrative