



CITY OF
PORTLAND, OREGON

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DATE: September 30, 2013
TO: City Budget Office
CC: Jane Braaten, Business Operations Division
FROM: Commissioner Dan Saltzman *Dan*
SUBJECT: Commission of Public Affairs FY 2013-14 Fall BMP Submission

Please accept the FY 2013-14 Fall BMP submission for the Commission of Public Affairs.

This Fall BMP submission includes the following requests:

- Interagency adjustments in the amount of \$364 due to new PERS rates being implemented into the Internal Service Fund rates
- \$363,821 encumbrance carryover request for multiple contracts in the Gateway Center for Domestic Violence Services
- \$82,256 advance carryover request for contracts payments that are awaiting recovery

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

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

Thank you

Enc:
Prior Year Business Area Reconciliation Report
Prior Year Fund Reconciliation Report - CHIF
Budget Amendment Requests
Encumbrance Carryover Worksheet
Advance Carryover Worksheet
Decision Package Status Update Report

**Prior Year Business Area Reconciliation Report
Commissioner of Public Affairs - General Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
Commissioner of Public Affairs			
EXPENDITURES			
Personnel Services	\$1,053,828	\$990,937	94%
External Materials and Services	\$1,025,593	\$566,520	55%
Internal Materials and Services	\$161,022	\$151,650	94%
TOTAL EXPENDITURES	\$2,240,443	\$1,709,107	76%
REVENUES			
Charges for Services	\$0	\$695	0%
General Fund Discretionary	\$1,644,536	\$0	0%
General Fund Overhead	\$595,907	\$0	0%
TOTAL REVENUES	\$2,240,443	\$695	0%

Bureau Reconciliation Narrative

Underexpenditure in generally funded EM&S is being off set by requests for encumbrance and advance carryovers related to Council approved contracts.

**Prior Year Fund Reconciliation Report
Commissioner of Public Affairs - CHIF Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
216 - Children's Investment Fund			
EXPENDITURES			
Personnel Services	441,768	435,737	98.63
External Materials and Services	9,546,584	9,219,893	96.58
Internal Materials and Services	38,138	33,619	88.15
Fund Transfers - Expense	25,000	25,000	100.00
Contingency	910,971	0	0.00
TOTAL EXPENDITURES	10,962,461	9,714,249	88.61
REVENUES			
Budgeted Beginning Fund Balance	1,015,465	0	0.00
Taxes	9,931,540	10,005,068	100.74
Fund Transfers - Revenue	1,456	1,456	100.00
Miscellaneous	14,000	18,616	132.97
TOTAL REVENUES	10,962,461	10,025,140	91.45

Fund Reconciliation Narrative

Internal Materials & Services expenditures under budget because printing of annual report was less than budgeted (actual cost was \$3,600 while budget was \$6,100). Miscellaneous revenues are interest on fund balance. No reliable estimate of interest was available.

BUDGET AMENDMENT REQUEST

Commissioner of Public Affairs

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

PA_001 - PERS savings for Children's Levy

Per instructions from City Budget Office, reducing PERS expenses by \$174. Increase contingency to offset.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

PA_002 - Encumbrance Carryover Request

This is an encumbrance carryover request in the amount of \$363,821 related to Council approved contracts in the Gateway Center for Domestic Violence Services.

Dollar Amount: \$363,821
Type: Encumbrance Carryover Request
Resources: General Fund Discretionary

PA_003 - Advance Carryover Request

This is a request in the amount of \$82,256 for General Fund carryover related to Council approved advance contract payments in the Gateway Center for Domestic Violence Services that will be recovered in FY 2013-14.

Dollar Amount: \$82,256
Type: Carryover Request
Resources: General Fund Discretionary

PA_004 - PERS Savings CPA General Fund

This request reduces the internal materials and services budget by \$190 due to the PERS rate decrease. The savings will be moved to External Materials and Services.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

Amt type2	Following year carryforward (commitme		
Row Labels	Sum of	Pymt Bdgt	Request
BRADLEY ANGLE HOUSE			
22099942			
Navigator services	2,250.00		\$2,250
CATHOLIC CHARITIES			
22049209			
FY12-13 - Client Assist / Admin	395.02		\$0
22100668			
Domestic Violence Client services 2014	20,000.00		\$20,000
Domestic Violence Client services 2015	20,000.00		\$20,000
22100669			
Navigator services for 2014	60,666.67		\$60,667
IRCO			
22059352			
Encumber funds - IRCO	5,482.50		\$0
22104251			
Interpretation services	4,820.00		\$0
22106909			
Interpretation services	3,759.16		\$3,759
KINETIC COMPUTER SOLUTIONS INC			
22111928			
Kinetic training	390.00		\$390
LANGUAGE FUSION LLC			
22059355			
Encumber funds - Language Fusion	1,902.50		\$0
22106915			
Translations services	2,712.79		\$2,713
LEGAL AID SERVICES OF OREGON			
22049556			
On site legal services DV Center	30,000.00		\$0
22100012			
civil legal services	60,000.00		\$60,000
22124058			
Onsite legal assistance	60,000.00		\$60,000
22124059			
Provide onsite civil legal assistance	60,000.00		\$60,000
MULTNOMAH COUNTY			
22046939			
Computer Hardware Support	16,449.42		\$16,449
22091338			
Victim advocate fund year 3			
NATIVE AMERICAN YOUTH AND FAMILY			
22099943			
Navigator services	2,250.00		\$2,250
NORTHWEST INTERPRETERS INC			
22059354			
Encumber funds - NW Interp	2,375.00		\$0
PACIFIC OFFICE AUTOMATION			
22103609			
printer services Comm Saltzman	100.00		\$100
PORTLAND STATE UNIVERSITY			
22074199			
Gateway Center Program Eval	0.01		\$0
RIVER CITY RUSH DELIVERY INC			
20001242			
change order for Gateway Center	1,028.88		\$1,029
Courier Svc - Gateway DV Center	13.50		\$14
Increase PO	199.62		\$200
YWCA OF GREATER PORTLAND			
22100011			
Navigator services	54,000.00		\$54,000
Grand Total	408,795.07		\$363,820

Commissioner of Public Affairs FY 2013-14 Fall BMP Advance Carryover Request

Vendor	Contract	PO	Amount
Bradley Angle	32000405	22049891	\$6,750
MultCo DA	30001505	22076232	\$1,798
NAYA	32000371	22101760	\$7,708
Catholic Charities	32000391	22049209	\$19,000
YWCA	32000375	22049284	\$13,500
MultCo MH	30000956	22111643	\$33,500
TOTAL			\$82,256

Commissioner of Public Affairs

6% Mandatory Reduction

The 6% reduction equates to \$60,512. This reduction is achieved by partially reducing a Commissioner Administrative Specialist position and reducing funding for External Materials & Services.

Status for Fall Performance Report:

This position was held vacant for the full fiscal year and savings was achieved in External Materials and Services.

Status

Complete