



CITY OF
PORTLAND, OREGON

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MEMORANDUM

DATE: September 12, 2018

TO: Claudio Campuzano, Interim City Budget Office Director

CC: Carmen Merlo, Deputy Chief Administrative Officer

FROM: Commissioner Dan Saltzman, Commissioner of Public Affairs

SUBJECT: Commissioner of Public Affairs FY 2018-19 Fall BMP Submission

Please accept the Commissioner of Public Affairs Fall BMP submission for FY 2018-19.

This Fall BMP submission includes:

- Actions to establish the Children's Levy as a stand-alone fund not imbedded in the Commissioner's Office. These actions include transferring the FTE authority and a portion of the budget.
- Year-end Reconciliation Report for Operations and Gateway Center for Domestic Violence
- Year-end Reconciliation Report for the Children's Levy
- Performance Measure report for the Children's Levy
- Various net zero technical adjustments
- Prior Year Decision Package Updates

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

Please contact Matt Grumm from my staff, or budget liaisons Ben Smith for the Office budget and Gateway Center or John Kelly for the Children's Levy, with any questions.

Thank you,

Dan Saltzman

Enc:
FY 2018-19 Fall BMP Submission Packet

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_001 - Gateway Center- OCC Health move to BHR

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The City's Occupational Health program, including the flu shot program, moves from Risk Management to the Bureau of Human Resources. This request moves \$20 from Risk Management IA to BHR for the Gateway District.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_002 - CPA Office-Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This requests moves the interagency for Occupational Health out of the Risk Fund and into the Health Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_003 - Children's Levy IA change

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Request moves flu shot budget from Risk to HR per OMF instructions

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_004 - Children's Levy PA reductions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(423,116)	0	(423,116)
External Materials and Services	(14,301,329)	0	(14,301,329)
Internal Materials and Services	(40,401)	0	(40,401)
Fund Transfers - Expense	(16,668)	0	(16,668)
Contingency	(8,299,797)	0	(8,299,797)
TOTAL EXPENDITURES	(23,081,311)	0	(23,081,311)
REVENUES			
Budgeted Beginning Fund Balance	(7,375,000)	0	(7,375,000)
Taxes	(15,706,311)	0	(15,706,311)
TOTAL REVENUES	(23,081,311)	0	(23,081,311)
FTE			
Full-Time Positions	-5.00	0.00	-5.00
TOTAL FTE	-5.00	0.00	-5.00

Bureau Description:

This request is to reduce budgets in the PACO (Public Affairs Commissioner Office) as part of the process of creating the Portland Children's Levy as an independent bureau.

CBO Discussion and Recommendation

**Prior Year Business Area Reconciliation Report
Operations and Gateway Center**

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
Commissioner of Public Affairs			
EXPENDITURES			
Personnel Services	\$1,301,835	\$1,243,131	95%
External Materials and Services	\$589,874	\$527,697	89%
Internal Materials and Services	\$321,115	\$306,771	96%
TOTAL EXPENDITURES	\$2,212,824	\$2,077,600	94%
REVENUES			
Charges for Services	\$0	\$227	0%
Intergovernmental Revenues	\$30,800	\$30,800	100%
General Fund Discretionary	\$1,557,029	\$0	0%
General Fund Overhead	\$624,995	\$0	0%
TOTAL REVENUES	\$2,212,824	\$31,027	1%

Bureau Reconciliation Narrative

Expenditures:

No narrative required

Revenues:

No narrative required

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
216 - Children's Investment Fund			
EXPENDITURES			
Personnel Services	640,249	624,624	97.56
External Materials and Services	18,295,947	17,144,074	93.70
Internal Materials and Services	66,157	63,424	95.87
Fund Transfers - Expense	25,000	25,000	100.00
Contingency	5,755,801	0	0.00
TOTAL EXPENDITURES	24,783,154	17,857,122	72.05
REVENUES			
Budgeted Beginning Fund Balance	5,800,000	0	0.00
Taxes	18,983,154	19,470,531	102.57
Miscellaneous	0	195,154	0.00
TOTAL REVENUES	24,783,154	19,665,685	79.35

Fund Reconciliation Narrative

All expenditure line items within budget. Miscellaneous revenue is interest on investments; no estimate of that revenue source was available for budgeting.

Commissioner of Public Affairs

Performance Measures

Performance Measure	Type	FY 2015-16 Year-End Actuals	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget	FY 2017-18 Year-End Actuals	FY 2018-19 Adopted Budget
PA_0001 - Administrative cost as percentage of cumulative tax revenue	EFFICIENCY	4.9%	4.8%	5.0%	4.7%	5.0%
PA_0002 - Number of children served	OUTPUT	26,632	11,500	26,600	12,000	12,000
PA_0003 - Number of administrative cost audits	WORKLOAD	1	1	1	1	1
PA_0004 - Number of grant contracts managed	WORKLOAD	69	69	69	74	70

Performance Measure Variance Descriptions

Number of children served is an estimate. Actual figures are not available at this time.