



Commissioner Jo Ann Hardesty
City of Portland

DATE: March 27, 2019
TO: Jessica Kinard, Interim City Budget Office Director
CC: Carmen Merlo, Deputy Chief Administrative Officer
FROM: Jo Ann Hardesty, Commissioner of Public Affairs
SUBJECT: Commissioner of Public Affairs FY 2018-19 Spring BMP Submission

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

This Spring BMP submission includes:

- \$75,000 Program Carryover request for Office projects
- \$50,000 Program Carryover request for Community Events
- Transfer of appropriation within the Children's Levy among business areas
- Net zero technical adjustments for the Gateway Center
- Current Year Projection Report for the Commissioner's Office, Gateway Center, and the Children's Levy budget remaining in the Commissioner's Office.
- Decision Package Updates (sent as a combined file on 3/14/19)

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

Please contact Kristin Johnson from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

Commissioner Jo Ann Hardesty

Enc:
FY 2018-19 Spring BMP Submission Packet

PA - Commissioner of Public Affairs

DP Type Other Adjustments

Request Name: 8051 -CPA - Children's Levy Cleanup

Package Description

In FY 2018-19, the Children's Levy, which had been part of the Commissioner of Public Affairs budget, was moved to a stand-alone fund. This package reduces the Children's Levy budget within PA to match the actuals that have been billed. The budget appropriation that is being reduced within the PA business area is being added to the Children's Levy (CL) business area. This is a net zero transaction across fund 216 but hits multiple business areas, thus creating the need for a decision package. Any subsequent charges hitting this business area will be moved before year-end into the correct place.

Service Impacts

N/A

Equity Impacts

N/A

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
216000	External Materials and Services	-2,080,968	0	-2,080,968
216000	Internal Materials and Services	777	0	777
216000	Personnel	-10,189	0	-10,189
	Sum:	-2,090,380	0	-2,090,380

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
216000	Taxes	-2,090,380	0	-2,090,380
	Sum:	-2,090,380	0	-2,090,380

PA - Commissioner of Public Affairs

DP Type Program Carryover

Request Name: 8055 -CPA - Program Carryover for Community Events and Engagement

Package Description

The Commissioner of Public Affairs is requesting a \$50,000 program carryover in unspent FY 2018-19 resources into the FY 2019-20 budget for Commissioner Hardesty's office for community events and engagement. The Office plans to hold at least five listening sessions to engage community members about issues that are important to them. This funding will allow the Office to rent space for events, pay for interpretation services, and other associated materials and services. Savings exist, primarily within personnel services, to fully fund this request. The resources to hold these events will not be available in the FY 2019-20 budget without this carryover.

Service Impacts

Funding this program carryover will allow the Office to hold listening sessions with the community. These sessions should result in the Commissioner's Office better serving the voters they represent.

Equity Impacts

These listening sessions will be held through the City allowing the Office to hear from a diverse set of constituents. The funding will also allow for translation services at these events so that all Portlanders will be able to interact and participate in these events with the Commissioner and staff.

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	Personnel	-50,000		0	-50,000
	Sum:	-50,000		0	-50,000
Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	General Fund Discretionary	-50,000		0	-50,000
	Sum:	-50,000		0	-50,000

PA - Commissioner of Public Affairs

DP Type Program Carryover

Request Name: 8072 -CPA - Program Carryover for Office projects

Package Description

The Commissioner of Public Affairs is requesting a \$75,000 program carryover in unspent FY 2018-19 resources into the FY 2019-20 budget for Commissioner Hardesty's office to pay for planned and unplanned maintenance and upgrades to the office space that were not possible to complete in the current fiscal year. Due to the transition, the Commissioner's Office has additional one-time resources available resulting from members of Commissioner Saltzman's staff leaving before December 31st and the new staff for Commissioner Hardesty's office not incurring PERS costs during the six-month waiting period. The funding for these maintenance and upgrades will not be available in the FY 2019-20 budget without this carryover.

Service Impacts

Funding this program carryover will allow the Office to complete projects that will not be financially feasible in future years.

Equity Impacts

This request is similar to program carryovers that have been approved for Commissioner Eudaly's Office and the Mayor's Office. The Commissioner's Office has taken this first few months to strategically plan what projects would best suite the Office instead of rushing the complete projects before they were settled in.

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 Personnel		-75,000	0	-75,000
	Sum:	-75,000	0	-75,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 General Fund Discretionary		-75,000	0	-75,000
	Sum:	-75,000	0	-75,000

Business Area Projection Report

Commissioner of Public Affairs

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
100	Personnel	1,027,774	678,214.46	993,121	96.63%
	External Materials and Services	815,526	770,771.81	807,690	99.04%
	Internal Materials and Services	219,485	138,728.02	210,580	95.94%
	Sum:	2,062,785	1,587,714.29	2,011,391	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Charges for Services	0	0	0	
	Intergovernmental	27,000	0	0	
	General Fund Discretionary	1,391,534	0	1,367,140	98.25%
	General Fund Overhead	644,251	0	644,251	100.00%
	Sum:	2,062,785	0	2,011,391	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
216	Ending Fund Balance	0	0	0	
	Personnel	248,938	248,937.56	248,938	100.00%
	External Materials and Services	2,950,973	2,954,895.21	2,950,973	100.00%
	Internal Materials and Services	18,377	18,376.08	18,377	100.00%
	Fund Transfers - Expense	8,332	8,332	8,332	100.00%
	Contingency	0	0	0	
	Sum:	3,226,620	3,230,540.85	3,226,620	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	0	0	0	
	Miscellaneous	0	75,963.62	0	
	Taxes	3,226,620	0	3,226,620	100.00%
	Sum:	3,226,620	75,963.62	3,226,620	

Sum:		10,578,810	4,894,218.76	10,476,022	
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Revenue Discussion

Business Area Projection Report

Office Budget-No narrative required

Gateway Center-The \$27,000 in miscellaneous revenue budgeted is a transfer from Multnomah County. Since the program has been transferred to the County, the revenue will remain uncollected for the year.

Children's Levy (PA Portion)-Projection reflects the true-up between budget and actuals, with the remaining budget for the Children's Levy residing in a new business area. Additional clean-up work may be needed in the OEO until all the revenues are being recorded under the proper business area.

Revenue Risks

None

Expenditure Discussion

Office Budget-No narrative required

Gateway Center-The County received the remaining available funding from the City after accounting for expenses through a series of payments that hit the External Materials and Services Account. Future payments to the County beginning next fiscal year will be part of Special Appropriations.

Children's Levy (PA Portion)-Projection reflects the true-up between budget and actuals, with the remaining budget for the Children's Levy residing in a new business area. Additional clean-up work may be needed in the OEO until all the expenditures are being recorded under the proper business area.

Expenditure Risks

None