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September 9, 2019

Date: September 9, 2018
To: Jane Marie Ford, CBO
From: Michelle Kirby, BRFS, Interim Chief Financial Officer and Director
Subject: FY 19/20 Special Appropriations Fall BMP Submittal

A handwritten signature in black ink, appearing to read "M Kirby".

The attached represents the Special Appropriations 2019-20 Fall BMP submittal. The Fall BMP submittal includes:

- Carryover requests for competitive grants and ongoing internal Special Appropriations Programs.
- Technical adjustments to align budget with actuals.

All items are submitted in accordance with the budget monitoring process guidelines.



BRFS BUREAU OF REVENUE
AND FINANCIAL
SERVICES

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

SA - Special Appropriations

DP Type

New Revenue

Request Name: 9303 -Recognize OAE Revenue

Package Description

This action recognizes additional beginning fund balance coming from underspending in FY 2018-19.

Service Impacts

The Open and Accountable Elections Program ended FY 2018-19 with a fund balance of \$864,353. This request is to carryover the remaining balance which will be used in FY 2019-20 for the financing of election campaigns of certified candidates for nomination or election to City Office and the payment of administrative and enforcement.

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	864,353	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	864,353	0	0

SA - Special Appropriations

DP Type

Technical Adjustments

Request Name: 9306 -SA Technical Adjustments Floodplain and Levee

Package Description

Technical adjustments to cover internal materials and services expense for the Floodplain and Levee programs.

Service Impacts

Planning and Debt Management Services for the Floodplain and Levee programs.

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-205,593	0	0
Internal Materials and Services	205,593	0	0

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9307 -SA Prof Dev DCTU COPPEA

Package Description

Carryover for the DCTU and COPPEA Professional Development Program. Per the DCTU and COPPEA contracts under expenditures can be carried forward to the next fiscal year. This package recognizes that carryover.

Service Impacts

Carryover will allow DCTU and COPPEA employees to utilize the underspent professional development funds.

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	47,919	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	8,908	0	0
Interagency Revenue	39,011	0	0

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9377 -SA EPAP Carryover

Package Description

Request to recognize \$150,000 of program carryover that was submitted in the Overexpenditure Ordinance Process for the EPAP competitive grant program that transferred from the Office of Community and Civic Life during the Spring BMP Process.

Service Impacts

Carryover will allow the city to fund the grants approved by Council on May 29 for the competitive grant program.

Equity Impacts

Funding is tied to the East Portland Action Plan

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	150,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	150,000	0	0

SA - Special Appropriations

DP Type

Other Adjustments

Request Name: 9397 -Special Appropriations Competitive Carryover

Package Description

This package recognizes the carryover requested in the Over Expenditure Ordinance for the Special Appropriations Competitive Grant Program. In the Over Expenditure Ordinance a carryover request of \$239,985 was submitted to cover grants that were not due to be finalized until FY 2019-20.

Service Impacts

Finalize grant programs that were awarded to grantees in FY 2018-19.

Equity Impacts

Funding awarded to various organizations that provide services within the City of Portland.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	239,985	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	239,985	0	0

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 9400 -Special Appropriations Encumbrance Carryover

Package Description

Encumbrance Carryover for Special Appropriations agreements that cross fiscal years. Due to the processing time for many Special Appropriations agreements the agreements are not finalized to late in the fiscal year the funds were awarded. This request will carryforward encumbrances related to the FY 2018-19 agreements and will allow the organizations to finalize the grant work in FY 2019-20.

Service Impacts

Grantees will continue to provide services within the City of Portland.

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	1,220,194	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	1,220,194	0	0

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 9410 -OAE Encumbrance Carryover

Package Description

Request is for encumbrance carryover for the Open and Accountable Elections Program for contracts related to software development and oversight.

Service Impacts

Software Development will be completed and available for candidate verification.

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	310,713	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Fund Transfers - Revenue	310,713	0	0
General Fund Discretionary	0	0	0

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 9412 -SA Rec Marijuana Tax Competitive Grant Enc Carryover

Package Description

Encumbrance carryover request for grants awarded under the competitive Recreational Marijuana Tax Grant Program.

Service Impacts

This will allow grantees to finalize their work associated with grants awarded under the competitive grant program.

Equity Impacts

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	165,780	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	0	0	0
Miscellaneous Fund Allocation	165,780	0	0

Prior Year Fund Reconciliation Report

Special Appropriations

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	682,339	680,260	99.7%
External Materials and Services	12,115,950	10,458,266	86.32%
Internal Materials and Services	455,599	437,821	96.1%
Contingency	0	0	
TOTAL EXPENDITURES	13,253,888	11,576,348	87.34%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Intergovernmental	103,463	111,932	108.19%
Miscellaneous	0	345	
General Fund Discretionary	12,568,652	0	0%
Interagency Revenue	402,959	258,419	64.13%
General Fund Overhead	178,814	0	0%
TOTAL REVENUES	13,253,888	370,696	2.80%

Expenditure Discussion

Grant awards and amendments are based on decisions made in the Adopted Budget. The competitive grant program and the creation and finalization of ongoing agreements can't be drafted and finalized until the Adopted Budget is approved by Council. The competitive grant program begins in July and decisions on funding are typically finalized by December. Processing of grant agreements can take 3-4 months. Due to the amount of time to make the decisions on awards and processing time approximately 6 months is remaining in the fiscal year to expend the fiscal year allocation. This causes underspending and carryover requests are submitted since grants will carryforward to the next fiscal year.

Revenue Discussion

Prior Year Fund Reconciliation Report

Special Appropriations

214 - Public Election Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	201,628	198,891	98.64%
External Materials and Services	1,275,863	99,932	7.83%
Internal Materials and Services	2,150	1,553	72.23%
TOTAL EXPENDITURES	1,479,641	300,375	20.30%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Fund Transfers - Revenue	1,237,200	1,237,200	100%
Beginning Fund Balance	242,441	0	0%
TOTAL REVENUES	1,479,641	1,237,200	83.61%

Expenditure Discussion

Fiscal Year 2018-19 expense was related to filling positions to manage the Open and Accountable Elections Program and to begin software development for candidate verification that will begin in fiscal year 2019-20. In the first couple years of the program we have seen significant underspending due to the ramp up of the program. The program will begin distributing funds to campaigns in fiscal year 2019-20.

Revenue Discussion
