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Date: April 21, 2020

To: City Budget Office
Kea Cannon

FROM: Michelle Kirby, Chief Financial Officer *Michelle Kirby*

RE: Special Appropriations FY 2019-20 Spring BMP Submission

Attached you will find the FY 2019-20 Special Appropriations Spring BMP submission.

If you have any questions, please contact Sheila Craig.

Thank you.



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 GF Request

Request Name: 10002 -PEN 1

Package Description

PEN 1 requests \$75,000 in order to maintain financial sustainability through the remainder of FY 2019-20. \$60,000 for deficit reduction and \$15,000 for its operating reserve.

Service Impacts

These funds are important in order to ensure PEN 1 remains solvent through FY 2023-24 until the Urban Flood Safety and Water Quality District (UFSWQD) is formed in 2025.

Equity Impacts

The PEN 1 Drainage District is a part of the larger Columbia River Drainage Districts. The Districts support flood protection along the Columbia River and the Portlanders living in North Portland in the flood plain.

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	75,000
Expense	Sum:	75,000

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	75,000
Revenue	Sum:	75,000

SA - Special Appropriations

DP Type

Technical Adjustments

Request Name: 10009 -Balance Facilities IA for OAE

Package Description

This decision package realigns expenses from EMS to IMS to accommodate increase in facilities expense for OAE.

Service Impacts

Equity Impacts

Account Name	2019-20 SPRING Requested Adj
Expense	External Materials and Services -3,240
	Internal Materials and Services 3,240
Expense	Sum: 0

SA - Special Appropriations **DP Type** **New Revenue**

Request Name: 10010 -OYVP Trimet IGA Revenue

Package Description

Office of Youth Violence Prevention has an intergovernmental agreement with Trimet. This decision package recognizes revenue in the current fiscal year.

Service Impacts

This revenue serves as the matching component for a POIC grant.

Equity Impacts

These grants support at risk youth.

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	130,871
Expense	Sum:	130,871

Account Name		2019-20 SPRING Requested Adj
Revenue	Intergovernmental	130,871
Revenue	Sum:	130,871

SA - Special Appropriations

DP Type

Technical Adjustments

Request Name: 10018 -COCL/PCCEP IA with OEHR

Package Description

Portland Committee on Community-Engaged Policing (PCCEP) special appropriation program has an inter-agency IA with Office of Equity and Human Relation (OEHR) for administration and support. This realigns funds from EMS to the IA.

Service Impacts

The inter-agency IA with Office of Equity and Human Relation supports the COCL/PCCEP program.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-23,584
	Internal Materials and Services	23,584
Expense	Sum:	0

SA - Special Appropriations **DP Type** **Technical Adjustments**

Request Name: 10021 -PCPA Budget Correction

Package Description

This is to correct PCPA professional development activities budget.

Service Impacts

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	19,321
Expense	Sum:	19,321

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	19,321
Revenue	Sum:	19,321

SA - Special Appropriations

DP Type

Technical Adjustments

Request Name: 10022 -PTE-17 Professional Development

Package Description

This realigns COPPEA funds spending from EMS to Personnel services.

Service Impacts

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-50,000
	Personnel	50,000
Expense	Sum:	0

SA - Special Appropriations **DP Type** **Technical Adjustments**

Request Name: 10023 -DCTU Professional Development

Package Description

This realigns DCTU Professional Development funds spending from EMS to Personnel Services.

Service Impacts

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-40,000
	Personnel	40,000
Expense	Sum:	0

SA - Special Appropriations

DP Type

GF Program Carryover

Request Name: 10028 -Levee Program Carryover

Package Description

Levee Program Carryover

Service Impacts

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	Contingency	-1,205,291
	External Materials and Services	-455,662
Expense	Sum:	-1,660,953

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	-1,660,953
Revenue	Sum:	-1,660,953

Business Area Projection Report

Special Appropriations - Fund 100

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Contingency	0	0	1,205,291	#DIV/0
External Materials and Services	12,379,690	8,090,872	12,673,530	102%
Fund Transfers - Expense	500,000	0	500,000	100%
Internal Materials and Services	461,473	387,485	437,889	95%
Personnel	962,608	615,686	872,608	91%
Sum:	14,303,771	9,094,043	15,689,318	110%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	13,733,911	0	15,300,543	111%
General Fund Overhead	181,085	0	0	
Interagency Revenue	388,775	0	388,775	100%
Intergovernmental	0	48,658	0	
Miscellaneous	0	1,096	0	
Sum:	14,303,771	49,754	15,689,318	110%

Revenue Discussion

Special Appropriations

Revenue Risks

There are not anticipated risks that I am aware of at this time.

Expenditure Discussion

Budget for Special Appropriations is specific to council funding programs and it is anticipated that the budget will be fully expensed by the end of the fiscal year.

Expenditure Risks

The only potential risks is that due to COVID our agreements with external partners might have to be extended into next fiscal year and we will request encumbrance carryover.

Other Notes

Business Area Projection Report

Special Appropriations - Fund 100

Major Object	2019-20 SPRING Revised Base	2019-20 SPRING Total ADJ	2019-20 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2019-20 February Actuals YTD	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Budget
Contingency	1,205,291	-1,205,291	0	#DIV/0	0	0	1,205,291	#DIV/0
External Materials and Services	12,854,615	-474,925	12,379,690	-4%	7,822,381	8,090,872	12,673,530	102%
Fund Transfers - Expense	500,000	0	500,000	0%	0	0	500,000	100%
Internal Materials and Services	437,889	23,584	461,473	5%	341,794	387,485	437,889	95%
Personnel	872,608	90,000	962,608	9%	549,277	615,686	872,608	91%
Sum:	15,870,403	-1,566,632	14,303,771	-11%	8,713,452	9,094,043	15,689,318	110%

Major Object	2019-20 SPRING Revised Base	2019-20 SPRING Total ADJ	2019-20 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2019-20 February Actuals YTD	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Budget
General Fund Discretionary	15,300,543	-1,566,632	13,733,911	-11%	0	0	15,300,543	111%
General Fund Overhead	181,085	0	181,085	0%	0	0	0	
Interagency Revenue	388,775	0	388,775	0%	0	0	388,775	100%
Intergovernmental	0	0	0	#DIV/0	48,658	48,658	0	
Miscellaneous	0	0	0	#DIV/0	1,096	1,096	0	
Sum:	15,870,403	-1,566,632	14,303,771	-11%	49,754	49,754	15,689,318	110%

Sum: 8,763,206.18

	31,740,806	-3,133,264	28,607,542	-11%	9,143,797	31,378,636	110%
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Sum: 8,763,206.18

Revenue Discussion

Special Appropriations

Business Area Projection Report

Revenue Risks

There are not anticipated risks that I am aware of at this time.

Expenditure Discussion

Budget for Special Appropriations is specific to council funding programs and it is anticipated that the budget will be fully expensed by the end of the fiscal year.

Expenditure Risks

The only potential risks is that due to COVID our agreements with external partners might have to be extended into next fiscal year and we will request encumbrance carryover.

Other Notes

Business Area Projection Report

Special Appropriations - Fund 214

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	3,857,093	1,178,745	3,860,333	100%
Internal Materials and Services	44,247	29,431	41,007	93%
Personnel	240,198	185,700	240,198	100%
Sum:	4,141,538	1,393,875	4,141,538	100%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	1,175,066	0	1,175,066	100%
Charges for Services	0	5	0	
Fund Transfers - Revenue	2,966,472	750,000	2,966,472	100%
Sum:	4,141,538	750,005	4,141,538	100%

Revenue Discussion

Special Appropriations

Revenue Risks

I have not been made aware of any risks to revenue at this time.

Expenditure Discussion

At this time it is anticipated that the program will fully expend their budget.

Expenditure Risks

The only risks could be that campaign work slows down due to COVID which could result in less expenditures in the current year.

Other Notes

Business Area Projection Report

Special Appropriations - Fund 214

Major Object	2019-20 SPRING Revised Base	2019-20 SPRING Total ADJ	2019-20 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2019-20 February Actuals YTD	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Budget
External Materials and Services	3,860,333	-3,240	3,857,093	0%	858,726	1,178,745	3,860,333	100%
Internal Materials and Services	41,007	3,240	44,247	7%	27,162	29,431	41,007	93%
Personnel	240,198	0	240,198	0%	159,089	185,700	240,198	100%
Sum:	4,141,538	0	4,141,538	0%	1,044,977	1,393,875	4,141,538	100%

Major Object	2019-20 SPRING Revised Base	2019-20 SPRING Total ADJ	2019-20 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2019-20 February Actuals YTD	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Budget
Beginning Fund Balance	1,175,066	0	1,175,066	0%	0	0	1,175,066	100%
Charges for Services	0	0	0	#DIV/0	5	5	0	
Fund Transfers - Revenue	2,966,472	0	2,966,472	0%	0	750,000	2,966,472	100%
Sum:	4,141,538	0	4,141,538	0%	5	750,005	4,141,538	100%

Sum: 1,044,982

	8,283,076	0	8,283,076	0%		2,143,880	8,283,076	100%
					Sum:	1,044,982		

Revenue Discussion

Special Appropriations

Revenue Risks

I have not been made aware of any risks to revenue at this time.

Expenditure Discussion

At this time it is anticipated that the program will fully expend their budget.

Business Area Projection Report

Expenditure Risks

The only risks could be that campaign work slows down due to COVID which could result in less expenditures in the current year.

Other Notes