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Date: September 8, 2020

To: City Budget Office
Angela Butel

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

RE: Special Appropriations FY 20/21 Fall BMP Submittal

Attached you will find the FY 2020-21 Special Appropriations Fall BMP submission.

If you have any questions, please contact Sheila Craig.

Thank you.



BRFS BUREAU OF REVENUE
AND FINANCIAL
SERVICES

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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

Encumbrance Carryover

Request Name: 10885 -Special Appropriation Encumbrance Carryover

Package Description

Special Appropriation Encumbrance Carryover.

Service Impacts

Encumbrance carryover to finish special appropriations programs that were not finished last fiscal year. These special appropriation projects benefit the communities we serve in Portland Oregon.

Equity Impacts

Encumbrance carryover to finish special appropriation that were not finished last fiscal year. These special appropriation projects benefit the communities we serve. Without these encumbrances carryover the communities in need in Portland will be affected.

2020-21 FALL Requested Adj	
External Materials and Services	726,180
External Materials and Services	110,500

2020-21 FALL Requested Adj	
General Fund Discretionary	726,180
General Fund Discretionary	110,500

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 10897 -Special Appropriation Carryover to be used for Grants Management System

Package Description

In July 2019 the Grants Management Division reached out to bureaus who have outgoing grant programs to see if they would be interested in partnering on a RFP process to obtain a centralized Grants Management System. OMF, Civic Life, BPS/Clean Energy Fund, PHB, BES and the Children's Levy developed a system needs assessment and completed a RFP process that would meet the needs across the city to procure and implement a Grant Management System in FY 19/20. The intent was the cost to implement the system and annual costs would be shared by the bureaus that would utilize the system. During the final stages the world was hit by COVID and the concern related to budget cuts caused multiple bureaus to pull out of the implementation. Currently OMF and BPS/Clean Energy Fund would like to continue moving forward with implementation of a system that can be utilized citywide. This request is for program carryover of underutilized Special Appropriations funds to cover half the cost of the implementation of the Grant Management System.

Service Impacts

These funds will go towards the grants management system implementation costs. The grants management system will be used to administer all outgoing grants awarded by the City of Portland. Currently, there is no centralized system in which this is done and the administration of these grants are done manually. Some of the benefits of the grant management system will be:

- Streamlining of the outgoing grants process and the creation of a central repository for the administration of all outgoing grants
- Making it easier to create reports for city council regarding outgoing grants
- Eliminating the burden of bureaus having to track outgoing grants using Microsoft Excel, Word, etc.
- Easier to track which organizations receive funding from the city and what bureaus gave them funding
- Prevention of duplication of errors – where one organization may receive funding from different bureaus for the same thing.

Annual costs of the system will be shared among bureaus who utilize the system.

Equity Impacts

The Grants Management System will lessen the paperwork burden of applicants who apply for funding as the application process will be totally online. The system will allow bureaus to provide citywide reports on programs funded by the City, what organizations are receiving funding, bureau grant programs and organizations that receive repetitive funding.

2020-21 FALL Requested Adj	
External Materials and Services	92,500
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2020-21 FALL Requested Adj	
General Fund Discretionary	92,500

SA - Special Appropriations

DP Type

Contingency

Request Name: 10906 -Open and Accountable Elections - Fund Balance Carryover

Package Description

Per City Code Chapter section 2.16.020, approximately 0.02% Of the general fund shall be allocated to the Open and Accountable Elections Fund annually, with the balance to be carried over each year to enable stable funding between and during election years. The FY 2020-21 Adopted Budget includes \$1,312,506 in ongoing General Fund resources to support the public financing system to increase participation in City elections by both candidates and donors in order to prevent actual or perceived corruption in government.

Service Impacts

This action will release \$903,751 in fund balance carryover from FY 2019-20, to be placed in the Open and Accountable Elections fund. The program now has administrative body, staff, and is well into the process of implementing the election cycle. There were 18 certified candidates in the 2020 election cycle and three of four candidates in the November 3, 2020 general election are certified Funds earmarked in contingency for the Program are needed to ensure that the City is able to provide matching funds to current participating candidates, and to enable the City to provide a stable amount of funding each year to a program that has fluctuating costs depending on the proximity to an election.

Equity Impacts

The Open and Accountable Elections Program provides qualified candidates the ability to run for office for the City of Portland by collecting small donations of under \$250. This will increase the ability of every day community members to participate in the City's election process without needing to spend or collect large amounts of money.

2020-21 FALL Requested Adj	
External Materials and Services	903,751

2020-21 FALL Requested Adj	
Beginning Fund Balance	903,751
General Fund Discretionary	0

SA - Special Appropriations

DP Type

Encumbrance Carryover

Request Name: 10920 -Competitive Special Appropriations Carryover for FY18/19

Package Description

Competitive Special Appropriations Carry-over.

Service Impacts

Encumbrance carryover for the Competitive Special Appropriations to finish projects that were not fully completed in fiscal year FY19/20. Spending slowed due to COVID and per the Council's direction grantees were provided the option to reallocate funds to meet COVID related needs. These special appropriation funding benefits several organizations in Portland, Oregon.

Equity Impacts

This funding directly impacts various populations in the community. Without this funding these populations would be adversely affected.

2020-21 FALL Requested Adj	
External Materials and Services	136,380

2020-21 FALL Requested Adj	
General Fund Discretionary	136,380

SA - Special Appropriations

DP Type

Technical Adjustments

Request Name: 10930 -Special Appropriations Technical Adj

Package Description

Special Appropriations technical adjustments which include a reduction in facilities IA for Downtown Office Space Blended Rate in FY 2020-21 and adjustment to reconcile IA with Water for EPAP office space.

Service Impacts

Facilities IA will be reduced for OAE per email from OMF/Facilities and IA increased with Water to cover office space rental for EPAP.

Equity Impacts

None

2020-21 FALL Requested Adj	
External Materials and Services	-365
Internal Materials and Services	365
External Materials and Services	199
Internal Materials and Services	-199
External Materials and Services	0
Internal Materials and Services	0

2020-21 FALL Requested Adj	
General Fund Discretionary	0

SA - Special Appropriations

DP Type

New GF Request

Request Name: 10936 -Interstate Firehouse Cultural Center(IFCC) Feasibility Study DP

Package Description

In 2018, Commissioner Fritz convened the Interstate Firehouse Cultural Center (IFCC) Community Advisory Committee (CAC) to develop a vision and sustainable operating model for the IFCC and returning it as a cultural home for the African American community. The CAC submitted a progress report to Commissioner Fish (new PP&R Commissioner) in April 2019 which determined that remodeling the existing facilities would be cost-prohibitive for a range of structural and operational reasons and recommended that the City conduct a feasibility study in which a new comprehensive vision, financial analysis and operating model would be developed.

The City Arts Program (OMF) in partnership with Portland Parks and Recreation (PP&R) is requesting a one-time investment of \$250,000 from the General Fund for the execution of the feasibility study for the redevelopment of the IFCC. We jointly view this as a transformational project for the City where multiple bureaus work together with nonprofit and private sector partners towards a common goal. The project's core intention is to determine the viability and sustainability of a revitalized arts and culture center for the Black community, while also exploring other ancillary opportunities that will meet other community needs.

The feasibility scope will include the following five components –

- Market research – Evaluate industry trends and comparable venues to identify the most appropriate direction for the facility
- Community engagement – Conduct a comprehensive citywide community outreach process that adds additional voices to the table to help shape the vision for the IFCC.
- Operational assessment – Develop a business model and pro forma that includes a sustainable business structure, projected capital needs and operating costs.
- Site Assessment – Determine the spatial requirements for program scenarios outlined through the City's community engagement and operational assessments.
- Funding Plan – Develop funding approach for capital investment and operational costs.

Service Impacts

IFCC's long-term success requires a sustainable strategy for its operations, and a curated approach to providing cross-disciplinary arts programming that maximizes both arts engagement of the larger community, and participation opportunities for a full spectrum of working artists. The feasibility study shall include market, operational, financial, and economic analyses and recommendations, as well as city-wide community engagement and social impact studies to offer guidance to City Council, City of Portland staff and the IFCC Community Advisory Committee (CAC) to assist them in making an informed decision regarding the next steps in the redevelopment of the IFCC. The model and budget for this project was developed with both internal and external feedback.

Funding for the IFCC feasibility study is also included as part of the Parks Levy, which may or may not get approved by voters in the Fall. While this is an alternate solution, it neither optimal in terms of timing nor guaranteed. OMF, PP&R and the Community Advisory Committee (CAC) strongly support the approval of this decision package as part of the FY20-21 Fall BMP. The CAC, at the City's request, has been meeting for two years to develop a vision and path forward for the IFCC and deferring the decision-making yet again would have a negative impact to our relationship with our CAC partners and the Black community.

Equity Impacts

The principle objective of this study is to develop a path forward for a revitalized arts and culture center at the Interstate Firehouse site to fulfill the City's and IFCC Community Advisory Committee's vision for an African American Cultural Center in Portland. The study would build upon IFCC's current goals: • Respect and honor IFCC's history and roots in the African American community; • Uphold IFCC's original mission to explore, preserve and celebrate Portland's diversity; and • Advance the City of Portland's commitment to racial equity

At the core, a reimagined IFCC facility and operations will honor and present the history of Portland's Black community and its rich arts and culture contributions providing program offerings of multi-disciplinary performances, exhibits, classes, and activities designed for community members of all ages and orientations. Currently there is no dedicated performance center that elevates or create space for Black artistic voices and taking steps to restore this beloved cultural center is in alignment in with the City's equity goals.

2020-21 FALL Requested Adj	
External Materials and Services	250,000
Personnel	0
2020-21 FALL Requested Adj	
General Fund Discretionary	250,000

SA - Special Appropriations

DP Type

New GF Request

Request Name: 10940 -OYVP - Requesting Additional Staff

Package Description

Portland is currently experiencing unprecedented demands when it comes to gun violence. As of July 26, 2020, there had been 326 non-suicide shooting incidents in Portland in 2020. As of that same date in 2019, there had been 218 shootings. And in July 2020 alone, there were 15 homicides in Portland—the most this city has seen in a single month in 30 years. While the summer of 2020 has been especially violent, gun violence in Portland has been on the rise since December 2019.

In order to support the communities and families most impacted by this violence, the Office of Violence Prevention has been expanding its work and increasing its program offerings to meet the demands of the community. Among these offerings are an increased capacity for Healing Hurt People, an evidence-based program that provides alternatives to retaliatory violence to people hospitalized for gun violence; the creation of Restoration Academy, a pilot program offering employment and training opportunities for recently incarcerated individuals; and the addition of an Intensive Case Manager position to the Trauma and Violence Impacted Family program, a position that will support evidence-based methods of stopping high-risk individuals from becoming victims and perpetrators of violence.

The Office of Youth Violence Prevention is tasked with preventing gun violence, building resilience, and creating a safer Portland. Currently, the office has only two full-time staff working toward this goal: its Executive Director and its Policy Manager. This work has been complicated by the continual surge in gun related violence and the need to match current community resource needs through incorporating additional best practice programming model services within the current fiscal year.

In order to manage this expanded work that is desperately needed to meet the needs of our community and support those most impacted by gun violence, the Office of Youth Violence Prevention needs additional help. The office is requesting two additional full-time employees. Additionally, the office is requesting funding to double-fill the Policy Manager position, since the current Policy Manager is retiring in November 2020. Double-filling the position will allow the current Policy Manager to train the incoming Policy Manager.

Service Impacts

Currently the Office of Youth Violence Prevention has two full-time employees managing all programming, communications, administration, contract management, and budgeting for the office. The first FTE requested will serve in an Administrative/Communications role and will be the PIO for the office and its community liaison. This person will also manage the Community Peace Collaborative and will represent the office for Inner Faith Peace and Action Collaborative. The second requested FTE will be a program coordinator, who will manage all the programs housed within OVP, including prevention and interruption services, Street Level Outreach, Healing Hurt People, and additional community partners and stakeholders. This position is important for the office as it has increased the number of partnerships and stakeholders at the table. These relationships with organizations like Everytown USA, National Institute of Criminal Justice Reform, the California Partnerships for Safe Communities, and Moms Demand Action, must be built, maintained and sustained. Intensive coordination and case management is needed, and that isn't possible without more staff. Having these additional staff members will give the executive director and policy manager space and time to focus on higher level work and leadership.

Equity Impacts

Gun violence disproportionately impacts Portland's communities of color, particularly Black Portlanders. While African Americans make up only 5.7% of the city's population, 50.8% of the city's shooting victims and suspects are African American.

Portland cannot be equitable until everyone is equally safe from community violence. The work of the Office of Violence Prevention in serving African American communities and other communities of color is crucial to increasing equity in the city.

With increased FTE, the office will increase its capacity to do this equity-driven work. Increased capacity will allow the office to serve more families, partner with more community agencies, and ultimately be more effective in its work of preventing violence that largely affects Portlanders of color.

2020-21 FALL Requested Adj	
Personnel	223,756

2020-21 FALL Requested Adj	
General Fund Discretionary	223,756

SA - Special Appropriations

DP Type

Technical Adjustments

Request Name: 11059 -COVID Incident Budget Adjustments

Package Description

CARES CRF Budget Adjustments

Service Impacts

Technical adjustments include budgeting for an IA with PHB for storage space and correcting a budget load allocation to PHB that should have been budgeted to OMF to cover the IGA with Multnomah County for the City/County Cost share agreement.

Equity Impacts

2020-21 FALL Requested Adj	
External Materials and Services	-3,750
Internal Materials and Services	3,750
External Materials and Services	-7,500
Internal Materials and Services	7,500

SA - Special Appropriations

DP Type

Contingency

Request Name: 11060 -COVID Incident Budget Fund Balance Carryover

Package Description

Fund balance carryover request to recognize funding that was set aside for COVID in FY 19/20 to cover COVID related expense not covered by federal funds and to cover FEMA match.

Service Impacts

FEMA projects have not been finalized and the allocation set aside will be carried forward to FY 20/21 to cover incident related expense not covered by federal funds and to cover FEMA match expenses.

Equity Impacts

2020-21 FALL Requested Adj	
External Materials and Services	1,650,000

2020-21 FALL Requested Adj	
Beginning Fund Balance	1,650,000

SA - Special Appropriations

DP Type

New Revenue

Request Name: 11061 -COVID FY 20/21 FEMA Projects

Package Description

Special Appropriations package to recognize FY 20/21 FEMA funded COVID projects.

Service Impacts

FEMA issued a disaster declaration in FY 19/20 and due to the ongoing COVID pandemic FEMA has not issued an end date for the disaster declaration. The city will continue to submit potential allowable expenses to FEMA in FY 20/21 and this package budgets for projected allowable expenses.

Equity Impacts

2020-21 FALL Requested Adj	
External Materials and Services	2,000,000

2020-21 FALL Requested Adj	
Intergovernmental	2,000,000

SA - Special Appropriations DP Type New GF Request

Request Name: 11079 -COVID Food Security

Package Description

Requesting \$7,950,000 to increase funds available for food gift cards, food box distribution, and culturally specific foods: \$2,275,000 October through December and \$5,675,000 for January – June, for a total request of \$7,950,000.

As part of the City’s Emergency Coordination Center (ECC) work, the City has partnered with over 50 community-based organizations (CBOs) to assist Portland residents most affected by the pandemic. Ongoing supports provided by the Food Security Project includes food gift cards, food box distribution to CBOs and households directly, and culturally specific foods. We also recently concluded the summer free Lunch + Play program for children.

In May, this effort received a budget of about \$4,500,000 through December 2020. To date, we have distributed over 2000 food gift cards, delivered about 20,000 food boxes, and provided over 110,000 free lunches to children.

Requests for support from the community have surpassed our response capacity—particularly for culturally specific foods. This additional appropriation will allow the Food Security Project to distribute additional food gift cards with CBOs; double the number for food boxes delivered for the remainder of 2020, then tripling it through June; and, provide nearly 10 times the May allocation for culturally specific food sourcing in collaboration with ethnic grocers and other organizations.

Increasing our investment in culturally specific foods is important because of upcoming changes to the USDA Farmers to Families programs. We know the USDA is currently soliciting proposals for the 3rd round of investments in the Farmers to Families program. We are hearing from local suppliers that the content of food box—which consistently exclude culturally specific foods—will change beginning in October. While we do not have specific details the box content yet, it appears likely that future food boxes will offer large quantities of dairy products, which many immigrants and communities of color do not eat. Our teams anticipate these food box changes will further exacerbate demand for culturally specific foods at area food pantries, who are also seeing unprecedented need for these food items.

With considerable investment in community from CARES funding, many concerned residents want to be assured that those funds are being equitably distributed among CBOs. The ECC Food Security Project regularly reviews its CBO partners with other Bureaus and Multnomah County to maintain alignment with this goal. Most recently, we undertook a preliminary analysis of organizations served by the ECC Food Security Project and the Portland Housing Bureau’s CARES-funded household assistance program. This research shows only about one-quarter of CBOs are dually served by both efforts. We are concerned that without a secure and strong food program component within the City’s emergency response, many of the CBOs we serve will likely face challenges consistently addressing ongoing food security needs. Although we recognize that community need is great and we will not be able to meet all requests going forward, securing additional budget will help our most affected community members maintain consistent and predictable support through the rest of this fiscal year.

Service Impacts

If this request is not funded, the City will stop providing food gift cards, food boxes, and culturally specific foods in January. We will reinforce this expectation with CBOs right away; however, it seems highly unlikely that CBOs or other food network partners will be able to backfill with other resources, given the extent of need. It is probable that food insecurity in the community will increase because those households that have relied on us will have to do without, or further reduce expenditures on food.

Equity Impacts

All of the CBOs we work with are centered in service to Black, Indigenous, or other communities of color, people with disabilities, immigrants and refugees, and/or people in public housing. These are the communities hardest hit by the current pandemic. Because of institutionalized racism and ableism, they also experience barriers to accessing other programs meant for everyone in need. For example, we have found that even the most basic culturally specific foods are not adequately, nor consistently, provided by traditional emergency food programs. In addition to prioritizing the needs of BIPOC, immigrant, refugee, and disability communities, this effort also prioritizes smaller organizations that are led by members of communities they serve. The model of service means every CBO is assigned a City employee as their advocate. Advocates check in with their CBOs regularly and act as a navigator for other City services they may need. In this way, the effort also seeks to strengthen local institutions, support leaders in historically underserved communities, and earn trust in City government.

2020-21 FALL Requested Adj	
External Materials and Services	7,950,000
2020-21 FALL Requested Adj	
General Fund Discretionary	7,950,000

SA - Special Appropriations

DP Type

New GF Request

Request Name: 11081 -COVID Household Essentials

Package Description

Requesting \$50,000/month for January – June to purchase household essentials and distribute them in partnership with Community-Based Organizations (CBOs).

As part of the City’s Emergency Coordination Center (ECC) work, the City has partnered with about 80 CBOs to assist Portland residents most effected by the pandemic. Supports provided included information about community resources like COVID testing, food banks, and grants from the City and other agencies; support letters for grant applications; and direct provision of household supplies, to be distributed by the CBOs.

In May this effort received a budget of \$160,000 (\$20,000 month through December 2020) to purchase household and hygiene essentials such as soap, tampons, diapers, and toilet paper for distribution through the CBOs. We were able to meet or nearly meet requests for the first two months, but requests have risen steadily since May. In August we received \$50,000 of requests and needs continue to increase. Diapers and toilet paper are the most-requested items.

Recognizing that the community needs are great and we will not be able to meet all requests going forward, additional budget would help us fulfill priority requests for the rest of the fiscal year.

We are also working to meet needs in other ways, including creating donation opportunities online and in person, seeking corporate donations, and recruiting volunteer grant writers to assist CBOs as they apply for resources from other sources.

Service Impacts

If this request is not funded, then the City will stop providing household and hygiene supplies to CBOs in January. We will set this expectation with CBOs right away; however, it seems highly likely that CBOs will not be able to backfill with other sources, given the extent of need. In that case, households that have relied on us will have to do without, or further reduce expenditures on food or rent in order to purchase these items.

Equity Impacts

All of the CBOs we work with are centered in service to Black, Indigenous, or other communities of color, people with disabilities, immigrants and refugees, and/or people in public housing. These are the communities hardest-hit by the current pandemic, and because of institutionalized racism and ableism, these communities also experience barriers to accessing other programs meant for everyone in need. In addition to prioritizing the needs of BIPOC, immigrant, refugee, and disability communities, this effort also prioritizes smaller organizations that are led by members of communities they serve. The model of service means every CBO is assigned a City employee as their advocate. Advocates check in with their CBOs regularly and act as a navigator for other City services they may need. In this way, the effort also seeks to strengthen local institutions, support leaders in historically underserved communities, and earn trust in City government.

The current effort is meeting a small portion of need; expanding it and continuing it through the end of this fiscal year will make a difference for communities in need, that we have failed to serve equitably in the past.

2020-21 FALL Requested Adj	
External Materials and Services	300,000

2020-21 FALL Requested Adj	
General Fund Discretionary	300,000

SA - Special Appropriations DP Type New GF Request

Request Name: 11083 -COVID Portland'5 Emergency Funding

Package Description

Would provide up to \$2.5M from the City's General Fund in emergency operating support to assist the Portland'5 Centers for the Arts through a COVID-19-related closure period lasting through June 2021. Current Portland'5 funds and City/State CARES Act assistance are anticipated to sustain the organization at minimum levels only through January 2021. This special appropriation is in addition to the annual operating and capital support allocation required under the City's agreement with Metro of 981,313 which is included in the adopted FY20-21 budget.

Portland'5's current minimum monthly operating costs are between \$500k and \$600k. Although some 75% of Portland'5 staff have been laid off, this level of spending maintains the organization's minimum administrative, booking, building engineering and marketing functions, as well as fixed facility costs, assuring that when events return, Portland'5 and the venues will be ready to host them. If the current COVID-19 ban on large events is lifted prior to June 2021 and Portland'5 is able to once again generate some revenues, the full amount of this allocation would not be needed. Similarly, if Portland'5 receives other financial assistance, the full amount of this additional request will not be needed.

If Portland'5 does not receive this allocation or other assistance, and the large event ban continues beyond January 2021, operational responsibility for the buildings could be returned by Metro to the City. If that were to occur, the City will have two primary short-term options:
1. Assume the Portland'5 organization into the City's structure along with the ongoing minimum operating costs (~\$500k/month).
2. Dissolve Portland'5, mothball the buildings, and assume approximately \$200k/month in immediate ongoing costs associated with building management and payments of unavoidable costs such as insurance and the land lease. Those expenditures are not in the adopted budget. In this scenario, the City would also have to bear the costs of obtaining a new operator of the buildings once events are allowed to resume or assume the responsibility of operating them itself.

Service Impacts

The City-owned performing arts venues provide an invaluable service to Portlanders. They are the premiere facilities of their type in the state and generate significant economic activity as well as enriching the cultural entertainment opportunities for the region. The venues have been operated successfully for many years by Portland'5 (part of Metro) under the oversight of the Metropolitan Exposition and Recreation Commission (MERC). Some 80% of Portland'5's revenue comes from events and now it has all stopped coming. Declines in transient lodging taxes will result in further budget cuts this year. This critical cultural infrastructure requires the City's assistance if it is to survive the COVID-19 closure intact.

Equity Impacts

Portland'5's mission goes far beyond simply being an event venue operator. The organization is heavily invested in improving lives through the arts and making shows accessible to the most economically challenged residents of our region. Working with their foundation, Portland'5 serves over 12,000 students from Title 1 schools in the region with in-classroom arts and culture materials as well as attendance at shows in the theaters. In addition, Portland'5 supports free and reduced ticket price options for those in need.

Portland'5 is a critical piece of the region's arts and culture educational infrastructure. This decision package preserves that capacity for a post COVID-19 recovery.

2020-21 FALL Requested Adj	
External Materials and Services	2,500,000

2020-21 FALL Requested Adj	
General Fund Discretionary	2,500,000

SA - Special Appropriations

DP Type

New GF Request

Request Name: 11084 -COVID Hygiene Response

Package Description

People experiencing homelessness are at risk for infection during community spread of COVID-19. Continuing homeless services during community spread of COVID-19 is critical. Emergency shelters and the City's Outdoor Social Distancing Locations are at capacity, leaving thousands of unsheltered Portlanders without options to access emergency services. During these emergencies, the City must provide adequate restroom/water access for those living outdoors so that they can attend to their basic human needs. Funding will cover 200 portable hygiene stations and regular cleaning that have been set up around the Portland area and additional expense related to support Portland Parks brick and mortar bathrooms January-June. Currently these expenses are being covered with federal funds. ECC Finance will continue to submit eligible expense to FEMA for potential reimbursement through the end of the disaster declaration. If this package is funded and FEMA continues to fund all or a portion of the expense an adjustment can be made in the Spring BMP to return funds to the general fund.

Service Impacts

If the package is not funded the hygiene stations will have be removed and Parks bathrooms will return to normal operating services.

Equity Impacts

Hygiene stations have been distributed throughout Portland to meet hygiene needs for our houseless population.

2020-21 FALL Requested Adj	
External Materials and Services	1,075,000

2020-21 FALL Requested Adj	
General Fund Discretionary	1,075,000

SA - Special Appropriations

DP Type

New GF Request

Request Name: 11085 -COVID ECC Response

Package Description

Continue current service level ECC activation through June 2021 which includes staffing, procurement of citywide PPE, Safety and Operating Supplies, Fire Bureau Support to Multnomah County for testing and communication/translation services.

Service Impacts

To avoid employees being laid off employees were redeployed to the ECC to staff critical ECC positions that the ECC was not able to staff from bureaus. These positions will be covered with federal CARES funds through December but without funding January-June 2021 the ECC will lose critical staffing. This request includes an extension of funding to cover citywide PPE, Safety and Operating Supplies, Fire Bureau staffing for testing centers and communication/translation expenses that are currently being covered with federal funding. ECC Finance will continue to submit eligible expenses to FEMA through the duration of the disaster declaration but it is unknown at this time when FEMA will issue an end date. If FEMA funding is received for any ECC expenditures an adjustment can be made in the Spring BMP to return funding to general fund.

Equity Impacts

Hiring at the ECC is conducted much like normal internal hiring, via Neogov applications. Applicants are reviewed for appropriate skill match and interviewed by a panel, using a standard interview question template which includes two equity questions. The ECC Command Emphasis centers equity considerations in emergency response, and all Responders must demonstrate understanding of these concepts and commit to upholding these principles in all aspects.

2020-21 FALL Requested Adj	
External Materials and Services	1,600,000

2020-21 FALL Requested Adj	
General Fund Discretionary	1,600,000

SA - Special Appropriations

DP Type

New GF Request

Request Name: 11086 -COVID Houseless Response

Package Description

Shelters provide vital spaces for unhoused members of the community to rest, access food and hygiene, and connect to housing services. People without permanent housing may have medical conditions, substance use or mental health challenges exacerbated by homelessness, and may not have adequate access to hygiene facilities. These conditions make our unhoused residents particularly vulnerable to communicable diseases. In coordination with OMF the ECC has opened 3 emergency outdoor shelters (called C3PO), serving 135 unsheltered individuals. This package will allow the current service level of funding to continue after the city's federal funds are exhausted which is December 2020. The City has submitted the project to FEMA for potential reimbursement, but we are unsure if approved how long the FEMA funds will be available. We will continue to submit expenses to FEMA and if this package is funded and funds are extended through June, we will submit a budget adjustment returning funds to the general fund during the Spring BMP process.

Service Impacts

The City will have to shut down the 3 outdoor shelters if funding is not allocated to this program. The outdoor shelters can serve up to 135 unsheltered individuals.

Equity Impacts

The shelters are necessary to help the most vulnerable unhoused people safely shelter-in-place during the coronavirus pandemic. One of the sites prioritizes people who identify as LGBTQ, another is for people of color, and a third is for a blended population including older adults, women, and people with disabilities.

2020-21 FALL Requested Adj	
External Materials and Services	1,050,000

2020-21 FALL Requested Adj	
General Fund Discretionary	1,050,000

Prior Year Fund Reconciliation Report

Special Appropriations

100 - General Fund

EXPENDITURES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Personnel	897,086	899,498	100.27%
External Materials and Services	13,194,067	11,779,408	89.28%
Internal Materials and Services	481,618	479,672	99.6%
Contingency	0	0	
Fund Transfers - Expense	500,000	500,000	100%
TOTAL EXPENDITURES	15,072,771	13,658,578	90.62%

REVENUES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Intergovernmental	0	105,656	
Miscellaneous	0	2,621	
General Fund Discretionary	14,502,911	0	0%
Interagency Revenue	388,775	221,389	56.95%
General Fund Overhead	181,085	0	0%
TOTAL REVENUES	15,072,771	329,666	2.19%

Expenditure Discussion

Due to COVID many of the Special Appropriations grantees were unable to fully expend their grants in FY 19/20. Per guidance from Council grantees were allowed to submit budget, scope and time extension request. Unspent funds will be requested through carryover request in the Fall BMP process.

Revenue Discussion

Special Appropriations

Prior Year Fund Reconciliation Report

Special Appropriations

214 - Public Election Fund

EXPENDITURES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Personnel	260,198	262,327	100.82%
External Materials and Services	3,087,093	2,193,375	71.05%
Internal Materials and Services	44,247	32,085	72.51%
TOTAL EXPENDITURES	3,391,538	2,487,787	73.35%

REVENUES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Charges for Services	0	15,196	
Miscellaneous	0	10	
General Fund Discretionary	0	0	
Fund Transfers - Revenue	2,216,472	2,216,472	100%
Beginning Fund Balance	1,175,066	0	0%
TOTAL REVENUES	3,391,538	2,231,678	65.80%

Expenditure Discussion

Due to the unknown amount of match requests in an election year, potential expenses are projected based on number of candidates and the budgeted is allocated based on those projections. During the Spring BMP the fund did reduce budget and retained the amount anticipated would be utilized for matching funds. The amount of matching funds requested did not fully reach the amount of budgeted funds. Per code the unused funds will be carried forward to be utilized in future election years.

Revenue Discussion

Special Appropriations

Prior Year Fund Reconciliation Report

Special Appropriations

217 - Grants Fund

EXPENDITURES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Personnel	2,275,000	2,082,565	91.54%
External Materials and Services	15,552,571	2,906,214	18.69%
Internal Materials and Services	10,400	25,917	249.21%
TOTAL EXPENDITURES	17,837,971	5,014,696	28.11%

REVENUES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Intergovernmental	16,187,971	3,851,985	23.8%
Miscellaneous	0	349,459	
Fund Transfers - Revenue	1,650,000	1,650,000	100%
TOTAL REVENUES	17,837,971	5,851,444	32.80%

Expenditure Discussion

FEMA and CARES CRF federal funds were budgeted to cover projected COVID related expense in FY 19/20. Underutilized FEMA and CARES CRF funds will be budgeted in FY 20/21 since both sources of funding extend into FY 20/21. CARES CRF programs will be 100% complete by the end of the calendar year and many of the FEMA funded programs will continue into FY 20/21.

Revenue Discussion

Special Appropriations

Line No.	PO No. & Line	PO Date	Vendor No.	Vendor Name	Comm. Item		FY 2020 Begin Encumbrances	Svcs Recd Thru Date	Accrual JE Number	Accrual Actual Invoice	Accrual Estimated Amount	Advance Accrual Actual Invoice	Advance Accrual Estimated Amount	Final Invoice Actual Amount	Variance/Encumbrance Carryover
					Funds Centers No.	Item No. Functional Area No.									
555	22278089 -10	6/29/2020	100767	REGIONAL ARTS & CULTURE COUNCIL	MFSAD00010	549000	PRSA000000000000G	NOT-RELEVANT							49,000.00
1242	22278776 -10	6/1/2020	121840	PRIDE NORTHWEST INC	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008836					25,000.00
1799	22278762 -10	3/17/2020	111170	LUTHERAN COMMUNITY SERVICES NW	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008838				10,171.72	
1800	22273761 -10	3/17/2020	121765	COMMUNITIES UNITED FOR PEOPLE	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008840				18,750.00	
1801	22273760 -10	3/17/2020	110829	ASIAN PACIFIC AMERICAN NETWORK OF O	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008842				20,000.00	
2004	22271941 -10	2/14/2020	101989	LATINO NETWORK	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008845				8,458.82	
2005	22271940 -10	2/14/2020	100995	RESOLUTIONS NORTHWEST	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008833	8,925.07			25,000.00	
2065	22271620 -10	2/11/2020	100767	REGIONAL ARTS & CULTURE COUNCIL	MFSAD00010	521000	PRSA000000000000G	NOT-RELEVANT						10,000.00	
2128	22270981 -20	1/29/2020	117094	DENNIS ROSENBAUM	MFSAD00030	521100	CDSA000000000000G	NOT-RELEVANT						47,430.45	
2129	22270981 -30	1/29/2020	117094	DENNIS ROSENBAUM	MFSAD00030	521100	CDSA000000000000G	NOT-RELEVANT						30,834.00	
2190	22270437 -10	1/21/2020	105928	CENTER FOR INTERCULTURAL ORGANIZING	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008847				22,500.00	
2291	22269610 -10	1/3/2020	109951	VOZ WORKERS RIGHTS EDUCATION	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008849				15,000.00	
2341	22269190 -10	12/20/2019	104681	METROPOLITAN FAMILY SERVICE INC	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008745	7,500.00			86,842.29	
2351	22269113 -10	12/19/2019	100786	FAIR HOUSING COUNCIL OF OREGON	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008850	43,084.98			21,493.01	
2453	22268199 -10	12/4/2019	105767	OREGON STATE	MFSAD00040	529000	CDSA000000000000G	NOT-RELEVANT						20,000.00	
3021	22263786 -20	9/11/2019	102357	CHRISTINE RAINS GRAPHIC DESIGN	MFSAD00001	521000	CDSA000000000000G	NOT-RELEVANT						7,432.50	
3241	22262397 -10	8/14/2019	114760	ALMALUNA LLC	MFSAD00037	529000	CDSA000000000000G	NOT-RELEVANT	6/30/2020	2200008826	672.56			1,307.50	
3295	22261960 -10	8/7/2019	101357	PORTLAND OPPORTUNITIES IND CNTR INC	MFSAD00023	529000	CDSA000000000000G	NOT-RELEVANT						55,128.68	
3297	22261958 -10	8/7/2019	101357	PORTLAND OPPORTUNITIES IND CNTR INC	MFSAD00023	529000	CDSA000000000000G	5/26/1950						28,220.57	
3570	22260331 -10	7/10/2019	121224	WELCOME HOME HOUSING	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						752.88	
3594	22260255 -10	7/10/2019	100619	NATIVE AMERICAN YOUTH AND	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						30,000.00	
3595	22260253 -10	7/10/2019	121242	FOSTERCLUB INC	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						9,340.00	
3699	22259823 -10	7/3/2019	105739	MULTNOMAH COUNTY	MFSAD00038	529000	CDSA000000000000G	NOT-RELEVANT						154,397.76	
3803	22259343 -10	6/26/2019	119856	DESIREE WILLIAMS-RAJEE LLC	MFSAD00001	521000	CDSA000000000000G	NOT-RELEVANT						15,159.50	
3861	22258491 -10	6/17/2019	103672	KENTON ACTION PLAN	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						8,669.77	
3907	22257842 -10	6/5/2019	121558	MUSICPORTLAND	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						7,000.00	
3934	22257459 -10	5/29/2019	100177	ROSE COMMUNITY DEVELOPMENT	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						0.17	
3947	22257338 -20	5/24/2019	121090	CALIFORNIA PARTNERSHIP FOR SAFE	MFSAD00023	521000	CDSA000000000000G	NOT-RELEVANT						43,859.33	
3954	22257117 -10	5/22/2019	109772	JOHNSON ECONOMICS LLC	MFSAD00001	521000	CDSA000000000000G	NOT-RELEVANT						8,853.75	
3985	22256702 -10	5/15/2019	101223	RAFAEL HOUSE OF PORTLAND	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						11,210.00	
4033	22255885 -10	5/2/2019	100600	CONSTRUCTING HOPE	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						12,500.00	
4043	22255673 -10	5/1/2019	101156	CASCADIA BEHAVIORAL HEALTHCARE INC	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						15,913.20	
4134	22253994 -10	4/1/2019	100464	BONNEVILLE ENVIRONMENTAL FOUNDATIO	MFSAD00039	529001	CDSACM0000000000G	NOT-RELEVANT						75,000.00	
4139	22253676 -20	3/25/2019	119361	HACK OREGON	MFSAD00040	529000	CDSA000000000000G	NOT-RELEVANT						120,500.00	
4740	22246240 -10	11/6/2018	118242	CASCADE ENVIRONMENTAL GROUP	MFSAD00001	529000	CDSA000000000000G	NOT-RELEVANT						3,593.75	
4741	22246852 -10	10/30/2018	101989	LATINO NETWORK	MFSAD00001	529001	CDSA000000000000G	NOT-RELEVANT						16,692.65	
4776	22245347 -30	10/22/2018	100619	NATIVE AMERICAN YOUTH AND	MFSAD00023	529000	CDSA000000000000G	NOT-RELEVANT						170,088.43	
5008	22240408 -30	7/30/2018	101103	IRCO	MFSAD00023	529000	CDSA000000000000G	NOT-RELEVANT						27,890.84	
5028	22240276 -20	7/26/2018	101357	PORTLAND OPPORTUNITIES IND CNTR INC	MFSAD00023	529000	CDSA000000000000G	NOT-RELEVANT						91,554.67	
5028	22240276 -10	7/3/2019	121284	FORUM BUILDING LLC	MFSAD00030	544100	MFSAD000030	NOT-RELEVANT	6/30/2020	2200008798	2,469.08			3,271.64	
	no PO		110629	JOYE LLC dba SippingResources & Interpret	MFSAD00030	529000	MFSAD000030	NOT-RELEVANT	6/30/2020	2200008799	668.00			668.00	