




Office of Mayor Charlie Hales
City of Portland

DATE: September 30, 2013
TO: City Budget Office
CC: Jane Braaten, Business Operations Division
FROM: Mayor Charlie Hales 
SUBJECT: Office of the Mayor FY 2013-14 Fall BMP Submission

Please accept the FY 2013-14 Fall BMP submission for the Office of the Mayor.

This Fall BMP submission includes the following requests:

- Interagency adjustments in the amount of \$666 due to new PERS rates being implemented into the Internal Service Fund rates
- \$272,185 encumbrance carryover request for multiple contracts
- \$529,963 advance carryover request for contracts payments that are awaiting recovery
- \$1,410 request to cover legal fees related to labor agreements
- \$15,000 request to cover payments made for Last Thursday events
- \$16,000 request to cover costs associated with the weekend street closures in the Entertainment District
- Technical adjustments to better align funds to program costs
- \$47,189 request to budget a grant accepted by Council in FY 2012-13 for the Office of Youth Violence Prevention to provide a Gang Impacted Family Team (GIFT) Coordinator and public service phone number

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

Please contact Gail Shibley from my staff, or budget liaison Kristin Johnson, with any questions.

Thank you,

Mayor Charlie Hales

Enc:
Prior Year Business Area Reconciliation Report
Budget Amendment Requests
Encumbrance Carryover Worksheet
Decision Package Status Update Report

BUDGET AMENDMENT REQUEST

Office of the Mayor

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

MY_001 - Mayor-IA Reductions for new PERS rates

This request reduces the internal materials and services budget by \$666 due to the PERS rate decrease. The savings will be moved to Personnel Services.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MY_002 - Mayor-Encumbrance Carryovers

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) #20002733-Black United Fund of Oregon-\$6000; 2) #22097084--Centennial School District-\$2260; 3) #22097048-David Douglas-\$12,430; 4) #22074099-First Student-\$355; 5) #20002215-Fred Meyer-\$14,250; 6) #22096867-IRCO-\$1627; 7) #22097089-IRCO-\$4140; 8) #22097088-Multnomah County-\$4053; 9) #22097086-Open Meadow Alternative School-\$2430; 10) #22124035-Portland Opportunities-\$5399; 11) #22074291-Environmental Commuter Options-\$56; 12) #22105604-Environmental Commuter Options-\$4148; 13) #22096797-Worksystems Inc-\$9905; 14) #22100750-Worksystems Inc-\$10,000; 15) #22124949-Worksystems Inc-\$195,000; 16) #22077054-YMCA of Columbia Willamette-\$132.

Dollar Amount: \$272,185
Type: Encumbrance Carryover Request
Resources: General Fund Discretionary

MY_003 - Mayor-Advance Carryover Requests

This package requests the following advance carryovers: 1) #22100746-Ceasefire Oregon-\$23,750; 2) #22111966-All Hands Raised-\$185,000; 3) #22073880-Portland Community College (Vendor 109676)-\$214,519; 4) #22093692-Portland Community College (Vendor 109676)-\$1780; 5) #22103611-NAYA-\$10,639; 6) #22103616-IRCO-\$23,430; 7) #22114199-IRCO-\$1105; 8) #22109400-First African Methodist-\$1040; 9) #22074648-REAP, INC-\$4,500; 10) #22124035-POIC-\$1,800; 11) #22101763-POIC-\$4,500; 12) #22101620-Home Forward-\$2,900; 13) #22099593-All Hands Raised-\$55,000

Dollar Amount: \$529,963
Type: Encumbrance Carryover Request
Resources: General Fund Discretionary

MY_004 - Mayor-Legal Services Contingency Request

This request is for \$1410 in one-time General Fund discretionary to pay for labor advice to the Mayor's Office provided by Barron Liebman LLP.

Dollar Amount: \$1,410
Type: New Request
Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of the Mayor

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

MY_005 - Mayor-Last Thursday Costs Contingency Request

This request is for \$15,000 in one-time General Fund discretionary to pay for the costs associated with holding the Last Thursday events. These are city-wide expenses currently being paid out of the Mayor's Office budget.

Dollar Amount: \$15,000
Type: New Request
Resources: General Fund Discretionary

MY_006 - Mayor-Entertainment District Costs Cont Request

This request is for \$16,000 in one-time General Fund discretionary to pay for a portion of the costs associated with the weekend street closures in the Entertainment District. These are city-wide expenses currently being paid out of the Mayor's Office budget.

Dollar Amount: \$16,000
Type: New Request
Resources: General Fund Discretionary

MY_007 - Mayor-Technical adjustments

These net zero budget adjustments reallocate the Mayor's Office budget within the major object codes to better align the budget with projected spending.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MY_008 - Mayor-Move Encumbrance to MFSA23

This request moves an encumbrance carryover from the Mayor's Office budget to MFSA000023.

Dollar Amount: **(\$5,399)**
Type: New Request
Resources: General Fund Discretionary

MY_009 - Budget GIFT Grant

This request budgets funds in the Grants Fund in the amount of \$47,189 from the State of Oregon, Youth Development Council to provide a Gang Impacted Family Team (GIFT) Coordinator and a public service phone number. This grant was accepted by Council late in FY 2012-13. This request budgets those funds for use in FY 2013-14.

Dollar Amount: \$47,189
Type: New Request
Resources: Grants

BUDGET AMENDMENT REQUEST

Special Appropriations

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

SA_006 - MFSA23-Transfer Enc Carryover from Mayors Office

This request transfers an encumbrance carryover from the Mayors Office to Special Appropriation MFSA000023.
This request is in conjunction with MY_008.

Dollar Amount: \$5,399

Type: New Request

Resources: General Fund Discretionary

**Prior Year Business Area Reconciliation Report
Office of the Mayor**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
Office of the Mayor			
EXPENDITURES			
Personnel Services	\$2,176,976	\$1,870,903	86%
External Materials and Services	\$2,804,872	\$1,435,458	51%
Internal Materials and Services	\$390,035	\$372,339	95%
Fund Transfers - Expense	\$21,500	\$21,500	100%
TOTAL EXPENDITURES	\$5,393,383	\$3,700,201	69%
REVENUES			
Charges for Services	\$0	\$213	0%
Intergovernmental Revenues	\$122,554	\$122,554	100%
Interagency Revenue	\$605,543	\$605,543	100%
Miscellaneous	\$0	\$9,816	0%
General Fund Discretionary	\$3,284,868	\$0	0%
General Fund Overhead	\$1,380,418	\$0	0%
TOTAL REVENUES	\$5,393,383	\$738,126	14%

Bureau Reconciliation Narrative

Personnel Services and External Materials and Services actuals are down because in FY 2012-13 the Mayor's Office transitioned to a new administration. During this transition, strategic decisions were made that have resulted in a lower level of staffing and changes in contractual spending.

Office of the Mayor

Reduce Police IA 0.4 FTE	
This decision package eliminates the 0.4 FTE being funded by an interagency with the Police Bureau. The reduction amount of \$39,065 will be returned to the Police bureau.	
Status for Fall Performance Report: The position was eliminated and the money was returned to the Police bureau budget.	Status Complete

8% Reduction Packages	
The required 8% reduction equates to \$104,015. This reduction is achieved by eliminating a vacant Commissioner Administrative Support Specialist position and reducing funding for External Materials & Services.	
Status for Fall Performance Report: The vacant Commissioner Administrative Support Specialist position was eliminated and the external materials and services budget was reduced.	Status Complete

Reduce IA with Bureau of Planning & Sustainability	
This package reduces the interagency with Bureau of Planning & Sustainability by \$58,027 for a position in the Mayor's Office.	
Status for Fall Performance Report: The interagency was reduced.	Status Complete

Education Program	
This package includes \$450,750 in one-time General Fund discretionary to continue funding youth initiatives that drive the city towards greater equity and economic stability. It provides funding for three components: <ul style="list-style-type: none"> • Youth Engagement to continue youth leadership and community transformation through the Multnomah Youth Commission • Education Strategy Support to provide general support for College Access Campaign and Education Summit • Summer Youth Connect to continue funding interventions that prevent drop outs by connecting youth to career pathways 	
Status for Fall Performance Report: \$450,750 in one-time General Fund discretionary was added to the FY 2012-13 budget. Following the change in administration, strategic decisions were made which resulted in changes to spending in this area.	Status Complete

Cradle-to-Career

This add package provides \$235,000 in one-time General Fund discretionary to continue support for the regional effort to address educational challenges and disparities in Portland schools.

Status for Fall Performance Report:

The \$235,000 in one-time General Fund discretionary was provided to continue support for the regional effort to address educational challenges and disparities in Portland schools. Following the change in administration, strategic decisions were made which resulted in changes to spending in this area.

Status

Complete

Office of Youth Violence Prevention

This package includes \$143,343 in ongoing General Fund discretionary to continue support for ten gang violence outreach workers in the Office of Youth Violence Prevention.

Status for Fall Performance Report:

Ongoing General Fund discretionary was provided to the Office of Youth Violence Prevention to continue support for ten gang violence outreach workers.

Status

Complete

Mayor's Office Encumbrances - FY 2013-14 Fall BMP			
Advances Not Included			
Amt type2	Following year carryforward (commitme		
Row Labels	Sum of	Pynt Bdgt	Request
BLACK UNITED FUND OF OREGON			
20002733			
sponsorship/Black United Fund	6,000.00		\$ 6,000.00
CENTENNIAL SCHOOL DISTRICT			
22097084			
C3 Program	2,260.00		\$ 2,260.00
DAVID DOUGLAS SCHOOL DISTRICT			
22097048			
C3 Program	12,430.00		\$ 12,430.00
FIRST STUDENT			
22074099			
Summer Youth Conect - Transportation	354.90		\$ 355.00
FRED MEYER STORES INC			
20002215			
Gift Cards - Summer Youth Connect	14,250.00		\$ 14,250.00
IRCO			
22096867			
Career & college connections	1,626.80		\$ 1,627.00
22097089			
Career & college connections	4,140.00		\$ 4,140.00
MULTNOMAH COUNTY SCHOOL DISTRICT U2			
22097088			
c3 program Gresham Barlow	4,053.00		\$ 4,053.00
OPEN MEADOW ALTERNATIVE SCHOOL			
22097086			
Career & college site visits	2,430.16		\$ 2,430.00
PORTLAND OPPORTUNITIES			
22124035			
Coordinator for GIFT	5,398.50		\$ 5,399.00
THE ENVIRONMENTAL COMMUTER OPTIONS			
22074291			
summer youth connection transportation	56.45		\$ 56.00
22105604			
transportation services for youth	4,148.24		\$ 4,148.00
WORKSYSTEMS INC			
22096797			
Summer Youth Connect	9,904.51		\$ 9,905.00
22100750			
Summer work program	10,000.00		\$ 10,000.00
22124949			
Summer works program	195,000.00		\$ 195,000.00
YMCA OF COLUMBIA WILLAMETTE			
22077054			
Mult Youth Comm - Camp Collins	132.00		\$ 132.00
Grand Total	272,184.56		\$ 272,185.00

Office of the Mayor FY 2013-14 Fall BMP Advance Carryover Request

Vendor	Clearing	Clrng doc.	Stat	Type	Pstng Date	PO DOC	DocumentNo	Account	Assign.	LC amnt	Text	Notes
100299 REAP INC	6/18/2012	3100435772	CLEARED	AB	6/18/2012		3100435772	136100	20120618	(\$4,500.00)		
100299 REAP INC	6/18/2012	3100435772	CLEARED	AB	6/18/2012		3100435771	136100	20120618	\$4,500.00		
100299 REAP INC	6/18/2012	3100435772	CLEARED	AB	6/18/2012		3100435771	136100	20120618	(\$4,500.00)	Transfer Adv between PO	
100299 REAP INC	6/18/2012	3100435772	CLEARED	AB	6/18/2012		3100435772	136100	20120618	\$4,500.00	Transfer Adv between PO	
100299 REAP INC	6/18/2012	3100435772	CLEARED	AB	6/18/2012		3100435772	136100	20120618	\$4,500.00	Transfer Adv between PO	
100299 REAP INC			OPEN	ZP	7/13/2011		2000416447	136100	20110713	\$4,500.00	*Advance for REAP Summer Programs 2011	
REAP INC						22074648				\$4,500.00		
100619 NAYA			OPEN	KA	12/21/2012		1700001673	136100	20121221	(\$1,598.78)		
100619 NAYA			OPEN	KA	2/22/2013		1700001765	136100	20130222	(\$57,466.97)	CLEAR ADVANCE	
100619 NAYA			OPEN	ZP	8/10/2012		2000598013	136100	20120810	\$73,500.00	*Inv 62512 Advance 7/1/12-12/31/12 32000476	
100619 NAYA			OPEN	ZP	1/16/2013		2000666074	136100	20130116	\$73,500.00	*Adv Jan-June2013 Contract 32000476 Amend5 Inv1212	
ACCRUAL							1700002025			(\$3,795.28)		
ACCRUAL							1700002024			(\$73,500.00)		
NAYA						22103611				\$10,638.97		
101103 IRCO			OPEN	KA	4/5/2013		1700001818	136100	20130405	(\$12,896.26)	CLEAR ADVANCE	
101103 IRCO			OPEN	KA	4/8/2013		1700001819	136100	20130408	(\$12,673.28)	CLEAR ADVANCE W REFUND CK	
101103 IRCO			OPEN	ZP	8/10/2012		2000598048	136100	20120810	\$49,000.00	*Grant Agreement 32000477 Gang Outreach	
101103 IRCO			OPEN	ZP	1/16/2013		2000666102	136100	20130116	\$24,500.00	*Advance Jan-Jun2013 Contract 32000477 Amend#5	
ACCRUAL							1700002022			(\$23,395.50)		
IRCO										\$24,534.96		Carryover split between PO's as: 1104.5 on PO 22114199 and 23430.46 on PO 22103616
101357 PORTLAND OPPORTUNITIES			OPEN	KA	3/22/2013		1700001807	136100	20130322	(\$5,079.16)	CLEAR ADVANCE	
101357 PORTLAND OPPORTUNITIES			OPEN	KA	4/17/2013		1700001825	136100	20130417	(\$9,576.80)	CLEAR ADVANCE W REFUND CK	
101357 PORTLAND OPPORTUNITIES			OPEN	ZP	8/1/2012		2000593403	136100	20120801	\$122,500.00	*Advance inv 01-2012-2013 Grant Agreement32000584	
101357 PORTLAND OPPORTUNITIES			OPEN	ZP	6/26/2013		2000734776	136100	20130626	\$1,799.50	*Invoice #01 Qtr 1 Advance Contract 32000916 (GIFT Grant)	
101357 PORTLAND OPPORTUNITIES			OPEN	ZP	2/13/2013		2000678148	136100	20130213	\$146,988.06	*Advance Grant 32000584 Jan1-Jun30,2013	
101357 PORTLAND OPPORTUNITIES			OPEN	ZP	7/27/2012		2000591361	136100	20120727	\$4,500.00	PO 22101763 *Adv-Straightway Summer Yourh Employ Inv11574	
ACCRUAL							1700002039			(\$137,411.26)		
ACCRUAL							1700002028			(\$117,420.84)		
PORTLAND OPPORTUNITIES										\$6,299.50		Carryover split between PO's as: \$1,799.5 on 22124035 and \$4,500 on 22101763
106168 HOME FORWARD			OPEN	ZP	7/25/2012		2000590273	136100	20120725	\$2,900.00	PO 22101620 *Advance St Johns Woods Youth Prog yr 2012-13	
HOME FORWARD						22101620				\$2,900.00		
107197 BROTHERS & SISTERS KEEPERS			OPEN	KA	2/16/2012		1700001132	136100	20120216	(\$4,555.03)		
107197 BROTHERS & SISTERS KEEPERS			OPEN	ZP	11/9/2011		2000473824	136100	20111109	\$48,406.72	*2d advance contract 32000224 amend 4	
ACCRUAL							1700002027			(\$43,841.69)		
HOME FORWARD										\$0.00		
109676 PCC FOUNDATION			OPEN	ZP	6/29/2011		2000410464	136100	20110629	\$360,000.00	PO 22073880 *Advance Grant Future Connect Program	
109676 PCC FOUNDATION			OPEN	KA	12/12/2012		1700001662	136100	20121212	(\$145,480.70)	PO 22073880	
109676 PCC FOUNDATION			OPEN	ZP	4/11/2012		2000541569	136100	20120411	\$10,000.00	*INV 226 Comm Yth Action Grant	
109676 PCC FOUNDATION			OPEN	KA	3/4/2013		1700001782	136100	20130304	(\$8,220.00)	CLEAR ADVANCE	
PCC FOUNDATION										\$216,299.30		Carryover split between PO's as: \$214,519.3 on 22073880 and \$1,780 on 22093692
109690 ALL HANDS RAISED			OPEN	ZP	6/22/2012		2000574963	136100	20120622	\$55,000.00	*One-time advance per 32000791	
109690 ALL HANDS RAISED			OPEN	ZP	12/14/2012		2000653100	136100	20121214	\$185,000.00	*inv 2010-11-53 Contract 32000862 Adv FY2013 C2C	
ALL HANDS RAISED										\$240,000.00		Carryover split between PO's as: \$185,000 on 22111966 and \$55,000 on 22099593
112998 CEASEFIRE OREGON			OPEN	ZP	7/5/2012		2000580066	136100	20120705	\$23,750.00	*One-time payment per 32000817	
CEASEFIRE OREGON						22100746				\$23,750.00		
115269 FIRST AME			OPEN	ZP	10/31/2012		2000633872	136100	20121031	\$4,500.00	*Advance Contract 82000854 Connected Walk Prgm	
ACCRUAL							1700002006			(\$3,460.00)		
FIRST AME						22109400				\$1,040.00		
										\$529,962.73		