



To: City Budget Office
Commissioner Jo Ann Hardesty
Commissioner Mingus Mapps
Commissioner Carmen Rubio
Commissioner Dan Ryan
Mayor Ted Wheeler
Auditor Mary Hull Caballero

From: Director Lisa Pellegrino

Date: September 7, 2022

Subject: FY 2022-23 Fall BMP Submission of the Portland Children's Levy

Enclosed is the FY 2022-23 Fall BMP submission for the Portland Children's Levy. The Children's Levy Fall BMP submission includes all required reports.

The Children's Levy is not requesting any adjustments to its budget.

In FY 2021-22 all revenues and expenditures for the Children's Levy were within 10% of budget. We funded 87 large and 7 small grants for programs delivering early childhood, child abuse prevention/intervention, foster care, after school, mentoring and hunger relief services. In addition to regular program services, grantee organizations provided ongoing support to meet the basic needs of children and families throughout the second year of the pandemic.

Performance measure data for grant outcomes is currently being submitted by grantee organizations. After submissions are complete, and additional data is received from school districts, Levy staff will compile data for annual performance measures by the end of the calendar year.

In February 2022, the independent CPA firm Merina & Co. completed the compliance audit for the Children's Levy for FY 2020-21. They found the Levy to be in compliance with authorizing legislation, including being within the 5% cap on administrative expenditures.

The Children's Levy had one decision package in FY 2021-22. We added a Community Engagement Coordinator, who began work in August 2022. This position will coordinate the Children's Levy





community engagement. We are happy to announce that Racheal Nakhabala joined our staff in that role in August.

The Children's Levy had no budget notes in FY 2021-22. We have no capital programs and no encumbrance carryover.

Thank you for your consideration.



Prior Year Fund Reconciliation Report

Portland Children's Levy

216 - Children's Investment Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	909,819	858,551	94.37%
External Materials and Services	29,076,843	27,091,874	93.17%
Internal Materials and Services	57,226	56,307	98.39%
Contingency	713,446	0	0%
Fund Transfers - Expense	25,000	25,000	100%
TOTAL EXPENDITURES	30,782,334	28,031,732	91.06%

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Taxes	21,403,372	22,685,695	105.99%
Miscellaneous	0	153,611	
Fund Transfers - Revenue	379,962	379,962	100%
Beginning Fund Balance	8,999,000	0	0%
TOTAL REVENUES	30,782,334	23,219,268	75.43%

Expenditure Discussion

All major expenditure categories were within 10% of budget for the year.

Revenue Discussion

Revenues exceeded City Economist estimate by 5.99%. Miscellaneous revenues are interest on fund balance; no estimate of interest was available for budget creation.

Other Notes

Bureau Performance Narrative

Commissioner of Public Affairs

PCL administrative costs remain within the 5% of Levy funds. Audit of PCL performed by Merina and Co. in February 2022. The audit yielded no findings. The auditors indicated that PCL complied with authorizing legislation in all material respects.

92 grants were managed in FY21-22.

FY21-22 performance measure data for children served and outcomes are being submitted by grantee agencies and compiled by PCL staff. We expect this data to be available in December 2022. It will be reported to the PCL Allocation Committee at that time. It will be entered into BFM when available.

Key Performance Measures	Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
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PA_0002	Number of children served	OUTPUT	10,575	5,765	10,000	N/A	8,000	10,000	Data available in December 2022
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Other Performance Measures	Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
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CL_0005	Number of children served in Hunger Relief programs	OUTCOME	9,520	21,395	15,000	N/A	10,000	15,000	Data available in December 2022
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CL_0006	Percent of children in early childhood services programs who met age appropriate developmental milestones	OUTCOME	83	87	85	N/A	85	85	Data available in December 2022
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CL_0007	Percentage of parents participating in child abuse prevention and intervention programs who met parenting goal	OUTCOME	91	87	80	N/A	80	80	Data available in December 2022
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CL_0008	Percentage of foster youth served who met academic goals	OUTCOME	96	69	85	N/A	85	85	Data available in December 2022
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CL_0010	Percentage of youth in after-school programs who met youth development goals	OUTCOME	91	88	80	N/A	80	80	Data available in December 2022
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CL_0011	Percentage of youth in mentoring programs who met school engagement goals	OUTCOME	96	92	85	N/A	85	85	Data available in December 2022
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PA_0001	Administrative cost as percentage of cumulative tax revenue	EFFICIENCY	4.7%	4.7%	5.0%	4.7%	5.0%	5%	
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PA_0003	Number of administrative cost audits	WORKLOAD	1	1	1	1	1	1	Audit of FY21 completed in February 2022. No findings.
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PA_0004	Number of grant contracts managed	WORKLOAD	70	92	93	92	92	90	
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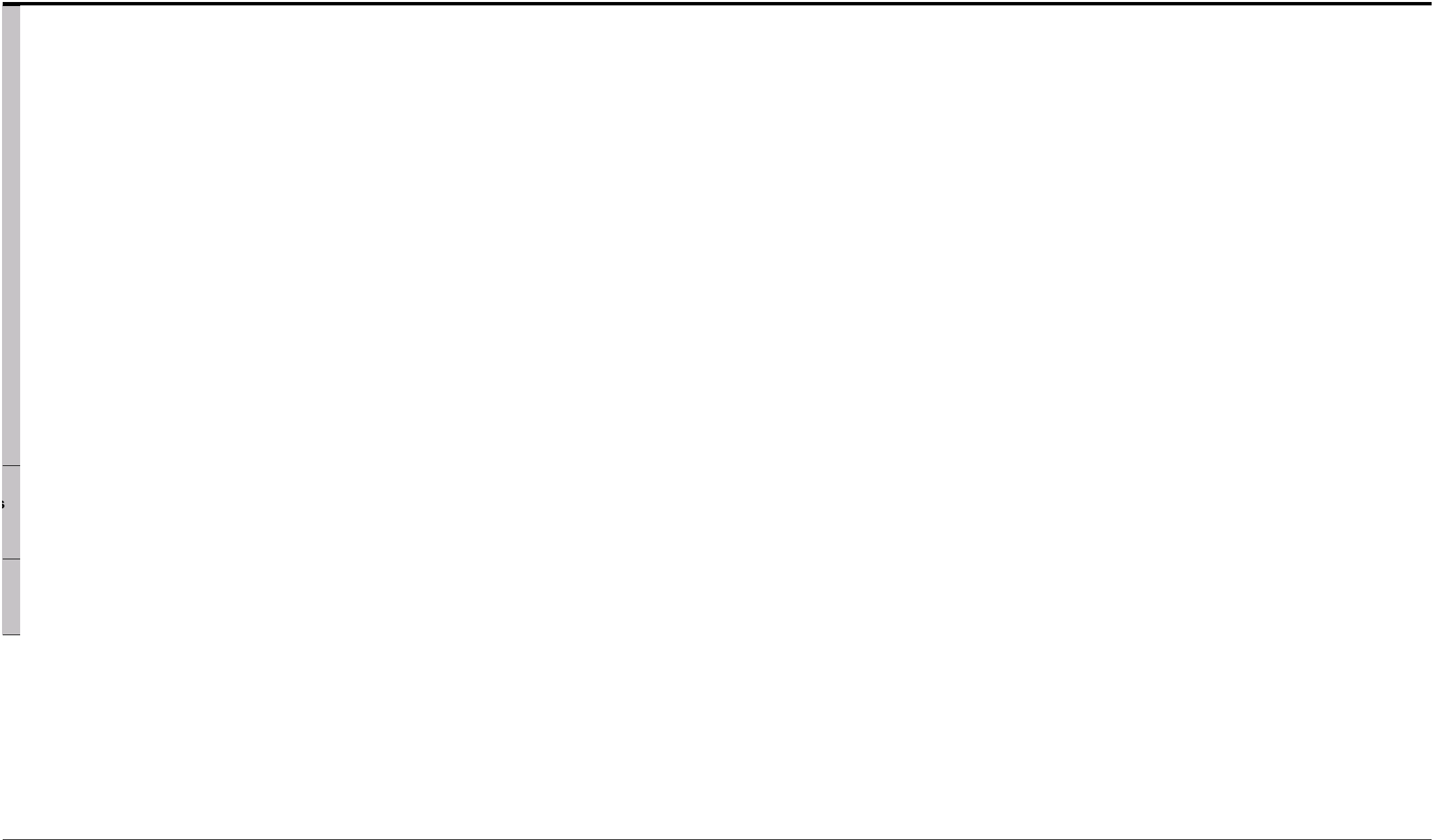
<p>This code is a unique identifier for each individual measure. The first two letters denote the bureau data owner of that measure.</p>	<p>This is a short name used to refer to the measure within the system when a longer title is infeasible. It is not used for publishing purposes.</p>	<p>This is the published title of the performance measure.</p>	<p>This is a brief (1-2 sentences) description of the outcomes for this performance measure. Explain apparent trends; compare to fiscal year and/or strategic targets. This is published on the performance dashboard for all measures.</p>	<p>Check this flag if the measure is available to the data owner in a more disaggregated form. Bureaus may indicate whether this detail is demographic, geographic, or both.</p>	<p>This flag is related to the Disaggregated Data Flag. This is where you indicate whether data is available disaggregated by demographic.</p>	<p>This is related to the Disaggregated Data Flag. This is where you indicate whether data is available disaggregated by geographic.</p>
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These fields can be updated in BFM-->Performance Mngmt-->Performance Measure Dimension-->Attributes Tab

Performance Measure Cd	Performance Measure Name	Measure Title	Graph Description	Disaggregated Data	Demographic	Geographic
CL_0005	Number of children served in Hunger Relief programs	Number of childr		0		0
CL_0006	Percent of children in early childhood services programs who met age appropriate developmental milestones	Percent of childr		0		0
CL_0007	Percent of parents participating in child abuse prevention/intervention programs who met parenting goals.	Percentage of p		0		0
CL_0008	Percent of foster youth served who met academic goals.	Percentage of fo		0		0
CL_0010	Percent of youth in after-school programs who met youth development goals.	Percentage of y		0		0
CL_0011	Percent of youth in mentoring programs who met school engagement goals.	Percentage of y		0		0
PA_0001	Admin cost as percent of tax revenue	Administrative c	The CHIF levy r	0		0

<p>flag is added to the aggregated flag. This is where you indicate if data is available for aggregated geography.</p>	<p>This denotes whether or not this measure should be published in the budget document.</p>	<p>Indicates the desired trend for this measure.</p>	<p>This indicates the accuracy and reliability of the data. High: data gathered by dependable processes and validated. Low: data gathered without validation, or without reliable method of quality assurance.</p>	<p>This should only be used for OMF divisions. This does not in anyway affect any other report other than OMF performance measures</p>	<p>This indicates the accuracy and reliability of the data. High: data gathered by dependable processes and validated. Low: data gathered without validation, or without reliable method of quality assurance.</p>	<p>Check the box if this measure is a Key Performance Measure. All measures should either be assigned "YES" or "NO."</p>	<p>This indicates how often the component variables of the measure are collected (options include transactional, weekly, monthly, quarterly, or intermittently).</p>	<p>This indicates whether this measure is a workload, output, outcome, or efficiency.</p>	<p>Aggregation is required to be selected when creating a new measure. "1" indicates that the measure can be summed across all accounting periods. "2" indicates the average of the data in the accounting periods should be taken.</p>	<p>For measures to be graphed in the budget document, enter a unit of measurement to be displayed on the Y-axis of the graph.</p>	<p>Mathematical equation used to calculate the measure.</p>	<p>This indicates the year that the bureau expects to achieve the strategic target (enter 4-digit year). For fiscal years, enter the year in which the FY ends.</p>	<p>Cite to Citywide bureau strategic plan reference in the creation of the strategic target</p>
<p>Measure</p>	<p>These fields can be updated in BFM-->Performance Mngmt-->Performance Measure Dimension-->Groups Tab. Please use the magnifying glass and select from the available options</p>									<p>These fields can be updated</p>			
<p>Graphical</p>	<p>Publish Measure</p>	<p>Desired Direction</p>	<p>Reliability</p>	<p>Division</p>	<p>Datatype</p>	<p>KPM</p>	<p>Frequency</p>	<p>Measure Type</p>	<p>Aggregation</p>	<p>Unit of Measure</p>	<p>Formula</p>	<p>Target Year</p>	<p>Strategic Plan</p>
	0 YES	UP	0	0	0	0	0	OUTCOME	1				
	0 0	0	0	0	0	0	0	OUTCOME	1				
	0 0	0	0	0	0	0	0	OUTCOME	1				
	0 0	0	0	0	0	0	0	OUTCOME	1				
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	0 0	0	0	0	0	0	0	OUTCOME	1				
	0 YES	NA	NA	7	NA	NA	NA	EFFICIENCY	1	NA	(blank)	NA	(blank)

the ide, u, or e/ nal gic n ced e on of gic et.	This describes how data is collected for this measure. Include data collection methods (survey forms, printed reports), data sources (manual logs, check sheets, databases) collection time frame, and data storage location.	First and last name of the person overseeing the program reflected by the measure. Reported as "Bureau data source program manager" on performance dashboard.	Email address of City employee overseeing the bureau program or operations reflected by the measure.	First and last name of the City employee responsible for collecting and reporting the data for this specific measure. Reported as "Bureau data source contact" in the Performance Measure methodology appendix.	Email address of the City employee responsible for collecting and reporting the data for this specific measure.	Relevant URL, "for more info" to direct reader to program webpages, press releases, how to get involved, annual report, budget, or bureau home page.	This field provides both bureaus and CBO a place to document additional details about the measure that do not fit elsewhere.						
ed in BFM-->Performance Mngmt-->Performance Measure Dimension-->Description Tab								Contact your CBO analyst to update this	Contact your CBO analyst to update this	Update this in Form 1800		Update this in Form 1800	Update this in Form 1800
gic n	Collection Method	Program Mgr	Program Mgr E-Mail	Data Contact	Data Contact E-Mail	URL	Notes	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target
								0	9,520	10,000	21,395	15,000	15,000
								0	83	85	87	85	85
								0	91	80	87	80	80
								0	96	85	69	85	85
								0	91	80	88	80	80
								0	96	85	92	85	85
	Administrative c (blank)			(blank)		(blank)		4.7%	4.7%	5.0%	4.7%	5.0%	5%



PA_0002	Number of children served	Number of childr	The number of c	0	0
PA_0003	Number of administrative cost audits	Number of admi	NA	0	0
PA_0004	Number of grant contracts managed	Number of grant	CHIF funds are	0	0

0 YES	NA	NA	0	YES	NA	OUTPUT	1	NA	(blank)	NA	(blank)
0 YES	NA	NA	0	NA	NA	WORKLOAD	1	NA	(blank)	NA	(blank)
0 YES	NA	NA	0	NA	NA	WORKLOAD	1	NA	(blank)	NA	(blank)

Number of childr (blank)	(blank)	(blank)	Adding as a KP 12,000	10,575	10,500	5,765	10,000	10,000
Annual administr (blank)	(blank)	(blank)	1	1	1	1	1	1
Number of grant (blank)	(blank)	(blank)	74	70	70	92	93	90
