



Investing in our future

**MEMORANDUM**

**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:** March 17, 2022

**Subject:** FY 2021-22 Spring BMP Submission of the Portland Children's Levy

Enclosed for your consideration is the FY 2021-22 Spring BMP submission for the Portland Children's Levy. The Children's Levy Spring BMP submission includes all required reports.

The Children's Levy is requesting to add one part-time Community Engagement Coordinator (Coordinator II) position in the Spring BMP. PCL is requesting to add this position in response to recommendations by outside evaluators and equity consultants to form a community advisory body to advise PCL staff and Allocation Committee on policy and funding. This position will be responsible for recruiting members, training, framing policy questions for consideration, facilitating meetings and recommendations to PCL staff and Allocation Committee. The position is currently authorized as a limited term position. We hope to hire the new person to begin in May or June. We are able to pay for the new position from the current budget. We have included the new position in the FY 2022-23 requested budget.

The Children's Levy is requesting to move \$30,000 from Salary Contingency into Personnel. These funds will cover COLA's and merit raises for existing positions that occurred in the current fiscal year. They will also cover costs for the proposed new position for this fiscal year.

In addition, we are requesting a technical adjustment to reduce the funds transfer from Parks to the Children's Levy. The new amount is the actual compression impact for FY 2021-22.



We anticipate total resources to meet budget amounts for the fiscal year. We anticipate expenditures to be less than budgeted amounts in all major categories for the fiscal year.

Thank you for your consideration.

**CL - Portland Children's Levy****DP Type****Other Adjustments****Request Name: 13356 -Children's Levy Spring BMP****Package Description**

Prior to PCL's 2019-20 competitive grant funding round, PCL worked with Portland State University to conduct a qualitative study of its grantmaking process. One of the key recommendations for improvement of PCL practice was to form an advisory group to increase community voice and representation in policy and funding recommendations. A similar recommendation emerged in the community engagement process led by Empress Rules Equity consulting in preparation for the 2019-20 funding round. In response to these recommendations, PCL's Allocation Committee recently voted to form a Community Council. The Community Engagement Coordinator position will staff the Community Council including recruitment of members, training, framing policy questions for their consideration, facilitating meetings and recommendations to the Allocation Committee.

This decision package also has 2 technical adjustments - reducing the funds transfer from Parks to the Children's Levy to match up with actual compression impact; and moving \$30,000 from Salary Adjustment Contingency to Personnel to cover the anticipated costs of COLA's and raises in the current year and to cover the cost of the proposed new position.

**Service Impacts**

Current staff does not have capacity or the expertise necessary to facilitate an additional advisory body for the Levy. The Allocation Committee approved the proposal to create the Community Council with the understanding that additional staff would be necessary for ongoing support. As noted above, PCL is responding to recommendations from a qualitative evaluation from PSU and previous community engagement report to create a permanent structure for community involvement and advice on PCL policy and funding.

**Equity Impacts**

PCL set the following parameters for Community Council member qualifications and representation:

- Live, work, or go to school in City of Portland; minimum of 3 members who live in East Portland, and 2 who live in North Portland
- Professional and/or lived experience with communities served by PCL such as Black, Indigenous, communities of color, immigrant, and refugee communities, LGBTQIA+ youth, and low-income and food insecure families, or people with disabilities or parents of children with disabilities
- Lived, volunteer, or professional experience as a young adult (age 18-24), parent, provider or advocate in human services, social justice, education, health, and/or behavioral health, and/or in any of PCL's program areas
- Includes at least 3 people with experience working in small nonprofit organizations in fields relevant to PCL's program areas
- Includes people with experience working with houseless populations and/or who are formerly houseless
- Includes at least one person with prior grantmaking experience
- Experience working collaboratively with diverse groups of people
- Not currently employed or employed within the previous 2 years by PCL grantee agency, and no conflicts of interest with current grantees
- Commitment to city's core values of equity, anti-racism, collaboration, communication, transparency, and fiscal responsibility through prior professional or volunteer work

These parameters are meant to ensure that Council membership reflects the communities served by Levy funded programs and those that have been marginalized in government decision-making processes.

In preparation for the next Levy competitive funding round, the Community Council will work on developing broad community engagement questions, advise on community engagement methods, use community engagement results to develop funding priorities and application process, develop process and criteria for guiding and advising staff's funding recommendations, review staff funding recommendations and provide any additional considerations to AC for funding decisions. We plan to assess whether the council effectively carries out this work by gathering feedback from stakeholders (PCL staff, grantees, community members, Allocation Committee) at regular intervals as detailed in the PCL equity plan.

Account Name		2021-22 SPRING Requested Adj
Expense	Contingency	-125,982
	Fund Transfers - Expense	0
	Personnel	30,000
Expense	Sum:	-95,982

Account Name		2021-22 SPRING Requested Adj
Revenue	Fund Transfers - Revenue	-95,982
Revenue	Sum:	-95,982

**4 - BMP Amendment Request Report (Spring Requested DP**

Run Date: 3/15/22

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Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003028 - Coordinator II	1.00	13,380	0	1,024	6,326	20,730
<b>Total</b>	<b>1.00</b>	<b>13,380</b>	<b>0</b>		<b>6,326</b>	<b>20,730</b>

Bureau Name	Request Type Name	CBO Recommended	GF Discretionary Impact	DP	Type	Fund Number - Name	Subfund - Name
Portland Children's Levy	Other Adjustments	0	0	13,356 - Children's Levy Spring BMP	NA	216 - Children's Investment Fund	216000 - Children Investme CLCL00
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Funds Center - Name	Fnd Prgms	Project Code - Name	Account Name	Major Object Name	CommItem - Name	CBO Recommended	Included in Proposed	2021-22 SPRING Revised Base
00001 - Portland Children's Levy	0	0 - Non-Project	Expense	Contingency	571110 - Salary Adjustment Contingency	0	0	0
00001 - Portland Children's Levy	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm full time)	0	0	0
00001 - Portland Children's Levy	1PLOT2CHIF	0 - Non-Project	Expense	Contingency	571100 - Unrestricted Contingency	0	0	0
00001 - Portland Children's Levy	1PLOT2CHIF	0 - Non-Project	Expense	Fund Transfers - Expense	650020 - Cash transfer	0	0	0
00001 - Portland Children's Levy	1PLOT2CHIF	0 - Non-Project	Revenue	Fund Transfers - Revenue	640020 - Cash Transfer Revenues	0	0	0

2021-22 SPRING Requested Adj	2021-22 SPRING Requested Total	2021-22 SPRING Recom Total	2021-22 SPRING Proposed Total
-30,000	-30,000	0	0
30,000	30,000	0	0
-95,982	-95,982	0	0
0	0	0	0
-95,982	-95,982	0	0

# Business Area Projection Report

## Portland Children's Levy - Fund 216

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$713,446	\$0	\$713,446	100%
External Materials and Services	\$29,076,843	\$9,070,575	\$27,148,569	93%
Fund Transfers - Expense	\$25,000	\$16,664	\$25,000	100%
Internal Materials and Services	\$57,226	\$33,956	\$57,000	100%
Personnel	\$909,819	\$584,337	\$899,000	99%
<b>Sum:</b>	<b>\$30,782,334</b>	<b>\$9,705,532</b>	<b>\$28,843,015</b>	<b>94%</b>

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$8,999,000	\$0	\$8,999,000	100%
Fund Transfers - Revenue	\$379,962	\$0	\$379,962	100%
Miscellaneous	\$0	\$79,224	\$79,224	#DIV/0
Taxes	\$21,403,372	\$21,315,321	\$21,315,321	100%
<b>Sum:</b>	<b>\$30,782,334</b>	<b>\$21,394,544</b>	<b>\$30,773,507</b>	<b>100%</b>

### Revenue Discussion

Children's Levy revenues are likely to slightly exceed budgeted amounts. Through AP8, Levy revenues are at 99.96% of budgeted amounts.

### Revenue Risks

There are no risks to our revenues. Tax revenues are currently tracking projections.

### Expenditure Discussion

We anticipate remaining within budget for all major expenditure categories. Moving \$30,000 from Salary Contingency to Personnel in the Spring BMP will ensure that we remain within budget for Personnel.

We have been operating with only 5 of the 6 budgeted positions since late December, which is keeping our personnel costs lower than budgeted. We expect to hire a Communications director to begin in May and a Community Engagement Coordinator to begin in May or June. Grant expenditures make up 99.4% of external materials & services (EMS) budget. Grants all have annual budgets that keep spending within the overall budget. In addition, underspending on grants is likely though we are unable to project how much underspending will occur.

Administrative EMS spending is well below budget for the year.

Internal materials & services are currently projected to remain within budget.

### Expenditure Risks

As discussed above, we do not anticipate any significant risks to our expenditures.

### Other Notes



# Business Area Projection Report

## Portland Children's Levy - Fund 216

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Contingency	839,428	-125,982	\$713,446	-17.66%
External Materials and Services	29,076,843	0	\$29,076,843	0.00%
Fund Transfers - Expense	25,000	0	\$25,000	0.00%
Internal Materials and Services	57,226	0	\$57,226	0.00%
Personnel	879,819	30,000	\$909,819	3.30%
<b>Sum:</b>			<b>\$30,782,334</b>	

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Beginning Fund Balance	8,999,000	0	\$8,999,000	0.00%
Fund Transfers - Revenue	475,944	-95,982	\$379,962	-25.26%
Miscellaneous	0	0	\$0	#DIV/0
Taxes	21,403,372	0	\$21,403,372	0.00%
<b>Sum:</b>			<b>\$30,782,334</b>	

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