



PORTLAND PUBLIC SCHOOLS

5700 Northeast 39th Avenue / Portland, Oregon 97211
Phone: (503) 288-7211 - ext #70

ADAMS HIGH SCHOOL
Bucciarelli Agency

Office Of The Principal

June 14, 1973

*Will see @
Budget Review
6/15/73
AR*

Mr. Andrew Raubeson, Acting Director
Model Cities - C.D.A.
5329 N. E. Union Avenue
Portland, Oregon

Dear Andy:

I wish to explore with you the possibility of establishing some high school students from the Model Cities neighborhoods as Summer interns within your staff offices. We spoke of this briefly earlier this year, but the time has come to speak of actual internship "slots."

Attached is our letter which has been distributed to public and private agencies around town. Our plan is to place interns with Model Cities, if you and your staff agree, with no cost to Model Cities itself. The \$300/intern will come from either Summer '73 slots assigned to our program or from private sources who have donated to our Summer Intern program.

Why placement with Model Cities? With the projected phasing out of Model Cities staff as we know "faces in places," it would be a great loss to us in the Northeast if all that expertise gained over the past five years were to be lost without some of it being passed on to our youth. Also, with the archives, documents, and computer information now present at Union Avenue offices, it would be criminal if we didn't have some student researchers studying and writing up what has been accomplished and what materials are available for future use.

We can speak later of what is to become of Model Cities documents. But the expertise and wise counsel of people in physical planning, citizens participation, management services, recreation and culture, evaluation and all the other fine staff departments should be passed on in some fashion to both our staffs in the schools as well as to our students from the Model Cities area.

Our present time-line calls for placing interns in the middle of July. However, if you and your staff are amenable, we could place some future interns in staff offices for two or three afternoons a week starting next week so that we and our students can look at the possibilities of internships for the rest of the Summer. If you could identify some person on staff who could work with us to draw up a model for the pre-internship training program and guidelines and expectations for the intern program itself, I would be much obliged.

RECEIVED

JUN 15 1973

MODEL CITIES

Mr. Andrew Raubeson

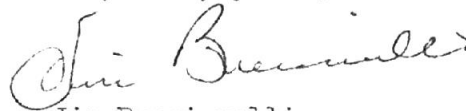
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6/14/73

In terms of the expected outcomes for this projected venture between our Agency program at Adams and your staff's work at Model Cities I foresee great possibilities for sharing material and human resources.

Please advise me about your thoughts on the feasibility of such a joint venture this Summer.

Very truly yours,



Jim Bucciarelli

JB/ib

Encl.

cc: Don Holt, Principal
Leroy Patton, CPB Chairman
Chuck Clemans, P.P.S. #1

RECEIVED
JUN 14 1973
MODEL CITIES

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

INTEROFFICE MEMORANDUM

MAY 4, 1973

TO: BUDGET REVIEW COMMITTEE MEMBERS
JAMES LOVING, CHAIRMAN
LEROY PATTON, EX-OFFICIO
GREGG WATSON, MEMBER
ROBERT ROGERS, MEMBER
JAMES BUCCIARELLI, MEMBER
JAN CHILDS, MEMBER

FROM: ANDY RAUBESON, ACTING DIRECTOR

RE: REPORT ON NEGOTIATIONS



You will recall that several allocations to projects were made contingent upon other things happening. Following is a brief report on the status of these items:

1. Pre-School Expansion: It was decided that Portland Public Schools would be given 50% of last year's funding level on condition that they supply the remaining 50%. The School District has so agreed.
2. Teacher Training: The same conditions as above. The School District has agreed to absorb 50% of the trainees (11 out of 22) on their own payroll.
3. Multi-Service Center - Medical/Dental Clinic: The County Health Department is the operating agency and they will pick up 50% of the costs during the next year.
4. Albina Contractors Association: The Board cut this project 50% and, in addition, stipulated that it must be consolidated with MEDIA, Inc. The A.C.A. has appealed this decision to the Executive Board and their representatives have appeared at an Executive Board meeting. The Executive Board has not formulated a recommendation to the C.P.B. on this matter.
5. The Board also expressed a desire to have reports on progress that projects have made toward permanent funding. Since we have decided to have quarterly reprogramming, we should have all projects report on progress in this area to coincide with the quarterly reprogramming efforts.

AR:ce



DEPARTMENT OF
PUBLIC AFFAIRS

WILLIAM SCHWAB
COMMISSIONER

MUNICIPALITIES
AGENCY

ANDREW RAUBESON
ACTING DIRECTOR

1000 N. UNION AVE.
PORTLAND, OR, 97211
503/238 8261

*File: Budget Review
Committee*

October 22, 1973

James Loving
Chairman
Budget Review Committee - CDA
4028 N. Michigan
Portland, Oregon 97227

Re: Financial Reports

Dear Mr. Loving:

Attached for your information are various reports of the current financial status of the agency. The reports consist of the following:

1. analysis of expenditures operating agencies through June 15, 1973;
2. budgets reflecting the needs of the CDA through close-down of the agency;
3. expenditures of operating agencies, June 15, 1973, through August 31, 1973; and
4. recommended allocation of surplus funds.

Sincerely,

Elvin D. Roberts
Admn. Management Coordinator

EDR:cfr

Attachments

cc: A. Raubeson ✓
L. Patton
Committee Members
Official Files

ANALYSIS OF EXPENDITURES THROUGH JUNE 15, 1973

	Approved HUD Budget	Expenses Thru 3rd AY	Allocation 3rd AY Extension	Fund Requirement Thru 6-15-74	Difference	Explanation
<u>10-00 EDUCATION</u>						
01 Teacher Training	329,50	290,636	55,401	346,037	(16,287)	Deficit due to accruing payroll for those employees being transferred to School District and also for current employees remaining.
02 Pre-School Expansion	161,375	155,455	26,074	181,529	(20,154)	Deficit due to under-estimating expenditures for 2nd and 3rd Action Year.
05 Martin Luther King	170,000	94,051	60,000	154,051	15,949	Surplus due to under-spending 3rd Action Year
07 Youth Opportunity School	440,639	301,049	139,583	440,632	7	
08 Cascade College	821,742	821,742	-0-	821,742	-0-	
09 Reading Tree	<u>4,589</u>	<u>4,589</u>	<u>-0-</u>	<u>4,589</u>		
Sub-Total	1,928,095	1,667,522	281,058	1,948,530	(20,485)	
<u>11-00 HEALTH</u>						
01 Facility Design	6,288	6,288	-0-	6,288	-0-	
02 Health Plan	39,202	26,809	13,270	40,079	(877)	Difference due to under-estimating expenditures through 3rd Action Year.
07 Mental Retardation	131,171	105,619	21,000	126,619	4,552	Surplus due to unspent funds through 3rd Action Year.
08 Freedom House	26,000		26,000	20,000	-0-	
11 Albina Health Care	<u>154,637</u>		<u>154,637</u>	<u>154,637</u>	<u>-0-</u>	
Sub-Total	357,298	138,716	214,907	353,623	3,675	

	Approved HUD Budget	Expenses Thru 3rd AY	Allocation 3rd AY Extension	Fund Requirement Thru 6-15-74	Difference	Explanation
<u>15-00 SOCIAL</u>						
01 Senior Adult Center	548,669	384,534	171,495	556,029	(7,360)	Deficit due to under-estimating expenses for 2nd Action Year.
02 Aging Planning	13,998	13,998		13,998	-0-	
03 Comprehensive Child-Care	755,535	519,724	225,035	744,759	10,776	Surplus due to under-spending 3rd Action Year.
05 Consumer Protection	278,188	220,452		220,452	57,736	Surplus due to closing of project.
05 Multi-Service Center	443,024	403,186	56,782	459,968	(16,944)	Deficit due to under-estimating expenditures 2nd and 3rd Action Years.
07 Community Care	411,935	306,955	105,030	411,985	-0-	
09 Juvenile Care	306,008	229,640	84,553	314,293	(8,285)	Deficit due to agency requesting permission to spend surplus.
10 Foster Homes	91,387	55,384	38,822	94,206	(2,819)	Deficit due to under-estimating expenditures.
11 Supplemental Welfare	39,085	39,425		39,425	(320)	Close out of project.
12 Bureau of Human Resources	50,000	40,000	-0-	40,000	10,000	Surplus due to under-spending.
13 Summer '73						
Sub-Total	2,937,879	2,213,298	681,817	2,695,115	42,764	

	Approved HUD Budget	Expenses Thru 3rd AY	Allocation 3rd AY Extension	Fund Requirement Thru 6-15-74	Difference	Explanation
<u>16-00 YOUTH ACTIVITIES & RECREATION</u>						
01 Youth Recreation	32,823	31,728	-0-	31,728	1,155	
02 Youth Recreation	217,059	159,138	53,827	212,965	4,094	
04 Little League	4,500	4,200		4,200	300	
03 Albina Art Center	<u>40,000</u>	<u>-0-</u>	<u>40,000</u>	<u>40,000</u>	<u>-0-</u>	
Sub-Total	294,442	195,066	93,827	288,893	5,549	
<u>17-00 CRIME & DELINQUENCY</u>						
01 Police Community Relations	344,855	354,568	-0-	354,568	(9,713)	Deficit due to close down costs.
<u>20-00 MANPOWER & JOB DEVELOPMENT</u>						
01 Transition Step-Up	613,905	447,939	142,307	590,246	23,659	
02 COA#11	100,000		100,000	100,000	-0-	
03 Youth Employment	<u>40,911</u>	<u>20,000</u>	<u>-0-</u>	<u>20,000</u>	<u>20,911</u>	
Sub-Total	754,816	467,939	242,307	710,246	44,570	
<u>21-00 ECONOMIC & BUSINESS DEVLPMT.</u>						
01 MEDIA	1,076,509	867,725	180,073	1,047,798	28,711	
02 Contractors Management	<u>125,590</u>	<u>101,454</u>	<u>22,000</u>	<u>123,454</u>	<u>2,136</u>	
Sub-Total	1,202,099	969,179	202,073	1,171,252	30,847	

	Approved HUD Budget	Expenses Thru 3rd AY	Allocation 3rd AY Extension	Fund Requirement thru 6-15-74	Difference	Explanation
<u>30-00 HOUSING</u>						
01 ROP Design	40,808	40,808	-0-	40,808	-0-	
02 Residential Development	306,432	-0-	113,914	113,914	192,518	Surplus represents funds used to balance 3rd Action Year Extension budget.
03 Emergency Housing Repair	<u>629,322</u>	<u>439,507</u>	<u>199,126</u>	<u>638,633</u>	<u>(9,311)</u>	
Sub-Total	976,562	480,315	313,040	793,355	183,207	
<u>31-00 RELOCATION</u>	937,267	159,285	673,737	833,022	104,245	Surplus due to over-estimating expenditures at end of 3rd Action Year.
<u>32-00 TRANSPORTATION</u>	15,187	15,187		15,187	-0-	
<u>35-00 ENVIRONMENTAL PROTECTION</u>						
01 Pre-NDP #1	172,411	172,411	-0-	172,411	-0-	
02 Pre-NDP #2	334,992	334,992		334,992	-0-	
03 City Comprehensive Plan	50,650	59,286		59,286	(8,636)	
04 Boise-Humboldt Beautification	24,681	24,950		24,950	(269)	
07 Neighborhood Facility	152,616	-0-	152,616	152,616	-0-	
08 Union Avenue Plan	<u>50,000</u>	<u>-0-</u>	<u>50,000</u>	<u>50,000</u>	<u>-0-</u>	
Sub-Total	785,350	591,639	202,616	794,255	(8,905)	

	Approved HUD Budget	Expenses Thru 3rd AY	Allocation 3rd AY Extension	Fund Requirement Thru 6-15-74	Difference	Explanation
<u>40-00 CITIZENS PARTICIPATION</u>	620,421	481,983	149,637	631,620	(11,199)	
<u>50-00 EVALUATION</u>	816,680	527,931	305,241	833,172	(16,492)	
<u>90-00 ADMINISTRATION</u>	1,749,049	1,386,281	360,382	1,746,663	2,386	
 <u>T O T A L S</u>	<u>13,720,000</u>	<u>9,648,909</u>	<u>3,720,642</u>	<u>13,359,551</u>	<u>350,449</u>	

	ORIGINAL HUD			REVISED HUD			Total Original HUD-Bud.	Total Revised HUD-Bud.	NET Difference
	Admini- stration	Citizens Partici- pation	Information Evaluation	Admini- stration	Citizens Partici- pation	Information Evaluation			
10 Salaries	300,268	96,571	188,386	314,340	104,268	221,506	585,220	640,114	54,894
20 Contracted Services	6,660	1,050	90,900	67,000	1,050	55,900	98,610	123,950	25,340
30 Travel, Local	1,100		2,400	1,100		2,400	3,500	3,500	
35 Travel, Out-of-Town	3,700	2,500	1,500	3,700	2,500	1,500	7,700	7,700	
40 Consumable Supplies	8,100	14,016	6,030	8,425	14,266	6,030	28,146	28,721	575
50 Space	21,048	4,240	6,630	24,437	4,360	6,905	31,918	35,702	3,784
55 Utilities									
60 Furniture-Equip/Rent	5,150	7,200	7,560	4,600	5,060	6,710	19,910	16,370	(3,540)
65 Furniture-Equip/Pur.	680	355	1,260	680	355	826	2,295	1,861	(434)
70 Insurance	600	300		696	300		900	996	96
71 Maintenance of Equip	3,841	1,425	575	4,091	1,425	575	5,841	6,091	250
79 Misc. Expenses	9,240	21,980		6,780	21,980		31,220	28,760	(2,460)
	<u>360,382</u>	<u>149,637</u>	<u>305,241</u>	<u>435,849</u>	<u>155,564</u>	<u>302,352</u>	<u>815,260</u>	<u>893,765</u>	<u>78,505</u>

BUDGET SUMMARY

DATE September 20, 1973

PROJECT NO. 90-01

PROJECT TITLE ADMINISTRATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINGE BENEFITS)		314,340
20	CONTRACTED SERVICES (INCLUDING INSURANCE)		63,850
30	TRAVEL, LOCAL		1,100
35	TRAVEL, OUT OF TOWN		3,700
40	CONSUMABLE SUPPLIES		8,425
50	SPACE (INCLUDES RENOVATION)		24,437
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)		4,600
65	FURNITURE & EQUIPMENT (PURCHASE)		680
70	INSURANCE		696
71	MAINTENANCE OF EQUIPMENT		4,091
79	MISC. EXPENSES		6,780
TOTALS			432,699

O/A APPROVAL _____
SIGNATURE & TITLE
DATE

CDA APPROVAL _____
SIGNATURE & TITLE
DATE

BUDGET JUSTIFICATION
(CATEGORY 10, PERSONNEL)

DATE September 20, 1973

PROJECT NO. 90-01

PROJECT TITLE ADMINISTRATION

REV. No. 1, THIRD ACTION YEAR EXTENSION

(A) NUMBER OF PERSONS	(B) POSITION OR TITLE	(C) MONTHLY SALARY RATE (FULL TIME)	(D) PERCENT OF TIME ON PROJECT	(E) NO. OF MONTHS ON PROJECT	(F) COST (A x C x D x E)
	SOCIAL				
1	Coordinator	1,433	100%	12.5	17,913
1	Specialist I	1,069	100%	12.5	13,363
2	Planning Assistant	770	100%	12.5	19,250
1	Senior Steno	704	100%	12.5	8,800
	PHYSICAL				
1	Coordinator	1,520	100%	12.5	19,000
2	Specialist II	1,101	100%	12.5	27,525
1	Specialist I	959	100%	12.5	11,988
1	Steno Clerk	627	100%	12.5	7,838
	ACCRUED VACATION				13,393
	ACCRUED COMP TIME PAYABLE				1,343
SUB TOTAL, PERSONNEL					264,819
<u>18.7</u> % FRINGE BENEFITS					49,521
TOTAL, PERSONNEL					314,340

BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 90-01

PROJECT TITLE ADMINISTRATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	<p>Work Study Students (PSU and PCC) 1,000</p> <p>Various Consultants @ \$100/day x 75 days 1,500</p> <p>Final Program Audits by Contracted CPA Firm 7,500</p> <p>Moving Expenses - Projects and Administration 55,000</p> <p>3,000</p>		67,000
30	Travel Local @ 11¢/mile x 10,000 miles	1,100	1,100
35	<p>Directors' Conference two trips 1,350</p> <p>HUD Fiscal Conference 300</p> <p>HUD Seattle Overnight four trips 200</p> <p>Relocation Conference 350</p> <p>Housing Conference 350</p> <p>Aging Conference 198</p> <p>Education Conference 348</p> <p>20th NICD Conference 354</p> <p>Called Conferences within radius of 100 miles five conf. @ \$50/conf. 250</p>		3,700

BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 90-01

PROJECT TITLE ADMINISTRATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
40	Consumable Supplies Office Supplies @ \$300/mo. x 12.5 months Postage @ \$200/month x 12.5 months Commercial Printing @ \$100/month x 12.5 mos. Blue Print Photostate-Photograph @ \$50/mo. x 12.5 months Book and Publications	3,750 2,500 1,250 625 300	8,425
50	Space Office Space @ \$1,754/month x 12.5 months Room 210 @ \$628/month x 4 months	21,925 2,512	24,437
60	Furniture and Equipment Rental Xerox @ \$400/month x 4 months IBM Copier II @ \$250/month	1,600 3,000	4,600
65	Furniture and Equipment Purchase Four 4-Door File Cabinets @ \$170	680	680

EXPENDITURE IDENTIFICATION
(CATEGORIES 70 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 90-01

PROJECT TITLE ADMINISTRATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
70	Insurance Auto Insurance for 4 autos @ \$150/month x 12 months Auto Insurance for 2 autos @ \$12/month x 4 months	600 96	696
71	Maintenance of Equipment Service Contracts 9 typewriters @ \$75/year 1 sorter mailer stuffer @ \$266/year 6 calculators @ \$50/year Furniture and equip. repairs not covered Automobiles Gas and oil for 4 autos \$25/mo. x 12.5 mos. Gas and oil for 2 autos \$25/mo. x 4 mos. Maintenance and Repairs for 4 autos Maintenance and Repairs for 2 autos	675 266 300 200 1,250 100 1,200 100	4,091
79	Miscellaneous Expenses 26 Telephones @ \$20/month x 12.5 months 4 Telephones @ \$50/month x 4 months Installation of 4 telephones	6,500 200 80	6,780

BUDGET STATEMENT

DATE September 20, 1973

PROJECT NO. 40-01

PROJECT TITLE CITIZENS PARTICIPATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING PRIME BENEFITS)		104,268
20	CONTRACTED SERVICES (INCLUDING TRAVEL)		1,050
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN		2,500
40	CONSUMABLE SUPPLIES		14,266
50	SPACE (INCLUDING RENOVATION)		4,360
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)		5,000
65	FURNITURE & EQUIPMENT (PURCHASE)		355
70	INSURANCE		300
71	MAINTENANCE OF EQUIPMENT		1,425
79	MISC. EXPENSES		21,980
TOTALS			155,564

O/A APPROVAL _____
SIGNATURE & TITLE
DATE

CDA APPROVAL _____
SIGNATURE & TITLE
DATE

BUDGET JUSTIFICATION
(CATEGORY 10, PERSONNEL)

DATE September 20, 1973

PROJECT NO. 40-01

PROJECT TITLE CITIZENS PARTICIPATION REV. No. 1, THIRD ACTION YEAR EXTENSION

(A) NUMBER OF PERSONS	(B) POSITION OR TITLE	(C) HOURLY SALARY RATE (FULL TIME)	(D) PERCENT OF TIME ON PROJECT	(E) NO. OF MONTHS ON PROJECT	(F) COST (A x C x D x E)
1	Coordinator	1,433	100%	12.5	17,913
1	Information Spec. I	956	100%	12.5	11,950
3	Planning Assistant	770	100%	12.5	28,875
1	Senior Steno	591	50%	12.0	3,546
1	Senior Steno	657	100%	12.5	8,213
2	Community Organizers	@ \$2.50/hr. x 1040 hrs.		12.0	5,200
1	Info. Referral Clerk	591	100%	12.5	7,388
	Vacation Accrual				3,435
	Comp Time Accrual				588
SUB TOTAL, PERSONNEL					87,108
19.7 % FRINGE BENEFITS					17,160
TOTAL, PERSONNEL					104,268



BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 40-01

PROJECT TITLE CITIZENS PARTICIPATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Contracted Services		
611	Resident Training Sessions	\$ 500	
611	Speakers Bureau	250	
611	Workshops and Seminars @ \$300/session x 1	300	\$ 1,050
35	Travel Out-of-Town (staff and residents)		
	Two Consumer Health Conferences	482	
	One Sickle Cell Conference	842	
632	Two CP Conferences	927	
	Other Conferences unidentifiable at this time	249	2,500
40	Consumable Supplies		
621	Stationary, printing supplies, paper and office supplies @ \$200/mo. x 12 mos.	2,400	
629	Magazines and periodicals @ \$216/year	216	
	<u>Printing</u>		
612	\$450/mo. x 12 mos. (flyers, newsletters, press releases, job announcements, information booklets)	5,400	
	<u>Postage</u>		
614	1st-Class mail @ \$300/mo. x 12.5 months	3,750	
	Bulk-rate @ \$200/mo. x 12.5 months	2,500	14,266

BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 40-01

PROJECT TITLE CITIZENS PARTICIPATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
50	Space Cost		
	Office space @ \$240 x 12.5 months	\$ 3,000	
634	Polling sites for CPB Election @ \$1,000 (8 neighborhood schools @ \$125/school)	1,000	
	Neighborhood organization meetings @ \$30/month x 12 months	360	\$ 4,360
60	Furniture and Equipment Rental		
612	Xerox @ \$600/mo. x 4.5 months	2,700	
612	IBM Copier II @ \$295/mo. x 8 months	2,360	5,060
65	Furniture and Equipment Purchase		
740	3 Fans @ \$35/fan	105	
	2 File cabinets (4-drawer with lock) @ \$125/cab.	250	355
70	Insurance		
615	1 Van/annum @ \$150	150	
	1 Car/annum @ \$150	150	300
71	Maintenance of Equipment		
623	1 van @ \$50 x 12 mos.	600	
623	1 Car @ \$50 x 12 mos.	600	
618	3 Typewriters @ \$75/annum per typewriter	225	1,425



INDEBT JUSTIFICATION
(CATEGORIES 70 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 40-01

PROJECT TITLE CITIZENS PARTICIPATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
79	Miscellaneous Expenses		
614	9 Telephones @ \$20/no. x 12.5 months	\$ 2,250	-
619	Citizens reimbursement (babysitting, transportation, payroll reimbursement, stipends for residents attending training sessions)	1,410	
619	Reimbursement for Citizen Planning Board members @ \$50 x 27 members x 12 months	16,200	
619	Reimbursement - Committee Chairman @ \$15 x 9 Chairmen x 12 months	1,620	
619	Publicity	500	
			\$ 21,980

BUDGET SUMMARY

DATE September 20, 1973

PROJECT NO. 50-01

PROJECT TITLE INFORMATION/EVALUATION REV. No. 1, THIRD ACTION YEAR EXTENSION

CATEGORY	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	EXAMINES (INCLUDING FRINGE BENEFITS)		221,506
20	CONTRACTED SERVICES (INCLUDING TRAVEL)		55,900
30	TRAVEL, LOCAL		2,400
35	TRAVEL, OUT OF TOWN		1,500
40	CONSUMABLE SUPPLIES		6,030
50	SPACE (INCLUDING RENOVATION)		6,905
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)		6,710
65	FURNITURE & EQUIPMENT (OWNERS)		826
70	INSURANCE		
71	MAINTENANCE OF EQUIPMENT		575
75	MISC. EXPENSES		
TOTALS			302,352

O/A APPROVAL _____
SIGNATURE & TITLE
DATE

CDA APPROVAL _____
SIGNATURE & TITLE
DATE

BUDGET JUSTIFICATION
(CATEGORY 10, PERSONNEL)

DATE September 20, 1973

PROJECT NO. 50-01

PROJECT TITLE EVALUATION AND INFORMATION REV. No. 1, THIRD ACTION YEAR EXT.

(A) NUMBER OF PERSONS	(B) POSITION OR TITLE	(C) MONTHLY SALARY RATE (FULL TIME)	(D) PERCENT OF TIME ON PROJECT	(E) NO. OF MONTHS ON PROJECT	(F) COST (A x C x D x E)
	EVALUATION				
1	Administrative Officer	1,323	100%	12.5	16,538
1	Evaluation Specialist 2	1,229	100%	12.5	15,363
1	Evaluation Specialist 2	1,101	100%	12.5	13,763
1	Evaluation Specialist 2	1,101	100%	12.5	13,763
2	Evaluation Specialist 1	1,045	100%	12.5	26,125
1	Senior Steno	714	100%	12.5	8,925
	INFORMATION SYSTEMS				
1	Administrative Officer	1,323	100%	12.5	16,538
1	Information Spec. 2	1,161	100%	12.5	14,513
2	Information Spec. 1	1,014	100%	12.5	25,350
1	Typist Clerk	559	100%	16.5	9,224
2	Senior Steno	704	100%	12.5	17,600
	Vacation Accrual				8,953
	Comp Time Accrual				1,213
SUB TOTAL, PERSONNEL					187,868
<u>17.9</u> % FRINGE BENEFITS					33,638
TOTAL, PERSONNEL					221,506



BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE September 20, 1973

PROJECT NO. 50-01

PROJECT TITLE EVALUATION AND INFORMATION REV. No. 1, THIRD ACTION YEAR EXT.

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	Consultants and Contract Services		
611	Update survey conditions	\$ 5,000	
616	Data Processing CPU Time 40 hours x \$250/hour	10,000	
611	Work-Study Students	1,500	
611	Program Audits Evaluation \$ 2,400 Fiscal 35,000	37,400	
616	Key Punch Service	2,000	\$ 55,900
30	Travel Local		
633	8 persons x 11¢/mile x 2,730 miles	2,400	2,400
35	Travel Out-of-Town		
632	Urban Regional Information Systems Conf.	508	
	Human Delivery Service System Conference	399	
	Human Resources Information Conference	294	
	Four Evaluation Conferences	100	
	Geo-Coding and Census Use Conference	199	
			1,500



BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 71)

DATE September 20, 1973

PROJECT NO. 50-01

PROJECT TITLE EVALUATION AND INFORMATION REV. No. 1, THIRD ACTION YEAR EXT.

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
40	Consumable Supplies		
621	Office Supplies @ \$140/mo. x 12 months	\$ 1,680	
629	Library Reference Materials	750	
612	Printing @ \$150/month x 12 months	1,800	
629	Data Processing Supplies @ \$75/mo. x 12 mos.	900	
614	Postage @ \$75/month x 12 months	900	
			\$ 6,030
50	Space		
634	931 sq. ft. @ \$3.50/sq. ft.+(1/2 month)	\$ 3,394	
	1,037 sq. ft. @ \$3.25/sq. ft.+(1/2 month)	3,511	
			\$ 6,905
60	Furniture and Equipment Rental		
616	Data phones unit I/O terminal card reader and cnt. @ \$250/mo. x 12 mos.	3,000	
616	IBM 029 Key Punch \$80/mo. x 12 mos.	960	
612	Xerox @ \$300/mo. x 4.5 mos.	1,350	
612	IBM Copier II @ \$175/mo. x 8 months	1,400	
			\$ 6,710

PROJECT IDENTIFICATION
(CATEGORIES 20 THROUGH 72)

DATE September 20, 1973

PROJECT NO. 50-01

PROJECT TITLE EVALUATION AND INFORMATION REV. No. 1, THIRD ACTION YEAR EXT.

CATE- GORY	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
65	Furniture and Equipment Purchase 3 TAB space-saver file cabinets @ \$225 ea. Computer tab files	 \$ 676 150	 \$826
71	Maintenance of Equipment Service Contracts: 618 3 Typewriters @ \$75/annum per typewriter 618 1 Calculator DP Equipment	 225 50 300	 575

Expenditures - June 15 - 1973 thru August 31, 1973

PROJECT SUMMARY

REPORT MONTH 08-73

PROJECTED EXP. 20.8

PROJECT	ORIGINAL BUDGET	REVISED BUDGET	AVG. MO. EXPENSE	EXPENDITURES		% EXPENDED		UNEYP BALANCE
				CURRENT	Y-T-D	CUR	Y-T-D	
10-01 TEACHERS TRAINING	55,401	55,401						55,401.00
10-02 PRE-SCHOOL EXPANSION	26,074	26,074						26,074.00
10-03 M.I.K. SCHOLARSHIP	60,000	60,000	1,645	2,216.11	4,114.15	134.7	6.9	55,885.89
10-07 A.Y.O.S.	139,583	139,583	10,051	8,974.89	25,154.68	89.2	18.0	114,428.32
10-08 CASCADE CENTER								
10-09 READING TREE	4,589	4,589						4,589.00
SUB TOTAL	285,647	285,647	11,706	11,191.00	29,269.83	95.6	10.2	255,378.17

11-02 HEALTH PLANNING	13,270	13,270	735	931.84	1,937.08	126.8	13.8	11,432.92
11-07 WAPC	21,000	21,000						21,000.00
11-08 FREEDOM HOUSE	26,000	26,000	1,652	461.00	4,131.00	27.9	15.9	21,869.00
11-10 C.A.T.								
11-11 ALBINA HEALTH CARE	154,637	154,637	15,809	7,321.49	39,522.11	46.3	25.6	115,114.89
SUB TOTAL	214,907	214,907	18,196	8,714.33	45,490.19	47.9	21.2	169,416.81

15-01 SENIOR ADULT CENTER	171,495	171,495	14,251	14,243.00	35,631.49	99.9	20.8	135,863.51
15-03 L-C	225,035	225,035	11,370	11,646.89	29,423.11	102.4	12.6	196,611.89
15-05 CONSUMER PROTECTION								
15-06 MULTI-SERVICE CENTER	56,782	56,782	5,678	6,623.96	14,195.53	116.7	25.0	42,586.47
15-07 COMMUNITY CARE	105,030	105,030	10,349	12,581.74	25,874.44	121.5	24.6	79,155.56
15-09 YOUTH CARE CENTER	84,653	84,653						84,653.00
15-10 FOSTER HOMES	38,822	38,822						38,822.00
15-11 EMERGENCY SUPP. WFLF.								
15-12 HUMAN RESOURCE BUREAU								
15-13 SUMMER 73								
SUB TOTAL	681,817	681,817	41,648	31,847.67	104,124.57	76.5	15.3	577,692.43

16-02 YOUTH RECREATION	53,827	53,827	4,254	4,152.69	10,657.25	97.4	19.8	43,169.75
16-03 ALBINA ART CENTER	40,000	40,000						40,000.00
16-04 LITTLE LEAGUE	4,500	4,500	1,680	1,000.00	4,200.00	59.5	93.3	300.00
SUB TOTAL	98,327	98,327	5,934	5,152.69	14,857.25	86.7	15.1	83,469.75

RECOMMENDED ALLOCATION SURPLUS FUNDS

	<u>Third Action Year Extension Allocation</u>	<u>"15" Day Funding</u>
10-00 Teachers Training	55,401	-0-
10-02 Pre-School Expansion	26,074	-0-
10-05 Martin Luther King Scholarship	60,000	-0-
10-07 Albina Youth Opportunity School	139,583	5,815
11-02 Health Plan	13,270	331
11-07 Mental Retardation	21,000	-0-
11-08 Freedom House	26,000	-0-
11-11 Albina Health Care	154,637	6,443
15-01 Senior Adult Center	171,495	7,145
15-03 Comprehensive Child Care	225,035	9,376
15-05 Multi-Service Center	56,782	2,365
15-07 Community Care	105,030	4,376
15-09 Juvenile Care	84,653	3,527
15-10 Juvenile Care	38,822	1,617
16-02 Youth Recreation	53,827	2,242
20-01 Operation Step-Up	142,307	5,929
20-02 CDA #11	100,000	-0-
21-01 MEDIA	135,073	5,628
21-02 Contractors Management	22,000	916
30-02 Residential Development	113,914	-0-
30-03 Emergency Housing Repair	199,126	-0-
31-00 Relocation	500,000	-0-
33-07 Neighborhood Facility	152,616	-0-
33-08 Union Avenue Plan	50,000	-0-
* CDA	815,260	<u>78,505</u>
TOTAL		134,215
THIRD ACTION YEAR SURPLUS		(350,449)
BALANCE UNALLOCATED FUNDS		<u>216,234</u>

(*Includes Projected Close Down Costs)

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

INTEROFFICE MEMORANDUM

FEBRUARY 22, 1973

TO: BUDGET REVIEW COMMITTEE

FROM: ANDY RAUBESON, ACTING DIRECTOR *Andy*

SUBJECT: RECAP OF MEETING OF 2/21/73 AND FURTHER RECOMMENDATIONS

The first item discussed was an unexpended fund report submitted by Elvin Roberts. Each member was given a copy for study. In addition to the material distributed, it was agreed that staff would have for the committee by its next meeting a list of programs designated as "one-shotters" and would have programs grouped by function -- e.g. Evaluation, Health, etc.

Budget cut alternatives were discussed and we reached general agreement that we would probably have to employ a variety of methods and, perhaps, apply all the alternatives to one program or another. We listed seven alternatives:

1. Cut types of programs, regardless of the quality of the individual programs of that type. An activity might have been appropriate at our former funding level that we can no longer afford. As an example of this type of budget cut, we got unanimous agreement to eliminate contracts for planning activities because service delivery has a higher priority. Our staff, in such case, would have to fill the gap by providing the planning capability, even if on a reduced level of performance.
2. Cut non-producing programs. In order to accomplish cuts of this type it was agreed that we would have to look closely at past evaluations.
3. In-house austerity. There was general agreement that we could not just cut programs while maintaining the same size administrative structure. The committee was informed that the freeze had already reduced staff size and efforts are being made to encourage staff to apply for more permanent positions. The hope was expressed that natural attrition will account for a sufficient saving that lay-offs will not have to be instituted. The committee agree that it will set general policy for in-house cuts but that specific administrative decisions will be left up to the acting director. It was pointed out that the union contract and other factors will limit our scope of decision making.
4. Negotiate program take-over. We discussed the possibility of agencies that have other sources of funds taking over projects that we have funded in the past. We decided that, except for public operating agencies, there was no realistic chance for our projects to be picked up. Also, there was general agreement that we could not expect agencies to pick up entire programs in one year and that we should try to negotiate a 50/50 financial participation.

5. Percentage cuts. It was generally recognized that any flat across-the-board percentage cut would be unfair. However, it was felt that programs could be grouped by size and other factors and differential percentage cuts could be applied. For example, larger programs could absorb percentage cuts that would, in effect, eliminate a smaller program.
6. Terminate commitments to "one-shotters." In the past the CPB has made commitments to programs that they would fund them on a one-time basis. In some cases the programs have then been re-funded. Most of these programs started in the Second Action Year but this was also the understanding for all programs started in the middle of the Third Action Year when funds became available because of the \$500,000 supplemental, one-time allocation for relocation.
7. Consolidation of programs. Programs with similar functions could be merged with a savings in administrative costs. An example given was a merger of the Albina Contractors Association with MEDIA.

There was also discussion of the anticipated effect of the recently imposed freeze on hiring and moratorium of contract changes. While this will serve as a tool to conserve funds, it is not a total answer. For instance, programs can, under terms of their present contracts, accelerate spending on supplies to stockpile them; consultant contracts that were budgeted but not executed could now be instituted, etc.

The Committee also discussed instituting a policy of funding no new programs. However, we would have to define "new program" because we might wish to move ahead with some things not yet started such as the Residential Employment and Training Program.

This is a reminder that our next meeting is scheduled for Monday, February 26, 1973 at 7:00 P.M. and we will again meet in my office.

AR:ce

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

INTEROFFICE MEMORANDUM

File

NOVEMBER 1, 1973

TO: JAMES LOVING, CHAIRMAN BUDGET REVIEW COMMITTEE
ELVIN ROBERTS, ADM. MGMT. COORDINATOR
MIKE HENNIGER, PHYSICAL PROGRAMS COORDINATOR
BETH HOOVER, SOCIAL SUPERVISOR

FROM: ANDY RAUBESON, ACTING DIRECTOR *AR*

RE: REQUESTS FOR REPROGRAMING OF FUNDS

We have the following requests for reprograming of funds in-house -- I would appreciate your advice on how we should handle them.

1. Albina Contractors \$6,000 Already approved.
2. C.H.P.A. \$3,168 to increase Model Cities participation from 50% to 75% of the program. This is going to the C.P.B. on November 6, 1973.
3. Youth Care Centers \$11,547.08 to pay back bills.
4. MEDIA, Inc. \$4,800 to match Collins Foundation funds for trainees and a Business Development Specialist.

I am attaching copies of a letter from the Children's Services Division or the Youth Care Centers request; a letter from Harvey Rice outlining his needs for the \$4,800; and a memo from Sol Peck regarding the C.H.P.A. request.

AR:ce

Attachments (3)

cc: LeRoy Patton
Central Files



CHILDREN'S SERVICES DIVISION

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICE BUILDING • • SALEM, OREGON • • 97310

TOM McCALL
GOVERNOR

October 22, 1973

DON MILLER
Administrator

DEPARTMENT OF
HUMAN RESOURCES

JACOB TANZER
Director

Mr. Andrew Raubeson, Director
Model Cities
City Demonstration Agency
5329 N. E. Union
Portland, Oregon

DIVISIONS
Children's Services
Corrections
Employment
Health
Mental Health
Vocational Rehabilitation
Welfare

- SPECIAL PROGRAMS
Aging
Camps
Economic Opportunity
Multi-Service Centers

Dear Mr. Raubeson:

I would like to give you an update on where we are with the child care center program in the Model Neighborhood, and make a budget request as I understand you are in the process of reprogramming funds.

In the past, the Division has paid for services for Yaun and Acheson on a per capita per child method. As you know, due to lack of population this often left the centers with a deficit, often they were only able to meet payroll and sometimes not even that.

Because of these problems, we changed the method of payment to an actual reimbursement of costs. This has eased the financial pressures, and we now feel we have an accurate picture of expenditures, and are able to keep within the budget negotiated.

The attached list of debts were incurred during last Action year, and Children's Services Division is unable to pay them.

We have worked with the board relative to fund raising, and they are beginning to develop methods; however, this is a very slow process, and the centers are pressured with back debts. Yaun is in need of capital items and I hope they will be able to use funds raised for this as well as program improvement. We are, therefore, requesting funds from your agency to meet this need.

Andrew Raubeson, Director
Model Cities
City Demonstration Agency
Portland, Oregon
October 22, 1973
Page 2

In terms of the referral process we have attempted to meet this problem head-on by meeting with the courts and Children's Services Division workers to give them a more accurate picture of the program. The new liaison worker, Larry Flemming, has done an excellent job in this area. Because of this, the population is up and has stabilized remarkably over last year.

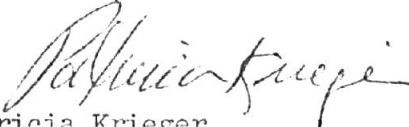
We have had some staff turnover problems at Acheson, but their board has worked diligently at hiring new staff and supporting the program. The program is slowly getting back on its feet and the population has increased in the last month.

We continue to be concerned and involved in these child care centers. I feel many of the problems have been handled and we can now concentrate on improvement in the treatment program.

I hope this letter addresses itself to some of the questions that have concerned you. If I can be of further assistance, or if you need further information, please do not hesitate to contact me.

Sincerely,

DON MILLER, Administrator


Patricia Krieger
Group Facility Specialist

PK:mm
Enclosures

Yaun Youth Care Centers, Inc.

P. O. BOX 11531

PORTLAND, OREGON 97211

PHONE 288-8866

October 12, 1973

Mrs. Pat Krieger
Group Facility Specialist
Children's Services Division
509 Public Service Building
Salem, Oregon 97310

Dear Pat:

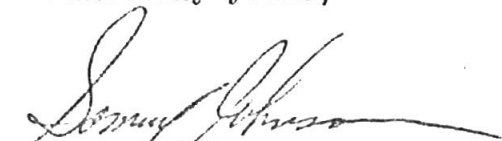
Attached is a list of the bills that were left unpaid at the end of the 3rd Action Year, because we were unable to get matching funds through Title 4-A because of low population in our centers.

We would like to reemphasize that these bills did not come about as a result of over spending line-item budgets as agreed upon by Model Cities and the State of Oregon, but only because we were not able to receive the matching Title 4-A funds.

The taxes which you will see on the attached list, is current taxes, because the Internal Revenue Service has been applying our monthly tax payments since June, to the taxes for which we were delinquent.

I sincerely hope that you will be able to locate funds which will bring us to a current level, and I am sure that the system that we are now using will not cause this type of problem again.

Sincerely yours,


Samuel Johnson

SJ:am

The Acheson amount reflects monies paid to Yaun for the salary of Acheson's family service worker.

Because of low population and thus low income Yaun used the money to meet it's needs and did not forward it to Acheson.

Yaun Youth Care Centers, Inc.

P. O. BOX 11531

PORTLAND, OREGON 97211

PHONE 288-8966

October 12, 1973

Internal Revenue Service*	\$3,515.21
Carnation Company	332.46
American Linen Supply	375.00
Sunset Fuel Company	677.14
Texaco Company	624.00
Mobil Oil Company	281.24
Appliance & Refrigeration Hospital	253.25
Sheridan Fruit Company	135.40
D& F Plumbing	114.80
McCoy Plumbing	220.97
Dee Thomason Ford Company	738.36
Xerox Company	643.00
Philip Weber - Sanitary Service	60.00
Alberta Sanitary Service	37.50
Pacific Stationery	45.00
Jewel Glass Co.	50.00
Ardee Pest Control	48.00
Mr. Baker - Yard Work	33.00
Paulsen & Roles	10.75
Western School Supply	55.00
Total	<u>8,247.08</u>

3,300

Ch. Peterson



October 19, 1973

Andrew Raubeson
Acting Director
Model Cities Program
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Mr. Raubeson:

As you know MEDIA, Inc. has contacted private foundations seeking operating funds.

In asking these foundations for funds we used the following cost justification:

Accountant/Trainee - College Work Study	\$ 2,200
Secretary/Trainee	3,000
Business Development Specialist	4,800
	<u>\$ 10,000</u>

The Trustees of the Collins Foundation has approved a conditional grant of \$2200 to supply the funds needed for the Accountant/Trainee. These funds are contingent upon MEDIA's ability to raise the balance of \$7800, by November 15, 1973, to assure the Secretary/Trainee and the Business Development Specialist. The Collins Foundation will make payment of their pledge when MEDIA has the \$7800 in hand.

The Work Experience Coordinator for the Concentrated Employment Program has committed \$3000 to supply the funds needed for the Secretary/Trainee.

The balance of \$4800 to assure the Business Development Specialist is still outstanding. MEDIA would like to appeal to the Model Cities Agency for the remaining \$4800 before the deadline of November 15, 1973.

Respectfully submitted,

Harvey L. Rice
Harvey L. Rice
Executive Director

RECEIVED
OCT 23 1973
MODEL CITIES

HLR:1e

cc: Robert L. Rogers/President, Board of Directors

Interoffice Memorandum

TO: Mr. Andrew Raubeson
Acting Director

FROM: Sol Peck
Health Planner

DATE: November 1, 1973

RE: Request for increased Model Cities support of the Health
Planning and Coordinating Project

You are aware that the existing contract between CHPA and Model Cities was due to terminate October 31, 1973. The question of continued support of this project and our relationship with CHPA has been, in this light, almost continuously discussed by the Health Working Committee as well as with CHPA.

Because the Health Working Committee has steadfastly expressed their concern that the Health Planning project continue, and have a firm financial commitment, Mr. Richard A. Rix, Executive Director of CHPA-Metro Portland, did undertake the task of seeking funding commitments from both the City and County. The indication back from Commissioner Schwab's office was that the committee, and CHPA, should look to Model Cities unexpended funds, rather than the City's General Revenue, for this additional support. Also, no affirmative commitment was received from Mr. Jewel Goddard of the County's Department of Human Resources.

Actions to Date:

1. The recommendations and request for CPB support of continued Health Planning was unanimously approved by CPB at its October 2, 1973, meeting. This was indicated to Commissioner Schwab in Mr. LeRoy Patton's letter to her.
2. Discussions initially sought, as mentioned above, were held with representative of the City and County.
3. The Health Working Committee, again expressed its concern for support to the project; has asked CHPA to affirm its indicated 25% support, and is asking CPB to formally approve the \$3,168 from Model Cities unexpended funds, to enable the Health Planning Project to continue through the remainder of the Third Action Year Extension.

Request:

The Health Working Committee is asking CPB's approval of \$3,168, from unexpended funds, to enable the Health Planning and Coordinating Project to continue through the Third Action Year Extension. The committee also actively intends to pursue the issue of continued support of health planning and health related needs beyond the time of Model Cities programming.

I am sorry that I will not be at the CPB meeting, November 6th, when this comes up for discussion. However, several members of the Health Working Committee indicated their intention to be at the meeting and I am sure, can answer any questions the Board may have.

SP Sol Peck

cc: Author/Peck
tah

file ↓
BUDGET REVIEW

The CPB decided during the budget process to hold sessions after each quarter in order to be certain that funds would be used this year and not remain unspent and go back to HUD. We recently received a letter from Robert Scalia of HUD, distributed to all CPB members, that says we can reprogram unexpended funds after June 30, 1974. The Budget Review Committee has received a report from staff on agencies who are over or under spending and will have hearings with these agencies that are not spending according to contract. The committee will then make recommendations to the CPB.

Our current financial situation shows a surplus of almost \$28,000. We did not go to contract on our Consumer Protection Program even though we allocated \$60,000. The reason we don't have the whole \$60,000 is that we made our budgets before final reports were in for the Third Action Year. Because of this we made budgets based on estimates. Many of our operating agencies spent more in the last three months than their averages and, as a result, we did not have as large a surplus to reprogram as we estimated.

Since HUD put a condition in our Third Action Year Extension Contract that we would have to prove we have made adequate provisions for close down activities, we will have to come up with almost \$80,000. We already have the \$28,000 and after the hearings and other developments we may have some more. Close-down costs will include: post program audits, post program skeleton staff, payment of accrued benefits to employees at program termination.

The Committee will now be meeting regularly and will be making periodic reports to the CPB. In addition to the hearings with operating agencies, our planned activities include:

- A look at the Albina Arts Center to which we have allocated \$40,000 without any of it being spent. The reason for this is that they have been unable to secure a Fidelity Board.
- A look at the Union Avenue Redevelopment Project to which we have allocated \$50,000.
- We also are looking for potential savings in other programs that can be reprogrammed. It looks like the Summer Youth Employment Project will realize a savings of about \$25,000 for instance.

525
BUDGET REVIEW

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PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

J.L. Budget Review Committee

December 10, 1973

TO: James Loving
Chairman-Budget Review Committee

FROM: Elvin Roberts
Admn. Management Coordinator

SUBJECT: FINANCIAL STATUS AS OF 10-30-73

Attached for your information is the latest financial report depicting the surplus funds available for reprogramming. These surplus funds represent:

1. \$413,571 surplus from operating agencies and
2. \$75,000 projected surplus from the Third Action Year Extension -- a total of \$488,571 available for reallocation.

The following amounts have already been allocated from the above sum:

Albina Contractors	\$6,000
MEDIA	4,800
CHPA	3,168
Human Resources	<u>14,000</u>
TOTAL	\$27,968

The balance of \$460,603 is available for re-programable funds.

Enclosed, for your information, is an expenditure report on operating agencies through October 30, 1973.

EDR:cfc *con*

cc: A. Raubeson ✓
G. Watson
Official Files

Enclosure

RECEIVED

DEC 12 1973

MODEL CITIES

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

October 26, 1973

File: Budget Review Committee

TO: Andrew Raubeson
Acting-Director

FROM: Elvin Roberts
Admn. Management Coordinator

SUBJECT: BUDGET REVIEW COMMITTEE'S REQUEST FOR PERSONNEL BUDGET

The Budget Review Committee has requested a report on budgeted personnel for the Third Action Year Extension.

They are concerned with the job positions that are unfilled as a result of attrition. They have requested that the personnel budget be analyzed comparing the Third Action Year with the Third Action Year Extension.

They are also concerned with audit reports particularly those agencies which are administered by the City or the Portland Development Commission or any other public agency.

It was requested that the personnel report be furnished prior to the next Board meeting.

EDR:cfc *SOR*

cc: G. Holliday

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY
INTEROFFICE MEMORANDUM

APRIL 2, 1973

TO: HARVEY LOCKETT, ADM. ASSISTANT

FROM: ANDY RAUBESON, ACTING DIRECTOR *AR*

RE: BUDGET REVIEW REQUESTS

At today's meeting of the City Budget Review Committee I was asked to supply the current (3rd Action Year) project description and the most recent evaluation report on the following projects:

1. Consumer Protection
2. Community Care
3. Operation Step-Up
4. Emergency Housing Repair

Please make sure a copy of these materials is hand carried to Bill Hall in the Office of Management Services not later than 3:00 P.M., April 3, 1973.

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AR:ce

cc: M. Opton/Comm. Schwab's Ofc.
W. Hall/Ofc. of Mgmt. Services

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

November 7, 1973

*File: Budget
Review
Committee*

TO: Andrew Raubeson
Acting-Director

FROM: Elvin Roberts
Admn. Management Coordinator

SUBJECT: REQUEST FOR REPROGRAMMING OF FUNDS

In response to your memo dated November 1, 1973, regarding the allocation of additional funds to various operating agencies, I recommend the following:

1. Albina Contractors should be approved and forwarded to the City for action (passed by Council 11-07-73).
2. Comprehensive Health Plan Association's contract in the amount of \$13,270 terminates June 30, 1973. There is currently a balance of \$11,433 in unexpended funds. What is the \$3,168 for? (Approved by Board 11-06-73)
3. Youth Care Centers agency continuously has the need of additional funds. I question the amount requested. In June, a contract change request was approved with the understanding that the funds reallocated (\$2,875) and the matching funds from Title IVA would pay any back taxes. I am also concerned that the State has apparently not forwarded these funds to Yaun House. I am further concerned that Yaun House has used funds earmarked for Acheson House, apparently, without the State's or the CDA's permission. I am wondering if perhaps certain costs charged to Acheson are in error. Rev. Johnson has indicated to me that he is willing to reduce his request for additional funds. Recommendation is made that no funds be allocated until these concerns are cleared up.
4. MEDIA's additional allocation should be granted (approved by CPB 11-06-73).

This office is also concerned with the procedural changes that have occurred. Namely, the circumventing of the Working Committees. Clarification of any new procedures should be explained to the staff.

EDR:cfc *EDR*

cc: B. Hoover
M. Henniger
G. Holliday
Official Files