



Office of Mayor Charlie Hales
City of Portland

DATE: January 18, 2013

TO: Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman
Auditor LaVonne Griffin-Valade

CC: City Budget Office
Jane Braaten, OMF - Business Operations

FROM: Mayor Charlie Hales

SUBJECT: Mayor's Office FY 2012-13 Winter Supplemental Submission

Please accept the Mayor's Office Winter Supplemental submission for FY 2012-13.

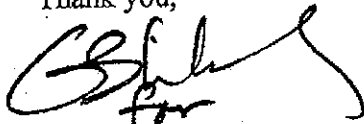
The attached documents detail a request for the following types of adjustments:

- Vacancy Savings \$37,645
- Technical adjustments \$0

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

Please contact Gail Shibley from my staff, or OMF Business Operations budget liaison Crystal Castruita, with any questions.

Thank you,


for
Mayor Charlie Hales

Enc:
Budget Amendment Request Report

BUDGET AMENDMENT REQUEST

Office of the Mayor

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MY_005 - Mayor's Office-Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the Mayor's Office personnel services budget will be reduced by \$25,638 for three months of vacancy savings related to position #40001075 and \$12,007 for one month of savings related to position #40001090.

Dollar Amount: (\$37,645)

Type: Vacancy Savings and Exceptions,

Resources: General Fund Discretionary

MY_006 - Mayor's Office - Technical adjustments

This request reallocates money to match budgets to actual spending patterns.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: General Fund Discretionary