



OFFICE OF MAYOR CHARLIE HALES  
CITY OF PORTLAND

DATE: September 28, 2015  
TO: Andrew Scott, City Budget Office Director  
CC: Jane Braaten, Business Operations Division  
FROM: Mayor Charlie Hales  
SUBJECT: Mayor's Office FY 2015-16 Fall BMP Submission

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Please accept the Mayor's Office Fall BMP submission for FY 2015-16.

This Fall BMP submission includes:

**Mayor's Office**

- An adjustment to the space rental rate that reflects the new \$15 minimum wage for contract employees.
- A request to carryover \$155,841 for COCL related costs.
- A request to establish two inter-agency agreements with Portland Housing Bureau and Office of Equity & Human Rights for COCL related sub-lease expenses.
- A request for \$32,298 for Last Thursday expenses.
- An encumbrance carryover request of \$277,180
- Technical Adjustments to better align budget with current and future spending plans.

**Office of Youth Violence Prevention**

- Encumbrance carryover request of \$10,442
- Advance carryover request of \$36,686
- Technical Adjustments to better align budget with current and future spending plans.

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

Please contact Josh Alpert from my staff, or budget liaison Jenelee Meister, with any questions.

Thank you,

Mayor Charlie Hales

Enc: FY 2015-16 Fall BMP Submission Packet

Amount type

Following year carryforward (commitme

Sum of Pymt Bdgt						
Vendor Name 1	RefDocNo	Funds Ctr	Text	Total	Fall BMP	
COAST TO COAST EVENT SERVICES INC		20004198	MYMY000001	Last Thursday event services	\$ 1,983	\$ -
		20004833	MYMY000001	EVENT SVCS FOR LAST THURSDAY EVENT	\$ 407	\$ -
DAVIS HIBBITTS & MIDGHALL INC		22169684	MYMY000001	CityWide Comm & Partnership Surveys	\$ 27,510	\$ 27,510
DONNA SILVERBERG		22156498	MYMY000001	Mayors Office Staff Retreat Facilitation	\$ 209	\$ -
INDIANA FURNITURE INDUSTRIES INC		20005467	MYMY000001	CHAIRS CITY HALL 3RD FL ROSE ROOM	\$ 23,917	\$ 23,917
MCPC INC		22168846	MYMY000001	Change Order add \$650.00	\$ 650	\$ 650
				Quote # 3552222	\$ 2,537	\$ 2,537
MOSS ADAMS LLP		22140933	MYMY000001	Review/Assessment of OMF	\$ 13	\$ -
PORTLAND PEDALS INC		22158206	MYMY000001	Invoice 71121 dated 6/17/2014	\$ 53	\$ -
PROJECT MANAGEMENT RESOURCES		22159910	MYMY000001	Rosewood Furniture Setup	\$ 220	\$ -
RESOLUTIONS NORTHWEST		20004971	MYMY000001	Facilitation Services	\$ 3,368	\$ 3,368
ROSENBAUM AND WATSON LLP		22169983	MYMY000001	COCL Agreement	\$ 200,000	\$ -
SATCOM GLOBAL INC		22149613	MYMY000001	SIM CARD 881651476775	\$ 96	\$ -
STRATEGIES 360 INC		22161794	MYMY000001	COAB SELECTION	\$ 815	\$ -
WORKSYSTEMS INC		22153919	MYMY000001	Black Male Achievement	\$ 39,198	\$ 39,198
		22169622	MYMY000001	Encumbrance	\$ 180,000	\$ 180,000
<b>Grand Total</b>					<b>\$ 480,975</b>	<b>\$ 277,180</b>

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** Technical Adjustment

**Request:** MY\_001 - MY - Space Rental Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Internal Materials and Services	2,930	0	2,930
<b>TOTAL EXPENDITURES</b>	<b>2,930</b>	<b>0</b>	<b>2,930</b>
<b>REVENUES</b>			
General Fund Discretionary	2,930	0	2,930
<b>TOTAL REVENUES</b>	<b>2,930</b>	<b>0</b>	<b>2,930</b>

**Bureau Description:**

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$2,930 in appropriation from the General Fund set aside into the Mayor's Office to cover the additional cost of these code changes. The Mayor's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target in FY 2016-17 to account for the ongoing increase in Facilities costs.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** Encumbrance Carryover Request

**Request:** MY\_002 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	277,180	0	277,180
<b>TOTAL EXPENDITURES</b>	<b>277,180</b>	<b>0</b>	<b>277,180</b>
<b>REVENUES</b>			
General Fund Discretionary	277,180	0	277,180
<b>TOTAL REVENUES</b>	<b>277,180</b>	<b>0</b>	<b>277,180</b>

**Bureau Description:**

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) 22169684 Davis Hibbits & Midghall Inc - \$27,510; 2) 20005467 Indiana Furniture Industries Inc - \$23,917; 3) 22168846 MCPC Inc - \$3,187; 4) 22153919 Worksystems Inc - \$39,198 and 5) 22169622 Worksystems Inc - \$180,000 6) 20004971 Resolutions Northwest - \$3,368. These encumbrance carryovers are related to community survey work for the Department of Justice (DOJ) implementation, the Summer Works internship program and various one-time purchases in the Mayor's Office.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** New Request

**Request:** MY\_003 - Last Thursday Funding

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	32,298	0	32,298
<b>TOTAL EXPENDITURES</b>	<b>32,298</b>	<b>0</b>	<b>32,298</b>
<b>REVENUES</b>			
General Fund Discretionary	32,298	0	32,298
<b>TOTAL REVENUES</b>	<b>32,298</b>	<b>0</b>	<b>32,298</b>

**Bureau Description:**

This request is for \$32,298 in one-time General Fund discretionary to pay for the costs associated with holding the Last Thursday events on Alberta Street in July and August of 2015. Costs increased this year due to increased insurance requirements. These are city-wide expenses currently being paid out of the Mayor's Office budget.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** Program Carryover Request

**Request:** MY\_005 - Mayor's Office - COCL carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	155,841	0	155,841
<b>TOTAL EXPENDITURES</b>	<b>155,841</b>	<b>0</b>	<b>155,841</b>
<b>REVENUES</b>			
General Fund Discretionary	155,841	0	155,841
<b>TOTAL REVENUES</b>	<b>155,841</b>	<b>0</b>	<b>155,841</b>

**Bureau Description:**

This request asks for \$155,841 unspent FY 2014-15 funds for the Compliance Officer Community Liaison (COCL) program in the Mayor's Office. The program has a number of critical one-time needs which it was unable to encumber last year. These include: \$25,000 for expanded use of interpretation services, \$54,000 The Community Oversight Advisory Board plans to conduct six focus groups as part of the work to inform development of a Community Engagement and Outreach Plan, as called for in the Settlement Agreement garnering feedback from groups underrepresented in the Community Survey is essential to our work, and utilizing an outside firm ensures that all aspects of running focus groups, from the planning stages through analysis and reporting, are completed in a professional manner with quality results, \$13,895 for rent and other support costs in the current facility, and \$50,000 in estimated costs to move to a new facility, including one-time setup.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** Technical Adjustment

**Request:** MY\_006 - Last Thursday - Liability Insurance

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(12,052)	0	(12,052)
Internal Materials and Services	12,052	0	12,052
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request amends the inter-agency with Risk Management for the purchase of Liability Insurance relating to the Last Thursday events on Alberta Street in the Mayor's Office. In request MY\_003, the Mayor's Office is requesting reimbursement for this and other Last Thursday related cost that have impacted the Mayor's Office budget.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** Technical Adjustment

**Request:** MY\_007 - Mayor's Office - Technical Adjustments

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	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Bureau Description:**

This request adjusts the budget to better align with current and future spending plans.

**CBO Discussion and Recommendation**



**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** New Request

**Request:** MY\_008 - Mayor's Office - COCL IA's

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(13,895)	0	(13,895)
Internal Materials and Services	13,895	0	13,895
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to establish two Inter-Agency agreements between, 1) The Mayor's Office and Portland Housing Bureau in the amount of \$8,072 and, 2) The Mayor's Office and the Office of Equity and Human Rights in the amount of \$5,823. These inter-agencies are related to sub-lease expenses for the Compliance Officer and Community Liaison (COCL) program while they are co-located with the Office of Equity and Human Rights. The funds for these inter-agencies are included in total carryover request referenced in MY\_005.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Office of the Mayor

**Type:** New Request

**Request:** MY\_009 - Mayor's Office - Restorative Justice Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	28,000	0	28,000
<b>TOTAL EXPENDITURES</b>	<b>28,000</b>	<b>0</b>	<b>28,000</b>
<b>REVENUES</b>			
General Fund Discretionary	28,000	0	28,000
<b>TOTAL REVENUES</b>	<b>28,000</b>	<b>0</b>	<b>28,000</b>

**Bureau Description:**

This request is for \$28,000 to continue support of the operations of a school-based restorative justice program, managed by Resolutions Northwest in Parkrose School District. Services include providing training, consultation, and restorative services to administrators, teachers, staff, students and families. Restorative Justice focuses on active engagement and accountability, with the overall goal of avoiding alternatives to suspension, expulsion, and juvenile justice involvement. In addition to private donations, Resolutions Northwest receives funding from Multnomah County and the State of Oregon.

**CBO Discussion and Recommendation**

## Mayor's Office

MY_001	Summer Works carryover request
This is a request to carryover \$195,000 from FY 2013-14 for the Summer Works Program contract. Funds were reserved for this program in FY 2013-14. Due to year-end timing, funds were unable to be formally encumbered.	
<b>Status for Fall Performance Report:</b> The requested funds were carried over and the Mayor's Office continues to support the Summer Works Program.	<b>Status</b> Completed

MY_002	Last Thursday Funding
This request is for \$11,247 in one-time General Fund discretionary to pay for the costs associated with holding the Last Thursday events on Alberta Street. These are city-wide expenses currently being paid out of the Mayor's Office budget.	
<b>Status for Fall Performance Report:</b> Funds were granted in the FY 2014-15 Fall BMP.	<b>Status</b> Completed

MY_001	Add 1 FTE Deputy Chief of Staff
The FY 2014-15 Adopted Budget includes \$170,457 of ongoing General Fund Discretionary and Overhead to add one Deputy Chief of Staff to the Office of the Mayor, and adjusts a vacant Commissioner's Staff Representative position to midsalary range. This package also includes associated costs for external and internal materials and services.	
<b>Status for Fall Performance Report:</b> The Deputy Chief of Staff position was created.	<b>Status</b> Completed

MY_002	Summer Works Program
The FY 2014-15 Adopted Budget includes \$180,000 of ongoing General Fund resources to provide job training and paid summer internship opportunities for high school students in partnership with the State of Oregon's Workforce Board, Worksystems, Inc.	
<b>Status for Fall Performance Report:</b> The funds were added and the Mayor's Office continues to support the Summer Works Program.	<b>Status</b> Completed

MY_003	Black Male Achievement Initiative	
<p>The FY 2014-15 includes a total of \$200,000 (\$100,000 in one time and \$100,000 in ongoing General Fund Discretionary), to support the Mayor's Black Male Achievement Initiative. This initiative is supported by the National League of Cities, who has granted the Mayor's Office technical assistance to aid in the success of this initiative. The initiative has a steering committee of 26 black men (plus youth representatives) who bring a range of expertise from the community, and a large group of stakeholders who will provide input and resources for the steering committee to draw upon. This group will focus its efforts on employment, education, family life, and violence prevention for one of our most vulnerable populations. This funding will be used for the inaugural cohort. These individuals will receive paid internships, and a full year of wraparound services, including job shadowing, networking, tutoring, community service, computer training, and leadership development.</p>		
<p><b>Status for Fall Performance Report:</b> Funds were added in support of BMA and in FY 2015-16, on-going funds were transferred to the Office of Equity and Human Rights (OEHR).</p>	<p><b>Status</b> Completed</p>	

MY_004	Council Budget True-Up	
<p>The FY 2014-15 Adopted Budget includes a realignment of \$50,000 from General Fund compensation set-aside to the Mayor's budget to fully fund existing staffing levels.</p>		
<p><b>Status for Fall Performance Report:</b> The funding was added in the FY 2014-15 Adopted Budget.</p>	<p><b>Status</b> Completed</p>	

MY_005	OMF IA – ADA Transfer	
<p>The FY 2014-15 Adopted Budget reflects a decrease of \$651 in ongoing resources and \$384 in one-time resources resulting from the move of the Americans with Disabilities Act and Civil Rights Program from the Office of Management and Finance to the Office of Equity and Human Rights. An adjustment to the bureau's General Fund discretionary resources was made to balance to the decreased costs.</p>		
<p><b>Status for Fall Performance Report:</b> The Mayor's Office General Fund discretionary resources were adjusted to reflect the move of the America with Disabilities Act and Civil Rights Program from the Office of Management and Finance to the Office of Equity and Human Rights.</p>	<p><b>Status</b> Completed</p>	

SA_001	Street Level Gang Outreach Support	
<p>The FY 2014-15 Adopted Budget includes \$26,000 to provide increased support to local nonprofits that employ Street Level Gang Outreach workers. Support has not been increased since 2010. This funding will increase wages for 9 FTE from \$17/hr to \$18/hr, bringing support closer to the national median average for outreach worker pay.</p>		
<p><b>Status for Fall Performance Report:</b> Funds were added and contracts were amended accordingly.</p>	<p><b>Status</b> Completed</p>	

## Prior Year Business Area Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
<b>Office of the Mayor</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$1,661,340	\$1,639,381	99%
External Materials and Services	\$1,029,100	\$582,409	57%
Internal Materials and Services	\$333,402	\$294,711	88%
<b>TOTAL EXPENDITURES</b>	<b>\$3,023,842</b>	<b>\$2,516,500</b>	<b>83%</b>
<b>REVENUES</b>			
General Fund Discretionary	\$1,878,821	\$0	0%
General Fund Overhead	\$1,145,021	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$3,023,842</b>	<b>\$0</b>	<b>0%</b>

### Bureau Reconciliation Narrative

#### Expenditures:

External Materials & Services: The Mayor's Office will submit requests for encumbrance carryovers in the amount of \$277,180. This will impact the ending fund balance.

#### Revenues:

No narrative required.

Sum of Vendor	Pymt Bdgt	Vendor Name 1	Text	RefDocNo	Funds Ctr MFSA000023	Grand Total
100619		NATIVE AMERICAN YOUTH AND FAMILY	Amendment 8 St Level Gang Outreach Svc	22151231	\$ 1,661.20	\$ 1,661.20
			Invoice # 115 1/1/15-6/30/15	22165181	\$ -	\$ -
		<b>NATIVE AMERICAN YOUTH AND FAMILY Total</b>			<b>\$ 1,661.20</b>	<b>\$ 1,661.20</b>
101103		IRCO	Advance to pay 1/1/15 through 6/30/15	22165182	\$ 167.65	\$ 167.65
			Amendment 9	22138276	\$ 1,624.20	\$ 1,624.20
			outreach work and expenses	22128540	\$ 412.27	\$ 412.27
			STREET LEVEL GANG OUTREACH	22149851	\$ 6,577.31	\$ 6,577.31
		<b>IRCO Total</b>			<b>\$ 8,781.43</b>	<b>\$ 8,781.43</b>
101357		PORTLAND OPPORTUNITIES	Advance for invoice #2 1/6/15	22160780	\$ -	\$ -
			ADVANCE FOR INVOICE #3	22172962	\$ -	\$ -
		<b>PORTLAND OPPORTUNITIES Total</b>			<b>\$ -</b>	<b>\$ -</b>
117748		ONE WORLD CHORUS	Rox in Sox event, Invoice 1238	22171987	\$ -	\$ -
		<b>ONE WORLD CHORUS Total</b>			<b>\$ -</b>	<b>\$ -</b>
117754		JEFFREY TA	Invoice 1 from June 24, 2015	22171288	\$ -	\$ -
		<b>JEFFREY TA Total</b>			<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total</b>					<b>\$ 10,442.63</b>	<b>\$ 10,442.63</b>

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Special Appropriations

**Type:** Encumbrance Carryover Request

**Request:** SA\_004 - OYVP - Encumbrance carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	10,442	0	10,442
<b>TOTAL EXPENDITURES</b>	<b>10,442</b>	<b>0</b>	<b>10,442</b>
<b>REVENUES</b>			
General Fund Discretionary	10,442	0	10,442
<b>TOTAL REVENUES</b>	<b>10,442</b>	<b>0</b>	<b>10,442</b>

**Bureau Description:**

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) 22151231 Native American Youth and Family - \$1,661; 2) 22165182 IRCO - \$168; 3) 22138276 IRCO - \$1,624; 4) 22128540 IRCO - \$412; 5) 22149851 IRCO - \$6,577. These are for contracts to provide street level gang outreach services.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Special Appropriations

**Type:** Encumbrance Carryover Request

**Request:** SA\_005 - OYVP - Advance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	36,686	0	36,686
<b>TOTAL EXPENDITURES</b>	<b>36,686</b>	<b>0</b>	<b>36,686</b>
<b>REVENUES</b>			
General Fund Discretionary	36,686	0	36,686
<b>TOTAL REVENUES</b>	<b>36,686</b>	<b>0</b>	<b>36,686</b>

**Bureau Description:**

This package requests one-time General Fund discretionary to fund the following advance carryovers for the Office of Youth Violence Prevention: 1) 22150681 POIC - \$12,053.80; 2) 22160780 POIC - \$8,714.93; 3) 22166543 - POIC - \$15,917. These are for contracts to provide street level gang outreach services.

**CBO Discussion and Recommendation**



**CBO Discussion and Recommendations  
FY 2015-16 Fall Supplemental Budget**

**Bureau:** Special Appropriations

**Type:** Technical Adjustment

**Request:** SA\_006 - OYVP - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request adjusts the budget to better align with current and future spending plans.

**CBO Discussion and Recommendation**

# Prior Year Business Area Reconciliation Report

## Office of Youth Violence Prevention

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
<b>Special Appropriations</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$224,366	\$215,677	96%
External Materials and Services	\$681,153	\$564,989	83%
Internal Materials and Services	\$6,235	\$915	15%
<b>TOTAL EXPENDITURES</b>	<b>\$911,754</b>	<b>\$781,581</b>	<b>86%</b>
<b>REVENUES</b>			
Intergovernmental Revenues	\$37,157	\$22,512	61%
Miscellaneous	\$0	\$12,217	0%
General Fund Discretionary	\$874,597	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$911,754</b>	<b>\$34,730</b>	<b>4%</b>

### Bureau Reconciliation Narrative

#### Expenditures:

External Materials & Services: The Office of Youth Violence Prevention will submit requests for encumbrance carryovers in the amount of \$10,442 and advance carryovers of \$36,386. This will impact the ending fund balance.

#### Revenues:

There is reimbursement revenue still to be received from TriMet for a Street Level Gang Outreach contract in the Office of Youth Violence Prevention.