



Office of Mayor Ted Wheeler
City of Portland

DATE: March 27, 2017

TO: Andrew Scott, City Budget Office Director

FROM: Ted Wheeler, Mayor

CC: Jane Braaten, Business Operations Division

SUBJECT: Mayor's Office FY 2016-17 Spring BMP Submission

Please accept the Mayor's Office Spring BMP submission for FY 2016-17.

This Spring BMP submission includes the following materials:

- \$100,000 programmatic carryover request for staffing support
- \$3250 compensation set-aside request for prior administration staff benefits
- Various technical adjustments to align budget with projected spending
- FY 2016-17 year-end projection
- FY 2016-17 decision package updates

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

Please contact Maurice Henderson from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

Mayor Ted Wheeler

Enc:

FY 2016-17 Spring BMP Submission Packet

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_004 - Mayor's Office-Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(30,000)	0	(30,000)
Internal Materials and Services	30,000	0	30,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves funds from Personnel Services to Internal Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Office of the Mayor

Type: New Request

Request: MY_005 - Mayor's Office-Comp Set-Aside Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	3,250	0	3,250
TOTAL EXPENDITURES	3,250	0	3,250
REVENUES			
General Fund Discretionary	3,250	0	3,250
TOTAL REVENUES	3,250	0	3,250

Bureau Description:

On December 21, 2016, Portland City Council passed Ordinance #188166 which provided one-month of City paid health insurance for named staff of outgoing elected official's Offices. This insurance, estimated to cost the City \$3250, included coverage for staff members and their covered qualified dependents. All of the staff members identified to be eligible for this insurance were members of the Mayor Hales administration. This unusual arrangement has not been typical for Council Offices in the past where insurance costs incurred for staff from a different official has been passed on to a new elected official.

The Ordinance did not identify the funding source for this cost. It was later determined that this cost would be charged to Mayor Wheeler's Office. In an effort to hold the current administration harmless from a budgetary perspective, the Mayor's Office is requesting \$3250 in compensation set-aside to cover this expense.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_006 - Mayor's Office-Programmatic Carryover Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(60,000)	0	(60,000)
External Materials and Services	(40,000)	0	(40,000)
TOTAL EXPENDITURES	(100,000)	0	(100,000)
REVENUES			
General Fund Discretionary	(100,000)	0	(100,000)
TOTAL REVENUES	(100,000)	0	(100,000)

Bureau Description:

The Mayor's Office is requesting that \$100,000 in unspent FY 2016-17 balance be transferred into their FY 2017-18 budget to provide additional staffing resources. Mayor Wheeler's Office has undertaken several new initiatives since taking office such as the Housing Bond Implementation, Tenant Protections, Short-Term Rentals, Technology Innovation and Partnerships, and Innovative Alternatives to Street Camping.

If approved, this request will provide the Mayor's Office with additional staffing resources to help implement these initiatives. These funds will be used to supplement staff and to develop and implement strategies to address these issues and support community engagement on these issues.

CBO Discussion and Recommendation

Business Area Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of the Mayor				
EXPENDITURES				
Personnel Services	\$1,778,440	\$1,099,377	\$1,758,664	99%
External Materials and Services	\$751,833	\$573,884	\$715,839	95%
Internal Materials and Services	\$509,664	\$333,676	\$500,114	98%
TOTAL EXPENDITURES	\$3,039,937	\$2,006,937	\$2,974,617	98%
REVENUES				
Charges for Services	\$0	\$111	\$0	0%
Miscellaneous	\$0	\$90	\$0	0%
General Fund Discretionary	\$1,493,975	\$0	\$1,428,655	96%
General Fund Overhead	\$1,545,962	\$0	\$1,545,962	100%
TOTAL REVENUES	\$3,039,937	\$201	\$2,974,617	98%

Bureau Projection Narrative

Expenditures:

No narrative required.

Revenues:

No narrative required.