



Office of Mayor Ted Wheeler
City of Portland

DATE: September 11, 2017

TO: Andrew Scott, City Budget Office Director

CC: Jane Braaten, Business Operations Division

FROM: Mayor Ted Wheeler

SUBJECT: Mayor's Office FY 2017-18 Fall BMP Submission

Please accept the Mayor's Office Fall BMP submission for FY 2017-18.

This Fall BMP submission includes:

- An encumbrance carryover request of \$40,000 for a PSU Hatfield Fellow
- A technical adjustment to budget the Summerworks funding under the correct functional area

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 2017-18 Fall BMP Submission Packet

**CBO Discussion and Recommendations
FY 2016-17 Fall Supplemental Budget Ordinance**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_001 - Mayors Office: PSU Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	40,000	0	40,000
TOTAL EXPENDITURES	40,000	0	40,000
REVENUES			
General Fund Discretionary	40,000	0	40,000
TOTAL REVENUES	40,000	0	40,000

Bureau Description:

The Mayor's Office is requesting an encumbrance carryover in the amount of \$40,000 for their PSU Hatfield Fellow contract (PO# 22214981).

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Fall Supplemental Budget Ordinance**

Bureau: Office of the Mayor **Type:** Technical Adjustment

Request: MY_002 - Mayor's Office: Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This technical adjustment moves \$190,000 of ongoing General Fund Discretionary into the Summerworks functional area.

CBO Discussion and Recommendation

PO #	Line Item	PO Date	Vendor No.	Vendor Name	Contract No.	Line Item Text	Cost Object Type	Cost Object No.	Cost Object Name	Fund No.	Bus Area	Funds Centers No.	Commitment Item No.	Functional Area No.	Grant No.	Pur Grp	Buyer	Matri Grp No. & Name	Del	N Val GR	Gds Rcpt	Fnl Inv	DCI	FY 2018 Begin Encumbrances	Date of Last Transaction	Last GR Date Record	FY 2018 GR/RR Transactions	Remaining Encumbrance	Svcs Recd Thru Date	Accrual JE Number	Accrual Actual Invoice	Accrual Estimated Amount	Advance Accrual Actual Invoice	Advance Accrual Estimated Amount	Final Invoice Actual Amount	Variance	Encumbrance Carryover Request	
22213191	10	05/26/17	100515	Harris Worksystems Inc	31000974	Enc For Mayors Off Chair Purch-by Bs	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	549000	LAMYAS000	Not Relevat	G99	TKRUEGER96200	Misc						5,369.98	07/01/17	05/26/17	0.00	5,369.98	6/30/2017									
22213568	10	06/01/17	110077	Our United Villages		Moving Sleeping Structures To R2dtoors N	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	524000	LAMYAS000	Not Relevat	G99	ECARTER 91000	Bulk						500.00	07/01/17		0.00	500.00	6/30/2017									
22214981	10	06/20/17	101330	Portland State University	30003978	Enc For Pau Hatfield Fellowship	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	529000	LAMYAS000	Not Relevat	G99	TKRUEGER96100	Misc						40,000.00	07/01/17		0.00	40,000.00	6/30/2017									
22215401	10	06/26/17	101475	Relay Resources	31000966	Enc For Shred Servs-Mayors Office	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	524000	LAMYAS000	Not Relevat	G99	TKRUEGER91000	Bulk						460.07	07/01/17	06/26/17	0.00	460.07	6/30/2017									40000
No PO				Jennifer Argunzoni Reimbursement	NA	Rose Festival Costs	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	549000	LAMYAS000	Not Relevat	G99								NA	NA	NA	NA	NA	6/30/2017	2200006547/2200006822	257.65							
No PO				Mayor's Office Travel	NA	London/DC/Miami	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	542400	LAMYAS000	Not Relevat	G99								NA	NA	NA	NA	NA	6/30/2017	2200006547/2200006822			2500					
No PO				2nd Quarter Unemployment	NA	April-June Mayor's Office former staff unemployment	C	MYMY000001	Admin/executive	100000	MY00	MYMY000001	514630	LAMYAS000	Not Relevat	G99								NA	NA	NA	NA	NA	6/30/2017	2200006547/2200006822			7500					

**Prior Year Business Area Reconciliation Report
Mayor**

	FY 2016-17 Revised Budget	FY 2016-17 Year-End Actuals	Percent of Actuals to Revised
Office of the Mayor			
EXPENDITURES			
Personnel Services	\$1,738,440	\$1,679,563	97%
External Materials and Services	\$771,833	\$699,488	91%
Internal Materials and Services	\$529,529	\$501,914	95%
TOTAL EXPENDITURES	\$3,039,802	\$2,880,966	95%
REVENUES			
Charges for Services	\$0	\$188	0%
Miscellaneous	\$0	\$540	0%
General Fund Discretionary	\$1,493,840	\$0	0%
General Fund Overhead	\$1,545,962	\$0	0%
TOTAL REVENUES	\$3,039,802	\$728	0%

Bureau Reconciliation Narrative

Expenditures:

No narrative required.

Revenues:

No narrative required.

Service Area	Bureau	Package Name	Package Description	Budget Process Funded In:	Year Funded:	Added/(Reduced) Funds	Added/(Reduced) FTE	Package Status	Package Update
Legislative, Administrative, and Support	Office of the Mayor	Mayor's Office - COCL carryover	This request asks for \$155,841 unspent FY 2014-15 funds for the Compliance Officer Community Liaison (COCL) program in the Mayor's Office.	FY 2015-16 Fall BMP	FY 2015-16	\$ 121,895		Complete	1) Focus groups conducted by DHM to hear from groups not necessarily represented in the Citywide general mail survey (homeless, LGBTQ, youth, etc.) Focus Groups are currently being wrapped up and the analysis being completed. 2) Carryover for the Citywide mailing survey which was underway. Mail Survey completed and results published. 3) Fund the process of locating and moving costs to establish and independent office space from the COCL and COAB. Move was successfully completed.
Legislative, Administrative, and Support	Office of the Mayor	Mayor's Office - OED BDS Transfer	This request transfers \$5,000 from the Mayor's Office External Materials and Services budget to the Bureau of Development Services (BDS) to facilitate payment for Housing Receivership and Abatement Services.	FY 2015-16 Spring BMP	FY 2015-16	\$ 5,000		Complete	The request was approved and the transfer of \$5,000 to BDS was completed.
Legislative, Administrative, and Support	Office of the Mayor	Realign BMA Funds to OHR - \$100,000	In FY 2014-15, the Mayor's Office received \$100,000 in ongoing funding for the Black Male Achievement (BMA) Initiative. The management of this initiative is being transitioned to the Office of Equity and Human Rights (OHR) and this package sends OHR the ongoing funding. OHR will enter a corresponding add package, making this a net-zero impact to the City.	FY 2015-16 Adopted Budget	FY 2015-16	\$ (100,000)		Complete	The request was approved and funding was used to fund interns through the Black Male Achievement Initiative.
Legislative, Administrative, and Support	Office of the Mayor	FY 2014-15 Carryover COCL	To carry over half of the funding from Police for an IGA with PSU related to the Compliance Officer and Community Liaison community survey for the portion to be paid in FY 2015-16.	FY 2015-16 Adopted Budget	FY 2015-16	\$ 22,490		Complete	DOJ required Citywide mail survey regarding community perceptions of police services was completed by DHM.
Legislative, Administrative, and Support	Office of the Mayor	MYMY - On-Going COCL & COAB Support - \$460,000	This is a request for ongoing General Fund resources to fund Compliance Officer and Community Liaison (COCL) contract costs, COCL program support expenses, and support for the Community Oversight Advisory Board (COAB).	FY 2015-16 Adopted Budget	FY 2015-16	\$ 369,316		Complete	This was the total starting funds plus the transfer from the CAO (\$634,316) to pay for costs related to City Council's implementation of the Settlement Agreement.
Legislative, Administrative, and Support	Office of the Mayor	Summer Interns	SummerWorks and Black Male Achievement Initiative youth employment program.	FY 2015-16 Adopted Budget	FY 2015-16	\$ 135,000		Complete	The request was approved and the funding was used in addition to the already ongoing resources to fund interns through the SummerWorks and Black Male Achievement
Legislative, Administrative, and Support	Office of the Mayor	City Hall Technology Improvements	This funding is for various technology improvements at City Hall.	FY 2015-16 Adopted Budget	FY 2015-16	\$ 100,000		Complete	The funding for this package was transferred over to Facilities and the improvements to Council Chambers have been completed
Legislative, Administrative, and Support	Office of the Mayor	Realign COCL Funds from City Attorney \$265,000	The management of the Compliance Officer and Community Liaison (COCL) program has shifted to the Mayor's Office. This realignment request accepts \$265,000 in ongoing General Fund resources from the City Attorney's Office, where the funding has previously resided. The City Attorney's Office will enter a corresponding reduction package, making this a net-zero impact to the City.	FY 2015-16 Adopted Budget	FY 2015-16	\$ 265,000		Complete	This was the total starting funds plus the transfer from the CAO (\$634,316) to pay for costs related to City Council's implementation of the Settlement Agreement.
Legislative, Administrative, and Support	Office of the Mayor	Realign Security to Mayor's Office	This decision package switches the funding for the Mayor's Office Security Detail from a General Fund cash transfer to an interagency directly budgeted in the Mayor's Office.	FY 2016-17 Adopted Budget	FY 2016-17	71,741		Complete	Mayor's Office was given a target adjustment to pay for this cost.
Legislative, Administrative, and Support	Office of the Mayor	Tribal Liaison	This request is for \$108,550 in ongoing General Fund resources to fund a Commissioner Staff Representative in the Mayor's Office to provide liaison services between the City and the local tribal communities. This position would be responsible for overall American Indian/Alaska Native policy development and overall coordination of the city's relationships with Native American tribal governments and affiliated entities, and also American Indians and Alaska Natives living in Portland. It involves providing expertise on tribal history, treaties, sovereignty, self-governance, protocols, customs and traditions, natural resources, relevant economic enterprises and cultural properties.	FY 2016-17 Adopted Budget	FY 2016-17	108,546		Complete	The staff member who filled this role left City employment in December of 2016. The position and subsequent funding has been transferred to the Office of Government Relations who is currently in the recruitment phase for this position.
Legislative, Administrative, and Support	Office of the Mayor	Transfer COCL to Special Appropriations	This request is to transfer \$634,316 of ongoing General Fund resources currently appropriated to the Mayor's Office to Special Appropriations for continued support of the Compliance Officer and Community Liaison (COCL) contract costs, COCL program support expenses, and support for the Community Oversight Advisory Board (COAB). The Office of Equity and Human Rights will submit a separate decision package in order to keep all program components together.	FY 2016-17 Adopted Budget	FY 2016-17	(634,316)		Complete	COCL is now part of the Special Appropriations budget.
Legislative, Administrative, and Support	Office of the Mayor	Portland Benefit Corporation (B Corp) Program	B-Corps are for-profit companies certified to meet rigorous standards of social and environmental performance, accountability, and transparency. The unifying goal among B-Corps is to redefine success in business and help create a global economy that uses business as a force for good. Some of Portland's best known and most well respected companies are B-Corps, including New Seasons Market, Neil Kelly Company, Bridgetown Natural Foods, DePaul Packaging, Hopworks Urban Brewery, and Gerding Edlen Development Inc. Our local community faces increasing social and environmental challenges, and it is apparent that solutions are not just the domain of the public and not-for-profit sectors. Private sector businesses must be part of the solution both in community action and internal operation. As the City of Portland's economic development agency, the Portland Development Commission (PDC) seeks \$350,000 from the City General Fund to launch a local B Corp Program. Funds would be used to: •Procure and develop a company assessment tool in partnership with B-Lab, a national nonprofit organization focused on promoting B-Corps and helping communities launch B-Corp programs; •Establish a "Best for Portland" campaign to encourage local companies to seek B-Corp certification and a rewards program for top performers; •Coordinate company training and technical assistance; •Procure (direct hire or consultant) a program manager.	FY 2016-17 Adopted Budget	FY 2016-17	75,000		Complete	The three contracts were fully paid in FY 2016-17.
Legislative, Administrative, and Support	Office of the Mayor	Summer Works Program	This request is for \$135,000 in one-time General Fund resources to support the SummerWorks and Black Male Achievement Initiative youth employment programs. The office budget also contains \$180,000 in ongoing program support.	FY 2016-17 Adopted Budget	FY 2016-17	304,000		Complete	The funds for the Summerworks and Black Male Achievement Initiative have been spent as intended.