



**OFFICE OF MAYOR TED WHEELER
CITY OF PORTLAND**

DATE: March 26, 2018

TO: Andrew Scott, City Budget Office Director

CC: Carmen Merlo, Deputy Chief Administrative Officer

FROM: Mayor Ted Wheeler

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

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

This Spring BMP submission includes:

- Programmatic carryover request in the amount of \$200,000 for staffing, project management, consulting, and academic research partnership
- Technical adjustments to align budget with projected spending
- Year-end Reconciliation Report
- Current year 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 2017-18 Spring BMP Submission Packet

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**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_004 - Mayor - Spring Bump Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(50,000)	0	(50,000)
External Materials and Services	50,000	0	50,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$50,000 into External Materials and Services from Personnel Services to better align budget with projected spending.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_005 - Mayor's Office - Spring Bump Programmatic Carry

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(200,000)	0	(200,000)
TOTAL EXPENDITURES	(200,000)	0	(200,000)
REVENUES			
General Fund Discretionary	(200,000)	0	(200,000)
TOTAL REVENUES	(200,000)	0	(200,000)

Bureau Description:

The Mayor's Office is proposing carrying over \$200,000 from FY 2017-18 to FY 2018-19. The Office would like to roll over vacancy savings in order to hire limited-duration employees for policy work in the Mayor's Office. The plan is to hire these employees before the end of the fiscal year, but their terms would roll into the next fiscal year. The Mayor's Office has a large amount of work that needs to be done. As the Mayor implements his priorities, the Office needs the personnel capacity to ensure the work gets done. Additionally, a portion of these funds will be used for project management, consultant services, and contracting with the City's academic partners for research around the Mayor's priorities.

CBO Discussion and Recommendation

Business Area Projection Report

	Spring BMP Revised Budget	FY 2017-18 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of the Mayor				
EXPENDITURES				
Personnel Services	\$2,260,938	\$1,386,704	\$2,182,340	97%
External Materials and Services	\$805,563	\$645,439	\$749,334	93%
Internal Materials and Services	\$885,185	\$408,200	\$782,985	88%
TOTAL EXPENDITURES	\$3,951,686	\$2,440,343	\$3,714,659	94%
REVENUES				
Charges for Services	\$0	\$386	\$386	0%
General Fund Discretionary	\$2,123,072	\$0	\$1,885,659	89%
General Fund Overhead	\$1,828,614	\$0	\$1,828,614	100%
TOTAL REVENUES	\$3,951,686	\$386	\$3,714,659	94%

Bureau Projection Narrative

Expenditures:

No narrative required.

Revenues:

No narrative required.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Legislative, Administrative, and Support	Office of the Mayor	SummerWorks Funding	This Mayor's Office is requesting \$400,000 in ongoing General Fund Overhead and Discretionary to fund workforce initiatives. This \$400,000 in ongoing funding will be added to the \$190,000 of ongoing funding that is already part of the FY 2017-18 Mayor's Office Budget. If this add package is approved, it will supplement existing support to youth employment programs and will provide ongoing support for workforce development programs to help provide access and opportunity for experience and career development that they may not otherwise have been available.	FY 2017-18 Adopted Budget	FY 2017-18	360,000		Complete	The Summerworks program was successfully held in the summer of 2017 and stayed within the \$550,000 budget (\$360,000 + \$190,000)
Legislative, Administrative, and Support	Office of the Mayor	Mayor's Office-CSR positions	This request adds three Commissioner Staff Rep positions to the Mayor's Office along with an allocation for their external and internal materials and services costs. The total request is for \$334,110 in ongoing General Fund Overhead and Discretionary funding. The positions are budgeted at the midpoint of the salary scale and include \$1,250 each in materials and services allocations. If this add package is approved these positions will allow for broader engagement of City bureaus with the Mayor's and City Council's priorities. Additional support will also help to ensure equity and access to the City by the community and make progress on the Mayor's outlined goals for collaboration with City Council on shared priorities.	FY 2017-18 Adopted Budget	FY 2017-18	358,949	3.00	Complete	The 3 CSR positions were created in the Mayor's Office and are currently filled as of 3/13/2018
Legislative, Administrative, and Support	Office of the Mayor	FY 2016-17 Carryover: Staff Support	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.	FY 2017-18 Adopted Budget	FY 2017-18	100,000		In progress	\$100,000 in funding was carried over into FY 2017-18 to pay for additional staff support, such as a temporary CASS position
Legislative, Administrative, and Support	Office of the Mayor	Sovereign Government Relations/Tribal Liaison	On July 11, 2012, City Council passed Resolution 36941 outlining its intent to formalize the City's relationship with Tribal Government Partners. In 2015, the Native American Advisory Commission was formed to identify opportunities to strengthen the urban Indian community relationship and to advise priorities and actions to establish and maintain a Tribal Program in the City. In FY 2016-17, this function and funding for it were assigned to the Office of the Mayor. This decision package would transfer this function to OGR in FY 2017-18 along with \$56,000 in resources. OGR has requested the remaining \$56,000 in new General Fund. Because this function was previously funded in the FY 2016-17 budget, CBO does not recommend additional General Fund resources. Instead, we recommend a transfer of \$112,000 to OGR for the position.	FY 2017-18 Adopted Budget	FY 2017-18	(112,000)		Complete	The funding has been transferred to OGR for this position
Legislative, Administrative, and Support	Office of the Mayor	DOJ Sr. Policy Advisor	CBO recommends that a position requested by the Attorney's Office AT_06 be moved to the Mayor's Office and funded with funds previously allocated for COCL/COAB. This position is for a senior policy analyst that will work under the guidance of the Mayor. The Mayor's office already has position authority for this position so this decision package is only for funding.	FY 2017-18 Adopted Budget	FY 2017-18	130,000		Complete	The position will be funded out of COCL/COAB going forward
Legislative, Administrative, and Support	Office of the Mayor	Additional External Materials and Services	The Mayor's Office is requesting an additional \$60,000 in ongoing external materials and services resources.	FY 2017-18 Adopted Budget	FY 2017-18	60,000		Complete	Funding was added to the FY 2017-18 budget
Legislative, Administrative, and Support	Office of the Mayor	Facilities - Increased Security Funding	This decision package requests a General Fund cash transfer for incremental increases to contracted security costs at City Hall and for the Mayor's Detail. Contracted security costs have risen at City Hall due to the upsurge of City business disruption incidents over the past 6 months (protests, vandalism, demonstrations, damage to City property). In addition, building rental rates have not kept pace, as they only increase by inflation each fiscal year. Enhanced needs have also been identified for the Mayor's detail. More information can be furnished to Council upon request. If this decision package is denied, the incremental cost will result in a reduction in major maintenance contribution to the City Hall major maintenance reserve.	FY 2017-18 Fall BMP	FY 2017-18	219,026		Complete	Funding was added to the FY 2017-18 budget.
Legislative, Administrative, and Support	Office of the Mayor	Commissioner Staff Representative Reclases	This request provides one-time funding to convert two Commissioner Staff Representative positions within the Commissioner of Public Utilities to the new Senior Commissioner Staff Representative Classification. Ongoing funding for these reclasses will be requested in the FY 2018-19 budget process.	FY 2017-18 Fall BMP	FY 2017-18	12,600		Complete	2 positions were reclassified to SR CSR's.