



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

DATE: September 12, 2018
TO: Claudio Campuzano, Interim City Budget Office Director
CC: Carmen Merlo, Deputy Chief Administrative Officer
FROM: Mayor Ted Wheeler
SUBJECT: Mayor's Office FY 2018-19 Fall BMP Submission

Please accept the Mayor's Office Fall BMP submission for FY 2018-19.

This Fall BMP submission includes:

- Recognize \$23,000 carryover from the FY 2017-18 OEO for vacation payouts
- Encumbrance carryover request in the amount of \$14,979 for a facilitation contract
- Encumbrance carryover request in the amount of \$40,000 for PSU Hatfield Fellow
- Various net-zero technical adjustments
- Prior-Year reconciliation report
- PO Listing Report with Encumbrance Carryover Requests
- Prior Year Decision Package Updates

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

Please contact Kristin Dennis from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

Mayor Ted Wheeler

Enc:
FY 2018-19 Fall BMP Submission Packet

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_001 - Mayor-OEO Program Carryover Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	23,000	0	23,000
TOTAL EXPENDITURES	23,000	0	23,000
REVENUES			
General Fund Discretionary	23,000	0	23,000
TOTAL REVENUES	23,000	0	23,000

Bureau Description:

In the FY 2017-18 OEO, the External Materials and Services budget in the Mayor's Office was reduced by \$23,000 to pay for two vacation payouts that hit the FY 2018-19 budget. This request allocates the \$23,000 in funding that was approved during the OEO process.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_002 - Mayor-Encumbrance Carryover Requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	54,979	0	54,979
TOTAL EXPENDITURES	54,979	0	54,979
REVENUES			
General Fund Discretionary	54,979	0	54,979
TOTAL REVENUES	54,979	0	54,979

Bureau Description:

The Mayor's Office is requesting a total of \$54,979 in encumbrance carryovers. This amount includes \$14,979 for a facilitation contract with Nancy Hamilton (PO#22235736) and \$40,000 for a PSU Hatfield Fellow (PO#22238184).

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_003 - Mayor-Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request corrects some of the accounts where the Facilities charges were loaded for the Mayor's Office. It also moves the interagency for Occupational Health out of the Risk Fund and into the Health Fund.

CBO Discussion and Recommendation

Prior Year Business Area Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
Office of the Mayor			
EXPENDITURES			
Personnel Services	\$2,222,538	\$2,170,398	98%
External Materials and Services	\$830,963	\$769,696	93%
Internal Materials and Services	\$875,185	\$860,193	98%
TOTAL EXPENDITURES	\$3,928,686	\$3,800,286	97%
REVENUES			
Charges for Services	\$0	\$386	0%
General Fund Discretionary	\$2,100,072	\$0	0%
General Fund Overhead	\$1,828,614	\$0	0%
TOTAL REVENUES	\$3,928,686	\$386	0%

Bureau Reconciliation Narrative

Expenditures:

No narrative required

Revenues:

No narrative required