



Office of Mayor Ted Wheeler
City of Portland

DATE: September 9, 2019
TO: Jessica Kinard, City Budget Office Director
CC: Carmen Merlo, Deputy Chief Administrative Officer
FROM: Ted Wheeler, Mayor's Office
SUBJECT: Mayor's Office FY 2019-20 Fall BMP Submission

Please accept the Mayor's Office Fall BMP submission for FY 2019-20.


This Fall BMP submission includes:

- F4 Budget Amendment Request Report
- Prior Year Fund Reconciliation Report
- Prior Year Decision Package Update
- Encumbrance Carryover Detail Spreadsheet

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 2019-20 Fall BMP Submission Packet

MY - Office of the Mayor

DP Type

Encumbrance Carryover

Request Name: 9215 -Mayors Office - Encumbrance Carryover

Package Description

The Mayors Office is requesting \$40,000 for an encumbrance carryover of their PSU Hatfield Fellow contract (PO#22259550). The Mayor's Office underspent their FY 2018-19 budget in excess of this request. The Mayor's Office made an offer to their Hatfield Fellow during FY 2018-19 but the contract was not completed till the close of the fiscal year.

Service Impacts

Funding this request will allow the Mayor's Office to continue employing a Hatfield Fellow during the fiscal year, which in turn increases the staffing capacity of the Mayor's Office to work on critical programs and initiatives. The Hatfield Fellow has been tasked with providing additional policy support on the City's homeless response.

Equity Impacts

The City of Portland has a long history of involvement with the PSU Hatfield Fellow Program. The program gives PSU students a chance to get first-hand experience working in a City office/bureau. Numerous program participants have gone onto permanent employment with the City.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	40,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	40,000	0	0

Prior Year Fund Reconciliation Report

Office of the Mayor

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	2,300,020	2,232,510	97.06%
External Materials and Services	904,076	854,507	94.52%
Internal Materials and Services	879,701	846,790	96.26%
TOTAL EXPENDITURES	4,083,797	3,933,806	96.33%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	0	5,113	
General Fund Discretionary	1,890,096	0	0%
General Fund Overhead	2,193,701	0	0%
TOTAL REVENUES	4,083,797	5,113	0.13%

Expenditure Discussion

All expense categories were within budget appropriation.

Revenue Discussion

The \$5113 in unbudgeted revenue was for reimbursements. All other revenue categories were within budget appropriation.

