



Office of Mayor Ted Wheeler  
City of Portland

DATE: September 9, 2020  
TO: Jessica Kinard, City Budget Office Director  
CC: Carmen Merlo, Deputy Chief Administrative Officer  
FROM: Ted Wheeler, Mayor  
SUBJECT: Mayor's Office FY 2020-21 Fall BMP Submission

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Please accept the Mayor's Office Fall BMP submission for FY 2020-21.

This Fall BMP submission includes:

- F4 Budget Amendment Request Report with the request for reimbursement for furlough days taken in FY 2019-20 and Facilities Rent Savings
- Encumbrance Carryover Detail Spreadsheet
- Prior Year Reconciliation Report

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 2020-21 Fall BMP Submission Packet

**MY - Office of the Mayor**

**DP Type**

**Encumbrance Carryover**

**Request Name:** 10957 -FY 2019-20 GF Furlough Savings True-Up.

**Package Description**

This request is a technical adjustment to true-up the furloughs taken in the prior budget year with the estimate for furloughs in the current budget year.

**Service Impacts**

NA

**Equity Impacts**

NA

2020-21 FALL Requested Adj	
Personnel	44,521

2020-21 FALL Requested Adj	
General Fund Discretionary	44,521

**MY - Office of the Mayor**

**DP Type**

**Mid-Year Reduction**

**Request Name:** 11025 -Mayor-Rent Savings

**Package Description**

Mid-year reduction for Facilities rent savings. The savings will be returned to the General Fund.

**Service Impacts**

NA

**Equity Impacts**

NA

2020-21 FALL Requested Adj	
Internal Materials and Services	-5,446

2020-21 FALL Requested Adj	
General Fund Discretionary	-5,446

## Prior Year Fund Reconciliation Report

Office of the Mayor

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### 100 - General Fund

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<b>EXPENDITURES</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	2,377,674	2,291,966	96.4%
External Materials and Services	213,914	145,587	68.06%
Internal Materials and Services	819,291	737,075	89.97%
<b>TOTAL EXPENDITURES</b>	<b>3,410,879</b>	<b>3,174,628</b>	<b>93.07%</b>

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<b>REVENUES</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	6,093	
General Fund Discretionary	1,418,199	0	0%
General Fund Overhead	1,992,680	0	0%
<b>TOTAL REVENUES</b>	<b>3,410,879</b>	<b>6,093</b>	<b>0.18%</b>

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#### Expenditure Discussion

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Materials and Services expenditures were over 10% below budget due to expenditure slowdowns related to COVID-19, especially spending on out-of-town travel.

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#### Revenue Discussion

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Charges for Services revenues are public records request reimbursements that were not budgeted.