



City Budget Office

Analysis by Christy Owen

	2020-21 Revised Budget	2020-21 Actuals	Remaining Budget	Percent Remaining
Expenses	\$2,995,617	\$1,825,947	\$1,169,670	39%
Operating Expenses	\$2,995,617	\$1,825,947	\$1,169,670	39%
Personnel	\$2,254,377	\$1,386,646	\$867,731	38%
External Materials and Services	\$313,665	\$178,478	\$135,187	43%
Internal Materials and Services	\$427,575	\$260,822	\$166,753	39%
Revenue	\$2,995,617	\$179,216	\$2,816,401	94%
Internal Revenue	\$334,806	\$179,216	\$155,590	46%
Interagency Revenue	\$324,806	\$179,216	\$145,590	45%
Miscellaneous Fund Allocation	\$10,000	\$0	\$10,000	100%
General Fund Allocation	\$2,660,811	\$0	\$2,660,811	100%
General Fund Discretionary	\$1,194,069	\$0	\$1,194,069	100%
General Fund Overhead	\$1,466,742	\$0	\$1,466,742	100%

Figure 1. This table shows the City Budget Office General Fund budget.

INTRODUCTION

Two-thirds through the fiscal year, the City Budget Office (CBO) has expended 61.0% of its budgeted expenses and has collected 55% of its internal revenues. The CBO is predominately funded by General Fund discretionary and overhead resources, with a small portion of revenues collected through interagency charges for services supporting the Portland Utility Board support program. **CBO anticipates that the bureau will end the year within budget, and may underspend its General Fund discretionary allocation by up to 2% or \$30,000.**

KEY DECISIONS FOR COUNCIL

There are no major decision points for City Council in the City Budget Office's Spring BMP submission. The CBO did not submit adjustments for council consideration and is projected to end the fiscal year within less than 5% of appropriations. Unspent General Fund resources will fall to fund balance for future discretionary use.

CURRENT YEAR BUDGET MONITORING

City Budget Office Projected to End Fiscal Year within 2% of GF appropriation

Unlike prior years, the CBO is currently projected to have little General Fund discretionary underspending at the end of FY 2020-21. This is due to utilization of one-time resources to fund a Temporary Financial Analyst 1 and one-time resources for critical software support anticipated to occur prior to June 30, 2021. Underspending in travel, training, and hospitality accounts is contributing resources to support these expenses. This resource is internally available because of the lack of travel and in-person events due to the continued public health crisis. Revenues from the Water Bureau and Bureau of Environmental Services are matched with associated program expenses. There is underspending associated with the reduced costs for supporting PUB meetings

in the virtual environment, and as such, the rate paying bureaus are not charged.

The CBO has one assigned decision package to restart the practice of recognizing unspent General Fund one-time funds as future Capital Set-aside resources. CBO has completed this decision package in the Fall BMP.

SPRING SUPPLEMENTAL BUDGET CHANGES

	2020-21 Spring Revised Base (A)	Spring Decision Package Total (B)	CBO Recommended Adjustments (C)	Total Recommended Budget (A+B+C)
Expense	\$2,995,617	\$0	\$0	\$2,995,617
Personnel	\$2,254,377	\$0	\$0	\$2,254,377
External Materials and Services	\$313,665	\$0	\$0	\$313,665
Internal Materials and Services	\$427,575	\$0	\$0	\$427,575
Revenue	\$2,995,617	\$0	\$0	\$2,995,617
General Fund Discretionary	\$1,194,069	\$0	\$0	\$1,194,069
General Fund Overhead	\$1,466,742	\$0	\$0	\$1,466,742
Interagency Revenue	\$324,806	\$0	\$0	\$324,806
Miscellaneous Fund Allocation	\$10,000	\$0	\$0	\$10,000