



Office of Mayor Ted Wheeler  
City of Portland

**DATE:** September 7, 2022  
**TO:** Jessica Kinard, City Budget Office Director  
**CC:** Carmen Merlo, Deputy Chief Administrative Officer  
**FROM:** Ted Wheeler, Office of the Mayor  
**RE:** Mayor's Office FY 2022-2023 Fall BMP Submission

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Please accept the Mayor's Office Fall BMP submission for FY 2022-23.

This Fall BMP submission includes:

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

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

Please contact Sara Morrissey from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

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Ted Wheeler, Mayor

9/2/22

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Date

Enc:  
FY 2022-23 Fall BMP Submission Packet

**MY - Office of the Mayor**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14351 -Mayor - Additional Space Rent

**Package Description**

This request adds \$41,027 to the space rent agreement between OMF and the Mayor's Office for the additional City Hall space that the Mayor's Office now utilizes.

**Service Impacts**

This agreement recognizes the additional space the Mayor's Office needs to utilize for their added staff.

**Equity Impacts**

NA

2022-23 FALL Requested Adj		
Expense	Internal Materials and Services	41,027
	Personnel	-41,027
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

**MY - Office of the Mayor**

**DP Type**

**Encumbrance Carryover**

**Request Name:** 14371 -Mayor - Encumbrance Carryovers

**Package Description**

The Mayor's Office is requesting the following encumbrance carryovers:

- #22293038—California Partnership-\$55,165
- #22302072—Diego Palma-\$6925
- #22302073—Kathleen Turner-\$1750
- #22303928—Actionmind-\$3750
- #22306421-1—Portland State-\$43,000
- #22306421-2—Portland State-\$43,000
- #22307020—Newjee-\$34,468
- #22308753—Michelle David-\$52,000
- #22308754—Elizabeth Atwood Wills-\$10,000

**Service Impacts**

Approving this carryover request will allow the Mayor's Office to continue funding a variety of items without using existing resources from their FY 2022-23 External Materials and Services budget. Sufficient balance remains from FY 2021-22 year-end to fund these encumbrance requests.

**Equity Impacts**

Prior Council Offices have had similar encumbrance carryovers approved in the Fall Bump.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	254,058
<b>Expense</b>	<b>Sum:</b>	<b>\$254,058</b>

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	254,058
<b>Revenue</b>	<b>Sum:</b>	<b>\$254,058</b>

## Prior Year Fund Reconciliation Report

Office of the Mayor

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### 100 - General Fund

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<b>EXPENDITURES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	2,706,885	2,408,985	88.99%
External Materials and Services	426,013	398,051	93.44%
Internal Materials and Services	822,275	759,611	92.38%
<b>TOTAL EXPENDITURES</b>	<b>3,955,173</b>	<b>3,566,647</b>	<b>90.18%</b>

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<b>REVENUES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
General Fund Discretionary	1,809,618	0	0%
Interagency Revenue	0	2,620	
General Fund Overhead	2,145,555	0	0%
<b>TOTAL REVENUES</b>	<b>3,955,173</b>	<b>2,620</b>	<b>0.07%</b>

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#### Expenditure Discussion

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Personnel Services were 12% below budget due to several vacancies the Mayor's Office had during the fiscal year.

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#### Revenue Discussion

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The General Fund Budget was sufficient to cover the actual expenditures.

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#### Other Notes

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