



Office of Mayor Ted Wheeler
City of Portland

DATE: March 17, 2022

TO: Jessica Kinard, City Budget Office Director

CC: Carmen Merlo, Deputy Chief Administrative Officer

FROM: Ted Wheeler, Mayor

SUBJECT: Mayor's Office FY 2021-22 Spring BMP Submission

Please accept the Mayor's Office Spring BMP submission for FY 2021-22.

This Fall BMP submission includes:

- F4 Budget Request Report
- Business Area Projection 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,

Mayor Ted Wheeler

Enc:
FY 2021-22 Spring BMP Submission Packet

MY - Office of the Mayor

DP Type

GF Program Carryover

Request Name: 13485 -Mayor-Admin Support Program Carryover

Package Description

The Mayor's Office is requesting a \$100,000 program carryover for administrative support services in FY 2022-23. The Office will utilize personnel savings that resulted from several vacancies during this fiscal year to fund this request. This request will provide needed temporary administrative support for the Office which is necessary due to the following factors: 1) OMF is no longer providing administrative support to the Mayor's Office. Due to this change, there is a need for additional staffing support; 2) The majority of the staff did not work for the Mayor's Office back in 2020 when the City Offices were shutdown. There will be additional work on getting employees setup to succeed in an Office environment. Having the additional support on hand will help ensure the success of staff.

Service Impacts

As mentioned above, funding this request should help ensure the administrative functions of the Mayor's Office run smoothly. With the transition to an office environment, there will be numerous tasks that need to be completed. This request will get help provide the resources needed to achieve successful outcomes.

Equity Impacts

This package will provide resources to ensure each employee can be properly setup in an Office environment and will have the support they need for tasks such as timekeeping, employee reimbursements, and travel documents. It will also help ensure that invoices are being properly submitted for payment in a timely manner so customers are not waiting beyond the 30 day cycle for payment.

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	-100,000
Expense	Sum:	-100,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-100,000
Revenue	Sum:	-100,000

MY - Office of the Mayor

DP Type

Internal Transfer

Request Name: 13516 -Mayor-Reduction for Survey Contract

Package Description

This request reduces the Mayor's Office budget by \$20,000 on a 1x basis to fund the community outreach portion of budget survey work. CBO is entering a package to recognize the \$20,000 and will amend their existing contract to complete the work.

Service Impacts

Funding a portion of the contract with resources from the Mayor's Office will allow CBO to move forward with the budget survey and outreach work.

Equity Impacts

N/A

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	-20,000
Expense	Sum:	-20,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-20,000
Revenue	Sum:	-20,000

Business Area Projection Report

Office of the Mayor - Fund 100

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$416,013	\$178,386	\$389,202	94%
Internal Materials and Services	\$822,275	\$467,967	\$810,477	99%
Personnel	\$2,706,885	\$1,451,471	\$2,551,682	94%
Sum:	\$3,945,173	\$2,097,825	\$3,751,361	95%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	\$1,799,618	\$0	\$1,605,806	89%
General Fund Overhead	\$2,145,555	\$0	\$2,145,555	100%
Sum:	\$3,945,173	\$0	\$3,751,361	95%

Revenue Discussion

General Fund Discretionary reduced to balance projection.

Revenue Risks

None

Expenditure Discussion

All expense major object codes are projected to fall within appropriation.

Expenditure Risks

None

Other Notes