

February 2019

# City of Portland, Oregon

## FY 2019-20 Requested Budget



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**Ted Wheeler**  
Mayor



Office of Mayor Ted Wheeler  
City of Portland

DATE: February 4, 2019

TO: Commissioner Jo Ann Hardesty  
Commissioner Amanda Fritz  
Commissioner Nick Fish  
Commissioner Chloe Eudaly  
Auditor Mary Hull Caballero

CC: City Budget Office

FROM: Mayor Ted Wheeler

SUBJECT: Mayor's Office FY 2019-20 Requested Budget Submission

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Please accept the FY 2019-20 Requested Budget submission from the Mayor's Office. The submission package includes the following documents:

- Program Offer Narrative
- Requested Budget
- Budget Equity Tool
- Direction to Develop for the Summerworks Program
- Decision Package Summary

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

Please contact Kristin Dennis from my staff, or OMF Business Operations Division Analyst Ben Smith, with any questions.

Sincerely,

  
Ted Wheeler  
Mayor, City of Portland

# Mayor's Office

## Program Description & Goals

The Mayor's Office is charged with legislative and administrative responsibilities in accordance with the provisions of the City of Portland Charter. The Mayor is one of five nonpartisan City Council members. As a whole, the City Council promotes a livable and sustainable city by enacting and enforcing City laws, approving a budget, and advocating for policy changes and funding at the state and federal levels.

Specifically, the Mayor's Office provides leadership and management oversight for the following portfolio of City bureaus/offices:

- Portland Police Bureau
- Portland Housing Bureau
- Bureau of Planning & Sustainability
- Proper Portland
- Bureau of Development Services
- City Budget Office
- City Attorney
- Government Relations
- Office of Management & Finance
- Office of Community Technology

The Mayor's Office does not have any performance measures however the bureaus they manage have numerous performance measures which are one component of measuring success. Elected officials serve four-year terms and ultimately the voters decide at the ballot whether the Mayor should serve another term if they seek reelection.

Measure Title	PM 2016-17 Actuals	PM 2017-18 Actuals	PM 2018-19 YTD Actual	PM 2019-20 Target	Strategic Target
There are no performance measures associated with this program	N/A	N/A	N/A	N/A	N/A

## Explanation of Services

In addition to the providing leadership and management oversight to the bureaus listed above, the Mayor's Office has the following liaison responsibilities:

- Travel Portland
- Regional Disaster Preparedness Organization – Policy Committee (with Commissioner Hardesty)
- Home Forward
- A Home for Everyone (with Commissioner Eudaly)
- Visitor Development Fund Board (VDF Board)
- Local Public Safety Coordinating Council (with Commissioner Hardesty)
- Mt. Hood Cable Regulatory Commission
- Portland Community Media
- Human Rights Commission (with Commissioner Fritz)
- League of Oregon Cities (with Commissioner Fritz)
- Portland Children's Levy
- Royal Rosarians
- Portland Commission on Disability (with Commissioner Fritz)

## **Equity Impacts**

The Office of Equity and Human Rights (OEHR) presented Racial Equity Goals and Strategies to City Council on July 8, 2015. The City Council unanimously adopted the goals and strategies as binding City Policy, providing a guidepost for City employees and leadership to follow, to achieve the racial equity goals.

The Mayor's Office implements these racial equity goals and strategies in a variety of ways. Promoting equity and inclusion, both within the Mayor's Office and through the Mayor's policy agenda. The Mayor's Office has a diverse staff, and the Office relies upon that diversity in lived experiences to best serve Portland. The Mayor's Office applies an equity lens to all its efforts and decisions. The Office also heavily relies on data from its bureaus to make policy decisions and ensure that the City makes progress on its equity goals. Additionally, the Mayor's Office reaches out into the community and works with other institutions and community groups to collaborate and receive input.

## **Changes to Program**

During FY 18-19, the Mayor's Office has realigned some of our resources and made changes to our communications team. This has included adding video production and editing expertise and resources in an effort to more effectively provide information to the public.

## **Program Budget**

	2016-17 Actuals	2017-18 Actuals	2019 Revised Budget	2019-20 Request - V52 -No DP
<b>Bureau Expense</b>				
External Materials and Services	699,397	219,696	354,076	776,404
Internal Materials and Services	501,917	860,193	783,745	816,815
Personnel	1,679,563	2,125,022	2,414,216	2,495,291
<b>Sum:</b>	<b>2,880,878</b>	<b>3,204,911</b>	<b>3,552,037</b>	<b>4,088,510</b>
	2016-17 Actuals	2017-18 Actuals	2019 Revised Budget	2019-20 Request - V52 -No DP
FTE	17	19	20	19
<b>Sum:</b>	<b>17</b>	<b>19</b>	<b>20</b>	<b>19</b>

**Resources:** The Mayor's Office receives a General Fund Overhead and Discretionary target allocation each year from the City Budget Office. The target may be adjusted annually for items such as cost-of-living adjustments, PERS rates, and inflation.

**Expenses:** The primary expense for the Office is staffing. Personnel costs make up over 60% of the budget. Internal and External Materials and Services to support the personnel are also included within each Council Office. The Mayor's Office budget also contains the funding for the Summerworks Program. The SummerWorks Program is a publicly funded paid summer internship program for diverse young adults ages 16-24 in the Portland Metro area. The purpose of program is to train potential interns to be work ready and then connect them to job coaches that will help them access the paid internships during the summer months.

**Staffing:** The Mayor's Office has 22.0 FTE, one of which is paid out of the COCL/PCEEP Special Appropriation and two paid out of the Office of Youth Violence. Since the positions are budgeted within those sections, the total FTE for the Mayor's Office displays as 19.0. The biggest change to staffing over the past several years has been the creation of the new Senior Commissioner Staff Representative classification. This new classification, along with the associated funding, has created the flexibility for Office to retain higher compensated staff members that might otherwise find other employment inside or outside the City.

**Assets and Liabilities:** N/A

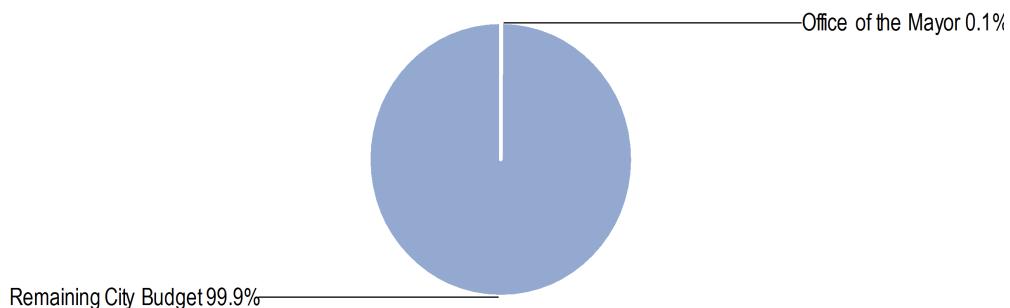
## Program Information

<b>Bureau:</b>	Office of the Mayor	<b>Program Contact:</b>	Kristin Dennis
	<a href="https://www.portlandoregon.gov/wheeler/">https://www.portlandoregon.gov/wheeler/</a>		
<b>Website:</b>		<b>Contact Phone</b>	503-823-4045

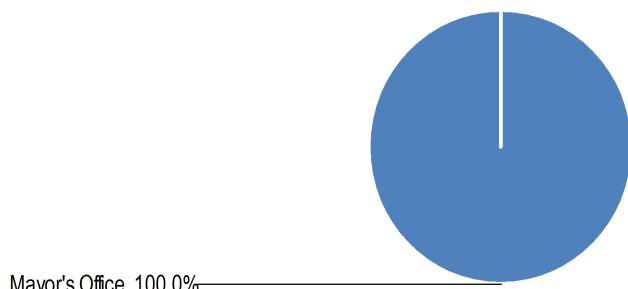
# Office of the Mayor

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Percent of City Budget



Bureau Programs



Bureau Overview

Requirements	Revised FY 2018-19	Requested FY 2019-20	Change from Prior Year	Percent Change
Operating	4,183,841	3,528,510	(655,331)	(15.66)
Capital	0	0	0	0.00
<b>Total Requirements</b>	<b>4,183,841</b>	<b>3,528,510</b>	<b>(655,331)</b>	<b>(15.66)</b>
Authorized Positions	19.00	19.00	0.00	0.00

## Bureau Summary

### Bureau Overview

The Mayor's Office is the central hub for all City business and affairs. The FY 2019-20 Adopted Budget for the Mayor's Office reflects this by dedicating staff resources to fulfilling the responsibilities of the Mayor's Office for policy development, bureau direction, presiding over Council meetings, community outreach, communications, and constituent services. The Mayor is elected by Portlanders to ensure that City government is accountable to its constituents, and Portlanders expect the Mayor will be effective in the position and accomplish the goals the Mayor set out during the election.

**Bureau Assignments** Mayor Wheeler has the following City bureaus in his portfolio:

- ◆ Portland Police Bureau
- ◆ Portland Housing Bureau
- ◆ Bureau of Planning & Sustainability
- ◆ Prosper Portland
- ◆ Bureau of Development Services
- ◆ City Budget Office
- ◆ City Attorney's Office
- ◆ Government Relations
- ◆ Office of Management & Finance
- ◆ Office of Community Technology

In addition, the Mayor has the following liaison responsibilities:

- ◆ Travel Portland
- ◆ Regional Disaster Preparedness Organization - Policy Committee (with Commissioner Hardesty)
- ◆ Home Forward
- ◆ A Home for Everyone (with Commissioner Eudaly)
- ◆ Visitor Development Fund Board (VDF Board)
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- ◆ Mt. Hood Cable Regulatory Commission
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- ◆ Portland Children's Levy
- ◆ Royal Rosarians
- ◆ Portland Commission on Disability (with Commissioner Fritz)

## **Summary of Budget Decisions**

### **Realignment**

#### **SummerWorks Transfer**

The Mayor's Office is proposing to move the funding for the SummerWorks Program from the Mayor's Office budget to the Bureau of Human Resources (BHR). If approved, \$560,000 in ongoing General Fund Overhead and Discretionary will be transferred to BHR to fund the program.

	Actual FY 2016-17	Actual FY 2017-18	Revised FY 2018-19	Requested No DP FY 2019-20	Requested FY 2019-20
<b>Resources</b>					
<b>External Revenues</b>					
Charges for Services	188	386	0	0	0
Miscellaneous	540	0	0	0	0
<b>Total External Revenues</b>	<b>728</b>	<b>386</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Internal Revenues</b>					
General Fund Discretionary	1,334,277	2,100,072	1,990,140	2,149,043	1,887,033
General Fund Overhead	1,545,962	1,828,614	2,193,701	1,939,467	1,641,477
<b>Total Internal Revenues</b>	<b>2,880,239</b>	<b>3,928,686</b>	<b>4,183,841</b>	<b>4,088,510</b>	<b>3,528,510</b>
Beginning Fund Balance	11,798	11,798	0	0	0
<b>Total Resources</b>	<b>\$2,892,765</b>	<b>\$3,940,870</b>	<b>\$4,183,841</b>	<b>\$4,088,510</b>	<b>\$3,528,510</b>
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	1,679,564	2,170,398	2,496,020	2,495,291	2,495,291
External Materials and Services	699,489	769,696	904,076	776,404	216,404
Internal Materials and Services	501,914	860,193	783,745	816,815	816,815
<b>Total Bureau Expenditures</b>	<b>2,880,967</b>	<b>3,800,286</b>	<b>4,183,841</b>	<b>4,088,510</b>	<b>3,528,510</b>
<b>Fund Expenditures</b>					
<b>Total Fund Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ending Fund Balance	11,798	11,798	0	0	0
<b>Total Requirements</b>	<b>\$2,892,765</b>	<b>\$3,812,084</b>	<b>\$4,183,841</b>	<b>\$4,088,510</b>	<b>\$3,528,510</b>
<b>Programs</b>					
Mayor's Office	2,880,969	3,754,911	4,102,037	4,088,510	3,528,510
Legal Services	0	45,375	81,804	0	0
Mayor's Office - Public Safety	(3)	0	0	0	0
<b>Total Programs</b>	<b>\$2,880,966</b>	<b>\$3,800,286</b>	<b>\$4,183,841</b>	<b>\$4,088,510</b>	<b>\$3,528,510</b>

Class	Title	Salary Range		Revised FY 2018-19		Requested No DP FY 2019-20		Requested FY 2019-20	
		Minimum	Maximum	No.	Amount	No.	Amount	No.	Amount
30000004	Commissioner's Admin Support Specialist	42,619	65,666	1.00	45,261	1.00	45,261	1.00	45,261
30002511	Commissioner's Senior Staff Rep	70,387	106,829	3.00	279,811	3.00	312,665	3.00	312,665
30000005	Commissioner's Staff Rep	54,122	98,925	15.00	1,072,310	15.00	1,111,114	15.00	1,111,114
30000001	Mayor	143,666	143,666	1.00	143,666	1.00	143,666	1.00	143,666
30000008	Mayor's Chief of Staff	101,130	157,144	1.00	127,045	1.00	130,000	1.00	130,000
30000007	Mayor's Deputy Chief of Staff	86,986	108,784	1.00	106,434	1.00	106,434	1.00	106,434
<b>TOTAL FULL-TIME POSITIONS</b>				22.00	1,774,527	22.00	1,849,140	22.00	1,849,140
<b>TOTAL PART-TIME POSITIONS</b>				0.00	0	0.00	0	0.00	0
<b>TOTAL LIMITED TERM POSITIONS</b>				0.00	0	0.00	0	0.00	0
<b>GRAND TOTAL</b>				22.00	1,774,527	22.00	1,849,140	22.00	1,849,140

# Budget Equity Assessment Tool

## CITY POLICY

This Budget Equity Assessment Tool is a general set of questions to guide City bureaus and their Budget Advisory Committees in providing a holistic assessment of how equity is prioritized and addressed within bureau budgets. This analysis will also hopefully highlight opportunities to implement changes, both in the short- and long-term, to help meet bureau and City equity goals.

This is the fifth year of the City of Portland Budget Equity Assessment Tool, as first envisioned in the Portland Plan. The goals are to:

- Use an asset management approach to achieve more equitable service levels across communities and geographies.
- Track and report on service levels and investments by community and geography, including expanding the budget mapping process
- Assess the equity and social impacts of budget requests to ensure programs, projects and other investments to help reduce disparities and promote service level equity, improve participation and support leadership development.
- Identify whether budget requests advance equity, represent a strategic change to improve efficiency and service levels and/or are needed to provide for basic public welfare, health and/or meet all applicable national and state regulatory standards.

It is the policy of the City of Portland that no person shall be denied the benefits of, or be subjected to, discrimination in any City program, service, or activity on the grounds of race, color, national origin, English proficiency, sex, age, disability, religion, sexual orientation, gender identity, or source of income. Additionally, the City's Civil Rights Title VI program guidelines obligate public entities to develop systems and procedures that guard against or proactively prevent discrimination, while simultaneously ensuring equitable impacts on all persons. Therefore, City bureaus may find this tool helpful when evaluating equitable impacts on all residents.

The Office of Equity and Human Rights is also available for discussion/training/consultation regarding the use of this document.

*In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To request accommodations, translation and/or interpretation, to file complaints, or for additional information or services, please contact us at 503-823-4433, City TTY 503-823-6868, or Oregon Relay Service: 711.*

## Introduction

The FY 2019-20 budget development process includes a number of significant changes, in particular the transition to Program Offer budgeting. The Program Offer template is intended to provide a clear, concise description of bureau budgeted programs at the 6-digit functional area level. The template includes both general guiding questions to help bureaus use an equity lens when writing program descriptions, as well as a dedicated section within the template to provide equity information specific to that program. Bureaus will also be expected to identify equity impacts in any decision packages resulting from a Council Direction to Develop.

The Budget Equity Tool will continue to serve as a guide for more robust equity analysis. In your responses below, please consider your Requested Budget as a whole.

### SECTION 1: BUREAU OPERATIONS

1. How does your Requested Budget advance your achievement of equity goals as outlined in your bureau's Racial Equity Plan?

*The work of the Mayor's Office has both direct and indirect impacts on underserved communities. To ensure that the Mayor's priorities reflect his and the City's equity goals and that the Office provides value for underserved communities, the Mayor's Office must have sufficient staffing resources. All members of the Mayor's staff are responsible for applying an equity lens to the work of the Offices and the Bureaus it oversees. Additionally, the Mayor's Office budget contains the Summerworks Program, which provides skill-building and work-readiness training opportunities for young people through paid work experience in the City.*

*The Office of Youth Violence, managed by the Mayor's Office and housed in Special appropriations, manages contracts to provide Street Level Gang Outreach to high-risk gang-involved and gang-associated youth and young adults up to the age of 25. Using effective, violence-reducing strategies, their job is to identify and intervene the cycle of street-level violence between high-risk gang members and their associates. This includes but is not limited to the following communities: African American, Asian, Pacific Islander, Native American, Latino, and additional refugee communities.*

*In FY 2018-19, the Mayor's Office assumed oversight responsibilities for the Portland Children's Levy. Created in 2002, the program's goals are to: prepare children for school, support their success in and out of the classroom, and reduce racial and ethnic disparities in their well-being and school success.*

*The Office also supports programs that advance equity by:*

- *Promoting equity in recruitment and hiring activities*
  - *Encouraging training and career development activities for all employees, including making training funding available for their own employees within the base budget*
  - *Reviewing City and public policy through an equity lens*
  - *Partnering with MWESB vendors in its ongoing procurement process within bureaus*
2. Are there deficiencies in your base budget that inhibit your bureau's achievement of equity or the goals outlined in your Racial Equity Plan?

Please take a look at the City of Portland's workforce demographic dashboard:  
<https://www.portlandoregon.gov/oehr/article/595121>. How does your bureau's Requested Budget support employee equity in hiring, retention, and inclusion, particularly for communities of color and people with disabilities?

*The FY 2019-20 base budget does not include the entire funding amount for the Summerworks Program. The Mayor's Office will be submitting a direction to develop package to address this shortfall.*

3. How does your bureau use quantitative and qualitative data to track program access and service outcomes for different populations?

*The Mayor's Office relies on quantitative and qualitative data collected by bureaus to make policy decisions and communicate with the public. The Mayor's Office receives a variety of different types of data from bureaus and often requests additional data to ensure that bureaus are effectively serving the community and there is equitable access to limited City resources.*

4. How did you consider the impacts on underserved communities in the development of your budget?

*Most of the Mayor's Office budget is spent on personnel, and each member of the Mayor's team considers the impacts of their work on underserved communities and how they can support and provide services and opportunities to these communities. The Mayor's Office directs the limited resources in our budget toward ensuring that we have the personnel needed to advance the equity goals in the Mayor's agenda. Additionally, the Mayor's Office budget currently contains the SummerWorks program, which provides paid internship opportunities within the City for young Portlanders in underserved communities.*

5. Have you made any significant realignments or changes to your bureau's budget? If so, how/do these changes impact the community? Is this different for communities of color and/or people with disabilities?

*N/A*

6. If your bureau has capital assets, how does your Requested Budget take into consideration intergenerational equity (ensuring that those who are currently benefiting from the service are paying for its upkeep versus placing the financial burden on future generations)?

*N/A*

7. If applicable, how is funding being prioritized to meet obligations related to Title II of the Americans with Disabilities Act and the [bureau's Transition Plan barrier removal schedule?](#)

*N/A*

8. If applicable, how does your bureau's budget create contracting opportunities for disadvantaged, minority, women, and emerging small businesses (D/M/W/ESB)?

*When contracting opportunities arise within the Mayor's Office, the Office will consider whether a D/M/W/ESB vendor can fulfill those needs. Also, as stated earlier, the Mayor's Office partners with MWESB vendor in ongoing procurement processes within the bureaus they oversee.*

9. If your bureau has dedicated equity staff, such as an Equity Manager, how were they involved in developing your bureau's Requested Budget?

*N/A*

## **SECTION TWO: EQUITABLE ENGAGEMENT AND ACCESS**

10. What funding have you allocated in your bureau's budget to meet the requirements of ADA (Americans with Disabilities Act) Title II and Civil Rights Title VI? This includes but is not limited to:

- Funding for translation, interpretation, video captioning, and other accommodations
- Translation of essential documents into safe harbor languages

*While no specific funding has been allocated, sufficient appropriation exists within the base External Materials and Services budget in the Mayor's Office to pay for interpretative and American Sign Language (ASL) services, in person and over the phone, at no cost to constituent(s) and/or organizations. The Mayor's budget also covers any necessary ADA accommodations.*

11. How have community members engaged with your requested budget, including this tool?

*The Council Offices do not convene Budget Advisory Committees however the budget will be included as part of the Mayor's Proposed Budget which will be discussed at several public workshops.*

12. How does this budget build the bureau's capacity to engage with and include communities most impacted by inequities? (e.g., improved leadership opportunities, advisory committees, commissions, targeted community meetings, stakeholder groups, increased outreach, etc.)

*This budget continues the critical work of the Mayor's Office to engage with and include communities most impacted by inequities in the development of City policies. Mayor's Office staff is responsible for a variety of outreach and community engagement efforts, with extra effort given to engaging members of the community who have historically been underrepresented. In addition to the engagement done directly by the Mayor's Office, the Office also relies on the efforts of our bureaus and regularly works with them to ensure that their engagement is effective and that the Mayor's Office participates as appropriate.*

13. How does this budget build community capacity and power in communities most impacted by inequities? (e.g., improved leadership opportunities within BAC, community meetings, stakeholder groups, increased outreach, etc.)

*This budget reflects the Mayor's Office strategy to effectively and efficiently engage with and represent Portland's many and diverse communities.*

## Identifying Impacts Worksheet

Please use the following chart to name the potential burdens and benefits.

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts
African Americans and other groups disproportionately impacted by workforce disparities	Efforts to employ, educate, and prevent violence while helping build strong families through Workforce Development (Summerworks Program)	N/A
Continued support for tribal liaison activities within Government Relations	Policy development and overall coordination of the City's relationships with governments and affiliated entities	N/A
African American, Asian, Pacific Islander, Native American, Latino, Somali, and additional refugee communities	Street Level Gang Outreach intervention through the Office of Youth Violence Prevention	N/A

Kristin Dennis

Name of Staff Contact

Mayor Ted Wheeler

Name of Bureau Director

Date: 1/15/19

## **FY 2019-20 Direction to Develop**

**Issue Title:** Moving SummerWorks to OMF

**Council Member(s) Issuing Direction:** Mayor Ted Wheeler

**Bureaus Directed:** OMF

**Issue Overview and Desired Goal/Outcome(s):**

OMF is directed to recommend the most appropriate place for the SummerWorks Program to reside within OMF. The response should discuss the benefits of moving the program out of the Mayor's Office budget and into OMF. Potential places within OMF include BHR or Procurement.

**Funding Options:** General Fund ongoing resources that are currently allocated to the Mayor's Office.

**DP: 7738 - SummerWorks Reorganization****DP Type****Priority****New**

REAL

0

No

**Package Description**

This decision package moves the SummerWorks program from the Mayor's Office to the Bureau of Human Resources.

**Service Impacts**

\$560,000 of ongoing General Fund Overhead and Discretionary is being moved from the Mayor's Office budget to the Bureau of Human Resources. \$550,000 of the funding is for wages with the remaining \$10,000 covering ancillary costs. The \$550,000 will cover the cost of 197 youth participants.

**Equity Impacts**

This realignment will provide the SummerWorks program with a stable home outside of a Council Office. SummerWorks is a publicly funded paid summer internship program for diverse young adults ages 16-24 in the Portland Metro area. The purpose of the SummerWorks program is to train potential interns to be work ready and then connect them to job coaches that will help them access the paid internships during the summer months. The jobs and internship opportunities available are with real employers doing real work. Employers and SummerWorks staff work together to match candidates with meaningful internships and create on-the-job goals.

**Budget Detail**

Fund	Major Object Name	2019-20 Request - V52 with DP	2019-20 CBO Recommended- V53	2019-20 Proposed-V53	2019-20 Approved - V54	2019-20 Adopted - V55
		Expense				
100000	External Materials and Servi	-560,000	0	0	0	0
		<b>-560,000</b>	<b>0</b>	<b>0</b>		<b>0</b>
<hr/>						
Fund	Major Object Name	Revenue				
100000	General Fund Discretionary	-262,010	0	0	0	0
100000	General Fund Overhead	-297,990	0	0	0	0
		<b>-560,000</b>	<b>0</b>	<b>0</b>		<b>0</b>
		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>