



Commissioner Nick Fish
City of Portland

DATE: January 14, 2011
TO: OMF Financial Planning Division
CC: Jane Braaten
FROM: Nick Fish, Commission of Public Works *Nia F*
SUBJECT: Commission of Public Works FY 2010-11 Winter BMP Submission

Please accept the Commission of Public Works Winter BMP submission for FY 2010-11.

- No adjustments or requests are submitted
- Spending is projected to come in at budget

Additionally, the submission package provides information about any previous add packages or budget notes.

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

Please contact Betsy Ames from my staff, or budget liaison Crystal Castruita, with any questions.

Thank you.

Enc:
Business Area Projection Report
Decision Package Status Updates

Business Area Projection Report

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Commissioner of Public Works				
EXPENDITURES				
Personal Services	\$760,409	\$308,657	\$745,109	98%
External Materials and Services	\$15,242	\$1,277	\$10,914	72%
Internal Materials and Services	\$124,497	\$51,006	\$123,014	99%
TOTAL EXPENDITURES	\$900,148	\$360,940	\$879,037	98%
REVENUES				
Interagency Revenue	\$100,000	\$0	\$100,000	100%
General Fund Discretionary	\$340,105	\$0	\$331,132	97%
General Fund Overhead	\$460,043	\$0	\$447,905	97%
TOTAL REVENUES	\$900,148	\$0	\$879,037	98%

Bureau Projection Narrative

Unemployment charges have been less than anticipated for the year, so External Materials and Services projections are underspent. The underspent money is being held for unforeseen additional materials and supplies or consultant services. The Commissioner's Office is on track to spend within their current level of appropriation.

Commission of Public Works

Decision Package Updates:

PW_01	EM&S and PS Intern Reduction	\$ (3,563)
<p>This decision package achieves the 1% General Fund Reduction. This package has two parts: reduce External Materials and Services by \$2,337 from the out-of-town travel category, and reduce Personal Services by \$1,226 in funding for seasonal interns. The cut in EM&S reduces the ability for the Commissioner and staff to attend meetings and conferences outside of Portland. The reduction in Personal Services shifts more administrative workload to other staff.</p>		
<p>Status for Winter Performance Report: The office has reduced External M&S expenditures and is only using unpaid, volunteer interns.</p>		<p>Status Completed</p>

PW_02	3% Ongoing Reduction	\$ (10,690)
<p>The decision package achieves a 3% General Fund reduction. This decision package has four parts: reduce External Materials and Services by \$1,000 in the Other External Commodities category, reduce Fleet Internal Materials and Services (IM&S) by \$1,000 from the Motor Pool category, reduce the BTS IM&S by \$2,386 from Cellular Phones, and reduce Personal Services by \$6,304 in funding for seasonal interns. The cut in EM&S reduces the ability to support programs. The cuts in IM&S eliminates City owned cell phones for staff use; staff will use their personal phones outside of the office for work related matters. The reduction in PS shifts the administrative workload to other staff, and cuts an educational experience for students.</p>		
<p>Status for Winter Performance Report: Staff use personal cell phones for work purposes with no reimbursement. We've reduced use of fleet cars, and the office is only using unpaid, volunteer interns.</p>		<p>Status Completed</p>

PW_03	Create PHB IA to New Position	\$ 30,000
<p>This add package requests the addition of a Commissioner's Administrative Support Specialist for a full time receptionist role. This would be at a rate just above entry and which assumes family health benefits. This position will be funded via other salary savings (cutting a current 1 FTE to .8 FTE) and an Interagency Agreement between Commissioner Fish's office and Portland Housing Bureau, with the Commissioner's office as the receiver. The interagency funding from the Portland Housing Bureau helps support the overall staffing of the Commissioner's office, allowing for a number of Commissioner's staff to actively work with the Portland Housing Bureau on specific projects, while ensuring that the Commissioner's office can be responsive to constituents and visitors. The new position will serve as a full-time receptionist and provide general administrative support to the office, allowing others to participate more fully in out-of-office bureau and community activities.</p>		
<p>Status for Winter Performance Report: A full-time receptionist was hired in August 2010.</p>		<p>Status Completed</p>

PW_04	OMF IA Reduction Savings	\$ (1,955)
<p>Status for Winter Performance Report: This is a pass-through reduction.</p>		
		<p>Status Completed</p>