



**Commissioner Nick Fish**  
City of Portland

**DATE:** October 1, 2012

**TO:** Mayor Sam Adams  
Commissioner Amanda Fritz  
Commissioner Randy Leonard  
Commissioner Dan Saltzman  
Auditor LaVonne Griffin-Valade

**CC:** OMF Financial Planning Division  
Jane Braaten, Business Operations Division

**FROM:** Nick Fish, Commissioner of Public Works

**SUBJECT:** Commissioner of Public Works FY 2012-13 Fall BMP Submission

Please accept the Commissioner of Public Works' Fall BMP submission for FY 2012-13.

This Fall BMP submission includes:

- Encumbrance carryover request - \$266
- Vacancy Savings - (\$14,372)

The submission also explains the FY 2011-12 under collection in interagency revenue with the Parks Bureau.

I have reviewed the enclosed documents and support the submission package. Please contact Hannah Kuhn from my staff at (503) 823-3599, or budget liaison Kristin Johnson at (503) 823-5707 with any questions.

Sincerely,

Nick Fish

Enc:  
Prior Year Business Area Reconciliation Report  
Budget Amendment Request  
Encumbrance Carryover Detail Spreadsheet

**Prior Year Business Area Reconciliation Report  
Commissioner of Public Works**

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
<b>Commissioner of Public Works</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$749,606	\$693,494	93%
External Materials and Services	\$18,378	\$17,748	97%
Internal Materials and Services	\$130,606	\$126,405	97%
<b>TOTAL EXPENDITURES</b>	<b>\$898,590</b>	<b>\$837,648</b>	<b>93%</b>
<b>REVENUES</b>			
Interagency Revenue	\$76,000	\$66,000	87%
Miscellaneous	\$0	\$3,629	0%
General Fund Discretionary	\$342,509	\$0	0%
General Fund Overhead	\$480,081	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$898,590</b>	<b>\$69,629</b>	<b>8%</b>

**Bureau Reconciliation Narrative**

Interagency revenue was under collected from the Parks Bureau so that the bureau could redirect those funds to a special project.

Miscellaneous revenue was received due to a refund of opt-out dollars that were incorrectly billed twice to the office.

# BUDGET AMENDMENT REQUEST

Commissioner of Public Works

PERIOD Fall BuMP

FISCAL YEAR FY 2012-13

## **PW\_001 - FY 13 Fall BMP Encumbrance Carryover Request**

This is a carryover request related to service and maintenance of office printers.

Dollar Amount: \$266  
Type: Encumbrance Carryover Request  
Resources: General Fund Discretionary

## **PW\_002 - FY 13 Fall BMP Vacancy Savings**

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the Commissioner of Public Works' personnel services budget will be reduced by \$14,372 for three months of vacancy savings related to one vacant position.

Dollar Amount: **(\$14,372)**  
Type: New Request  
Resources: General Fund Discretionary

**Commissioner of Public Works FY 2012-13 Encumbrance Carryover Detail Spreadsheet**

Amt type2

Following year carryforward (commitme

<b>Vendor Name</b>	<b>Text</b>	<b>Sum of Pymt Bdgt</b>	<b>Fall BMP Request</b>
PACIFIC OFFICE AUTOMATION	Printer Maint - Comm. Fish	\$226	\$226
<b>Grand Total</b>		<b>\$226</b>	<b>\$226</b>