



**Commissioner Nick Fish**  
City of Portland

DATE: September 26, 2013

TO: Mayor Hales  
Commissioner Amanda Fritz  
Commissioner Steve Novick  
Commissioner Dan Saltzman  
Auditor LaVonne Griffin-Valade

CC: CBO-City Budget Office  
Jane Braaten, Business Operations Division

FROM: Nick Fish, Commissioner of Public Works

SUBJECT: Commissioner of Public Works' FY 2013-14 Fall BMP Submission

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Please accept the Commissioner of Public Works' Fall BMP submission for FY 2013-14.

This Fall BMP submission includes:

- \$300 encumbrance carryover request for printer service and maintenance
- Recognizing \$306 in new revenue from a public records request reimbursement
- Interagency adjustments in the amount of \$213 due to new PERS rates being incorporated into the Internal Service Fund rates

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

Please contact my Chief of Staff Hannah Kuhn at 503-823-3599, or budget liaison Ben Smith at 503-823-5452, with any questions.

Thank you,

Commissioner Nick Fish

Enc:  
Prior Year Business Area Reconciliation Report  
Budget Amendment Requests  
Encumbrance Carryover Worksheet  
Decision Package Status Update Report

## Prior Year Business Area Reconciliation Report

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Commissioner of Public Works</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$742,089	\$736,531	99%
External Materials and Services	\$14,352	\$9,596	67%
Internal Materials and Services	\$129,599	\$124,731	96%
<b>TOTAL EXPENDITURES</b>	<b>\$886,040</b>	<b>\$870,859</b>	<b>98%</b>
<b>REVENUES</b>			
Charges for Services	\$0	\$55	0%
Interagency Revenue	\$100,000	\$100,000	100%
General Fund Discretionary	\$272,748	\$0	0%
General Fund Overhead	\$513,292	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$886,040</b>	<b>\$100,055</b>	<b>11%</b>

### Bureau Reconciliation Narrative

External Materials and Services were 33% below budget at the close of AP 12. After year-end accruals are factored in, it falls to 23% below budget. The remaining External Materials and Services balance remained unspent to serve as a safety net for the overall budget as Personnel Services and Internal Materials and Services were extremely close to their budgeted amount.

# BUDGET AMENDMENT REQUEST

Commissioner of Public Works

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## **PW\_001 - CPW-Fall Bump Encumbrance Carryover-Printer Main**

This is an encumbrance carryover request for \$300 related to service and maintenance of office printers.

Dollar Amount: \$300  
Type: Encumbrance Carryover Request  
Resources: General Fund Discretionary

## **PW\_002 - CPW-IA Reductions for new PERS rates**

This request reduces the internal materials and services budget by \$213 due to the PERS rate decrease. The savings will be reappropriated within External Materials and Services.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## **PW\_003 - CPW-Reimbursement Revenue**

This request appropriates \$306 in new revenue from a records request reimbursement. The personnel services budget will be increased to balance the request.

Dollar Amount: \$306  
Type: New Request  
Resources: New Revenues

Amt type2

Following year carryforward (commitme

Row Labels

Sum of Pymt Bdgt

Request

PACIFIC OFFICE AUTOMATION

22103607

printer services Comm Fish

300.00

300

Grand Total

300.00

## Commissioner of Public Works

6% Reduction Package	
The required reduction equates to \$19,651. This reduction is achieved by partially cutting a vacant Commissioner's Staff Representative position.	
<b>Status for Fall Performance Report:</b> The \$19,651 reduction was taken and the CSR position was partially cut in the FY 2012-13 budget.	<b>Status</b> Complete