



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

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
Commissioner of Public Works			
EXPENDITURES			
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%
TOTAL EXPENDITURES	\$886,040	\$870,859	98%
REVENUES			
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%
TOTAL REVENUES	\$886,040	\$100,055	11%

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.	
Status for Fall Performance Report: The \$19,651 reduction was taken and the CSR position was partially cut in the FY 2012-13 budget.	Status Complete