



Commissioner Nick Fish
City of Portland

DATE: September 28, 2015
TO: Andrew Scott, City Budget Office Director
CC: Jane Braaten, Business Operations Division
FROM: Nick Fish, Commissioner of Public Works *NF*
SUBJECT: Commissioner of Public Works FY 2015-16 Fall BMP Submission

Please accept the Commissioner of Public Works Fall BMP submission for FY 2015-16.

This Fall BMP submission includes:

- Encumbrance carryover request in the amount of \$2645 for a staff retreat planning and facilitation contract.
- An adjustment to the space rental rate that reflects the new \$15 minimum wage for contract employees.

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

Please contact Sonia Schmanski from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

Commissioner Nick Fish

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Works

Type: Program Carryover Request

Request: PW_001 - CPW-Encumbrance Carryover-Louis Savage

| | Fall BMP Requested Adjustments | Fall BMP CBO/Council Changes | Fall BMP Total Adjustments |
|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|
| EXPENDITURES | | | |
| External Materials and Services | 2,645 | 0 | 2,645 |
| TOTAL EXPENDITURES | 2,645 | 0 | 2,645 |
| REVENUES | | | |
| General Fund Discretionary | 2,645 | 0 | 2,645 |
| TOTAL REVENUES | 2,645 | 0 | 2,645 |

Bureau Description:

The Commissioner of Public Works is requesting \$2645 for an encumbrance carryover for the Louis Savage contract (PO#20005523). Louis is providing retreat planning and strategic planning development services to the Council Office.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Works

Type: Technical Adjustment

Request: PW_002 - CPW-Space Rent Increase

| | Fall BMP Requested Adjustments | Fall BMP CBO/Council Changes | Fall BMP Total Adjustments |
|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|
| EXPENDITURES | | | |
| Internal Materials and Services | 1,399 | 0 | 1,399 |
| TOTAL EXPENDITURES | 1,399 | 0 | 1,399 |
| REVENUES | | | |
| General Fund Discretionary | 1,399 | 0 | 1,399 |
| TOTAL REVENUES | 1,399 | 0 | 1,399 |

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$1,399 in appropriation from the General Fund set aside into the Commissioner of Public Works budget to cover the additional cost of these code changes. The Commissioner's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

CBO Discussion and Recommendation

Prior Year Business Area Reconciliation Report

| | FY 2014-15 Revised Budget | FY 2014-15 Year-End Actuals | Percent of Actuals to Revised |
|-------------------------------------|---------------------------------|-----------------------------------|-------------------------------------|
| Commissioner of Public Works | | | |
| EXPENDITURES | | | |
| Personnel Services | \$799,673 | \$767,417 | 96% |
| External Materials and Services | \$28,106 | \$14,634 | 52% |
| Internal Materials and Services | \$130,751 | \$122,951 | 94% |
| TOTAL EXPENDITURES | \$958,530 | \$905,002 | 94% |
| REVENUES | | | |
| Miscellaneous | \$0 | \$57 | 0% |
| General Fund Discretionary | \$446,590 | \$0 | 0% |
| General Fund Overhead | \$511,940 | \$0 | 0% |
| TOTAL REVENUES | \$958,530 | \$57 | 0% |

Bureau Reconciliation Narrative

Expenditures:

No narrative required

Revenues:

No narrative required

Commissioner of Public Works

| | |
|--|-------------------------------|
| PW_001 | CPW – CUB Mailer Costs |
| This action requests \$7500 in one-time General Fund Discretionary to pay for the printing and shipping costs for the Citizens' Utility Board mailers for Fiscal Year 2014-15. | |
| Status for Fall Performance Report: | Status |
| The funding was received in the FY 2014-15 Fall BMP and the Citizens' Utility Board (CUB) mailers were printed and shipped to the customers. The CUB mailer costs are no longer in the Commissioner of Public Works budget for FY 2015-16 and instead reside within the Special Appropriations budget. | Completed |

| | |
|---|-------------------------------|
| PW_01 | Council Budget True-Up |
| The FY 2014-15 Adopted Budget includes a realignment package of \$25,000 from General Fund compensation set-aside to the Commissioner's Office budget to fully fund existing staffing levels. | |
| Status for Fall Performance Report: | Status |
| The funding was added in the FY 2014-15 Adopted Budget. | Completed |

| | |
|--|------------------------------|
| PW_02 | OMF IA – ADA Transfer |
| The FY 2014-15 Adopted Budget reflects a decrease of \$193 in ongoing resources and \$114 in one-time resources resulting from the move of the Americans with Disabilities Act and Civil Rights Program from the Office of Management and Finance to the Office of Equity and Human Rights. An adjustment to the bureau's General Fund discretionary resources was made to balance to the decreased costs. | |
| Status for Fall Performance Report: | Status |
| The Council Office's General Fund discretionary resources were adjusted to reflect the move of the Americans with Disabilities Act and Civil Rights Program from the Office of Management and Finance to the Office of Equity and Human Rights. | Completed |