



CITY OF
PORTLAND, OREGON

Amanda Fritz, Commissioner
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DATE: September 28, 2015
TO: Andrew Scott, City Budget Office Director
CC: Jane Braaten, Business Operations Division
FROM: Amanda Fritz, Commissioner of Public Utilities
SUBJECT: Commissioner of Public Utilities FY 2015-16 Fall BMP Submission

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

This Fall BMP submission includes:

- Encumbrance carryover request of \$7,000,
- An Advance carryover request of \$25,000, and
- 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 Tim Crail from my staff, or budget liaison Jen Rains, with any questions.

Thank you,

Commissioner Amanda Fritz

Enc:
FY 2015-16 Fall BMP Submission Packet

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

Bureau: Commissioner of Public Utilities

Type: Encumbrance Carryover Request

Request: PU_001 - Commissioner of Public Utilities - Adv

Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
General Fund Discretionary	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

This package requests \$25,000 for an Advance Carryover for a grant to Outgrowing Hunger issued in FY 2014-15. Outgrowing Hunger works with the communities in the Portland area to build neighborhood gardens to grow healthy food and provide economic opportunity for those communities. Expenses for the grant will be recovered in FY 2015-16.

CBO Discussion and Recommendation

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

Bureau: Commissioner of Public Utilities

Type: Encumbrance Carryover Request

Request: PU_002 - Commissioner of Public Utilities - Enc Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,000	0	7,000
TOTAL EXPENDITURES	7,000	0	7,000
REVENUES			
General Fund Discretionary	7,000	0	7,000
TOTAL REVENUES	7,000	0	7,000

Bureau Description:

This package requests \$7,000 in General Fund Discretionary for encumbrance carryover to fund contract services provided by the Oregon Bureau of Labor and Industries to enforce the City of Portland Sick Leave Ordinances. Funds were set aside and unspent in FY 2014-15 to pay contract obligations for contract no. 30003921 through December 31, 2015.

CBO Discussion and Recommendation

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

Bureau: Commissioner of Public Utilities

Type: Technical Adjustment

Request: PU_003 - CPU- Space rental increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,506	0	1,506
TOTAL EXPENDITURES	1,506	0	1,506
REVENUES			
Interagency Revenue	1,506	0	1,506
TOTAL REVENUES	1,506	0	1,506

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 requests moves \$1,506 in appropriation from the General Fund set aside into the Commissioner of Public Utilities 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.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target beginning in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

FY 2015-16 Fall BMP Commissioner of Public Utilities Encumbrance Carryover Worksheet

Amount type	Following year carryforward (commitme		Request	
Row Labels	Sum of	Pymt Bdgt		
BUREAU OF LABOR & INDUSTRIES	\$		35,820	
22144256	\$		35,820	
ASSIST BOLI - SICK LEAVE POLICY	\$		8,820	
Change Order #1 Add \$27k	\$		27,000	\$ 7,000
DAVID DOUGLAS SCHOOL DISTRICT	\$		-	
22138640	\$		-	
room rental	\$		-	
MCPC INC	\$		1,300	
22164233	\$		1,300	
Change Order #1 Add \$650 for 2nd install	\$		650	
Quote # 0563454 4.3.15	\$		650	
PORTLAND STATE UNIVERSITY	\$		35,000	
22169984	\$		35,000	
Hatfield Fellow for Comm. Fritz	\$		35,000	
Grand Total	\$		72,120	\$ 7,000

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 Utilities			
EXPENDITURES			
Personnel Services	\$781,155	\$756,047	97%
External Materials and Services	\$104,333	\$22,408	21%
Internal Materials and Services	\$124,728	\$112,677	90%
TOTAL EXPENDITURES	\$1,010,216	\$891,132	88%
REVENUES			
Charges for Services	\$0	\$78	0%
General Fund Discretionary	\$498,255	\$0	0%
General Fund Overhead	\$511,961	\$0	0%
TOTAL REVENUES	\$1,010,216	\$78	0%

Bureau Reconciliation Narrative

Revenue:

Narrative not required.

Expenditures:

External Materials and Services (EMS) are underspent in this report. The funding for the current year contract obligation for the Sick Time enforcement program with Bureau of Labor and Industries (BOLI) will be requested in the Fall BMP as an encumbrance carryover. The Commissioner issued an advance for \$25,000 for a grant with Outgrowing Hunger. Expenses for the grant will be realized in FY 2015-16 and an Advance carryover will be requested in the Fall BMP.

Commissioner of Public Utilities

PU_002 CPU – Sick Time Program	
This package requests \$17,500 in General Fund Discretionary to fully fund Sick Time Program activities and enforcement. Continued Program support is necessary as the program will move to a separate Bureau outside the Commissioner’s Office. General Fund support will be needed for part-time staffing, employer/ employee trainings, printing and mailing of informational brochures and cards, immigrant community trainings and website maintenance.	
Status for Fall Performance Report:	Status
The funding was added in the FY 2014-15 Adopted Budget. Bureau of Labor and Industries (BOLI) invoices are based on actual time used on the program. Expected time used was under assumptions.	Completed

PU_002 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

PU_001 Protected Sick Time	
The FY 2014-15 Adopted Budget includes \$27,500 in one-time resources for a contract with the State of Oregon Bureau of Labor and Industries to enforce Protected Sick Time ordinances in the City of Portland. The budget includes funding necessary to continue public information and outreach, advertising, and other implementation requirements for the program.	
Status for Fall Performance Report:	Status
The Council Office will request \$7,000 for encumbrance carryover to fund contract services with the Oregon Bureau of Labor and Industries (BOLI). The funds will cover anticipated costs through the end of the contract on December 31, 2015.	Ongoing

PU_003 OMF IA – ADA Transfer	
The package reflects a decrease of \$167 in ongoing resources and \$100 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 American with Disabilities Act and Civil Rights Program from the Office of Management and Finance to the Office of Equity and Human Rights.	Completed