



CITY OF
PORTLAND, OREGON

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DATE: September 12, 2016
TO: Andrew Scott, City Budget Office Director
CC: Jane Braaten, Business Operations Division
FROM: Amanda Fritz, Commissioner of Public Utilities *Amanda Fritz*
SUBJECT: Commissioner of Public Utilities FY 2016-17 Fall BMP Submission

Please accept the Commissioner of Public Utilities Fall BMP submission for FY 2016-17.

This Fall BMP submission includes:

- Encumbrance carryover request of \$14,974.

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 2016-17 Fall BMP Submission Packet

**CBO Discussion and Recommendations
FY 2016-17 Fall BMP**

Bureau: Commissioner of Public Utilities

Type: Encumbrance Carryover Request

Request: PU_001 - Commissioner of Public Utilities - Enc Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	14,974	0	14,974
TOTAL EXPENDITURES	14,974	0	14,974
REVENUES			
General Fund Discretionary	14,974	0	14,974
TOTAL REVENUES	14,974	0	14,974

Bureau Description:

This package requests \$14,974 in one-time General Fund Discretionary for an encumbrance carryover to fund the remaining contract services provided by the Oregon Bureau of Labor and Industries (BOLI) to enforce the City of Portland Sick Leave Ordinances. BOLI invoices are submitted quarterly and based on actual time spent enforcing the program. BOLI will submit third and fourth quarter invoices in FY 16-17. This requests ensures the balance on contract is available to pay invoices.

CBO Discussion and Recommendation

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

	FY 2015-16 Revised Budget	FY 2015-16 Year-End Actuals	Percent of Actuals to Revised
Commissioner of Public Utilities			
EXPENDITURES			
Personnel Services	\$817,342	\$686,327	84%
External Materials and Services	\$121,620	\$100,385	83%
Internal Materials and Services	\$137,001	\$125,519	92%
TOTAL EXPENDITURES	\$1,075,963	\$912,230	85%
REVENUES			
General Fund Discretionary	\$537,151	\$0	0%
General Fund Overhead	\$538,812	\$0	0%
TOTAL REVENUES	\$1,075,963	\$0	0%

Bureau Reconciliation Narrative

Expenditures

No narrative required.

Revenues

No narrative required.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in:	Package Fundi	Package	Package Status	Package Update
Legislative, Administrative, and Support	Commissioner of Public Utilities	Protected Sick Time	This decision package would add one-time funding for a contract with the State of Oregon Bureau of Labor and Industries (BOLI) to enforce Protected Sick Time ordinances in the City of Portland and funding necessary to continue public information and outreach, advertising and other implementation needs.	FY 2015-16 Adopted Budget	\$ 37,500		In Progress	The Council Office will request \$14,974 for an encumbrance carryover to fund the 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, 2016.
Legislative, Administrative, and Support	Commissioner of Public Utilities	Commissioner's Staff Representative Position	This decision package would add one permanent Commissioner's Staff Representative who will assist in the distribution of the workload in the office.	FY 2015-16 Adopted Budget		1.00	Complete	Position was filled during FY 2015-16