



Commissioner Nick Fish
City of Portland

DATE: September 12, 2018
TO: Claudio Campuzano, Interim City Budget Office Director
CC: Carmen Merlo, Deputy Chief Administrative Officer
FROM: Nick Fish, Commissioner of Public Works *NF*
SUBJECT: Commissioner of Public Works FY 2018-19 Fall BMP Submission

Please accept the Commissioner of Public Works Fall BMP submission for FY 2018-19.

This Fall BMP submission includes:

- Request for two technical adjustments related to the Occupational Health Program and to realign budget appropriation.
- The prior year business area reconciliation.

The Commissioner of Public Works does not have any encumbrance carryover requests.

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

Please contact Sonia Schmanski from my staff, or budget liaison Nicole Lara, with any questions.

Enc:
FY 2018-19 Fall BMP Submission Packet

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Commissioner of Public Works

Type: Technical Adjustment

Request: PW_001 - CPW - Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(24,000)	0	(24,000)
External Materials and Services	24,000	0	24,000
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$24,000 into External Materials and Services from Personnel Services to better align budget with projected spending. This request also moves \$47 for the Flu Shot Program from Risk Management to the Bureau of Human Resources.

CBO Discussion and Recommendation

Prior Year Business Area Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
Commissioner of Public Works			
EXPENDITURES			
Personnel Services	\$921,871	\$907,527	98%
External Materials and Services	\$25,075	\$13,712	55%
Internal Materials and Services	\$270,198	\$257,549	95%
TOTAL EXPENDITURES	\$1,217,144	\$1,178,789	97%
REVENUES			
General Fund Discretionary	\$576,535	\$0	0%
General Fund Overhead	\$640,609	\$0	0%
TOTAL REVENUES	\$1,217,144	\$0	0%

Bureau Reconciliation Narrative

Expenditures:

External Materials and Services were 45 percent below budget due to the Office not having any major expenses out of this category during the fiscal year. The \$13,712 in actual expenses represent the routine items that each Council Office pays for such as office supplies, software licenses, etc.

Revenues:

No narrative required