



CITY OF
PORTLAND, OREGON

Amanda Fritz, Commissioner

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DATE: September 9, 2020

TO: Jessica Kinard, City Budget Office Director

CC: Carmen Merlo, Deputy Chief Administrative Officer

FROM: Amanda Fritz, Commissioner of Public Utilities

SUBJECT: Commissioner of Public Utilities FY 2020-21 Fall BMP Submission

Please accept the Commissioner of Public Utilities Fall BMP submission for FY 2020-21.

This Fall BMP submission includes:

- F4 Budget Amendment Request Report with the request for reimbursement for furlough days taken in FY 2019-20, an encumbrance carryover for a contract, and a Facilities Rent Adjustment
- Encumbrance Carryover Detail Spreadsheet
- Prior Year Reconciliation Report

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

Please contact Tim Crail from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

Commissioner Amanda Fritz

Enc:
FY 2020-21 Fall BMP Submission Packet

PU - Commissioner of Public Utilities DP Type Encumbrance Carryover

Request Name: 10915 -CPU-Encumbrance Carryover

Package Description

CPU is requesting an Encumbrance Carryover in the amount of \$8750 for their contract with Donna Silverberg. The Commissioner's Office ended FY 2019-20 with a balance in excess of this request. PO #22275731

Service Impacts

Receiving the carryover funding will allow the Commissioner to continue to utilize this contract for facilitation and organizational development. The request is one-time in nature since the contract began in December 2019 and will end in December 2020 with the end of the Commissioner's term.

Equity Impacts

2020-21 FALL Requested Adj	
External Materials and Services	8,750

2020-21 FALL Requested Adj	
General Fund Discretionary	8,750

PU - Commissioner of Public Utilities DP Type Encumbrance Carryover

Request Name: 10955 -FY 2019-20 GF Furlough Savings True-Up.

Package Description

This request is a technical adjustment to true-up the furloughs taken in the prior budget year with the estimate for furloughs in the current budget year.

Service Impacts

NA

Equity Impacts

NA

2020-21 FALL Requested Adj	
Personnel	1,965

2020-21 FALL Requested Adj	
General Fund Discretionary	1,965

PU - Commissioner of Public Utilities

DP Type

Mid-Year Reduction

Request Name: 10967 -CPU-Rent Savings

Package Description

Mid-year reduction for Facilities rent savings. The savings will be returned to the General Fund.

Service Impacts

NA

Equity Impacts

NA

2020-21 FALL Requested Adj	
Internal Materials and Services	-2,804

2020-21 FALL Requested Adj	
General Fund Discretionary	-2,804

Prior Year Fund Reconciliation Report

Commissioner of Public Utilities

100 - General Fund

EXPENDITURES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Personnel	986,856	954,076	96.68%
External Materials and Services	42,045	24,323	57.85%
Internal Materials and Services	220,374	197,566	89.65%
TOTAL EXPENDITURES	1,249,275	1,175,965	94.13%

REVENUES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
General Fund Discretionary	584,505	0	0%
General Fund Overhead	664,770	0	0%
TOTAL REVENUES	1,249,275	0	0.00%

Expenditure Discussion

External and Internal Materials and Services were below 10% of budget due to a slowdown in discretionary spending caused by Covid-19.

Revenue Discussion

All revenues were within budget appropriation.