

City of Portland, Oregon

The Office of Management and Finance

FY 2021-22 Requested Budget



Carmen Rubio
Commissioner of Public Utilities



Commissioner Carmen Rubio
City of Portland

DATE: January 29, 2021

TO: Commissioner Mingus Mapps
Commissioner Dan Ryan
Commissioner Jo Ann Hardesty
Mayor Ted Wheeler
Auditor Mary Hull Caballero

CC: City Budget Office

FROM: Commissioner Carmen Rubio

SUBJECT: Office of the Commissioner of Public Utilities FY 2021-22 Requested Budget Submission

Please accept the FY 2021-22 Requested Budget submission from the Office of the Commissioner of Public Utilities. The submission package includes the following documents:

- Program Offer Narrative
- Requested Budget
- Equity Template

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

Please contact Adriana Miranda, or OMF Business Operations Division Analyst Ben Smith, with any questions.

Sincerely,

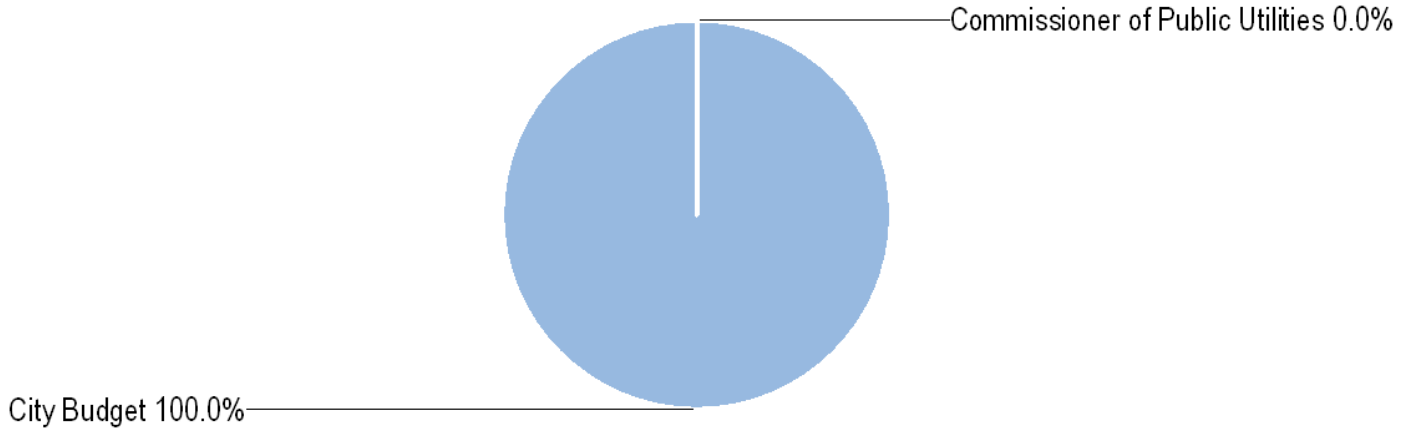
Carmen Rubio
Commissioner, City of Portland

Commissioner of Public Utilities

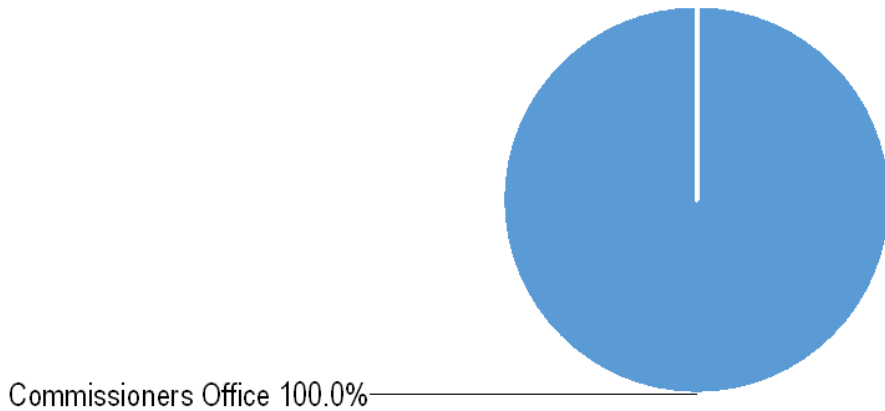
Elected Officials Service Area

Carmen Rubio, Commissioner-in-Charge

Percent of City Budget Graph



Bureau Programs



Bureau Overview

Requirements	Revised FY 2020-21	Requested FY 2021-22	Change from Prior Year	Percent Change
Operating	\$1,301,962	\$1,349,523	\$47,561	4%
Capital				
Total	\$1,301,962	\$1,349,523	\$47,561	4%
Authorized Positions	8.00	8.00	—	—%

Bureau Summary

Bureau Overview

The Commissioner of Public Utilities is charged with legislative and administrative responsibilities in accordance with the provisions of the City of Portland Charter. The Commissioner is one of five nonpartisan City Council members. As a whole, the Council promotes a livable and sustainable city by enacting and enforcing City laws, approving a budget, and advocating for policy changes and funding at the state and federal levels. The Commissioner provides leadership and management oversight for a portfolio of City bureaus.

Bureau Assignments The Commissioner of Public Utilities is responsible for the following bureau:

- ◆ Portland Parks & Recreation
- ◆ Bureau of Planning & Sustainability
- ◆ Office of Community Technology
- ◆ Open and Accountable Elections Program (per City Code)

In addition, the Commissioner has the following liaison responsibilities:

- ◆ Regional Arts and Culture Council
- ◆ Pioneer Courthouse Square
- ◆ Portland Parks Foundation
- ◆ Portland'5 Centers for the Arts
- ◆ League of Oregon Cities
- ◆ Metro Policy Advisory Committee
- ◆ Mt. Hood Cable Regulatory Commission

Summary of Budget Decisions

The Council Offices were not subject to the 5% cut requirement and did not submit any add or cut packages for the FY 2021-22 budget.

Commissioner of Public Utilities

	Actuals FY 2018-19	Actuals FY 2019-20	Revised FY 2020-21	Base FY 2021-22	Requested FY 2021-22
Resources					
Internal Revenues					
General Fund Discretionary	412,503	511,195	597,217	593,795	593,795
General Fund Overhead	638,982	664,770	704,745	755,728	755,728
Internal Revenues Total	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
Beginning Fund Balance					
Resources Total	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
Requirements					
Bureau Expenditures					
Personnel Services	853,591	954,076	969,316	1,039,158	1,039,158
External Materials and Services	14,980	24,323	50,662	40,000	40,000
Internal Materials and Services	182,915	197,566	281,984	270,365	270,365
Bureau Expenditures Total	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
Ending Fund Balance					
Requirements Total	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
Programs					
Commissioner's Office	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
Total Programs	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523

Commissioner of Public Utilities

Class	Title	Salary Range		Revised FY 2020-21		Requested No DP FY 2021-22		Requested FY 2021-22	
		Min	Max	No.	Amount	No.	Amount	No.	Amount
30000002	Commissioner	114,254	128,208	1.00	62,847	1.00	125,694	1.00	125,694
30000004	Commissioner's Admin Support Specialist	40,248	69,588	1.00	56,254	1.00	56,254	1.00	56,254
30000006	Commissioner's Chief of Staff	86,819	129,502	1.00	111,238	1.00	111,238	1.00	111,238
30002511	Commissioner's Senior Staff Rep	67,933	113,209	3.00	229,507	3.00	257,089	3.00	257,089
30000005	Commissioner's Staff Rep	51,126	104,828	2.00	100,495	2.00	132,995	2.00	132,995
	Total Full-Time Positions			8.00	560,341	8.00	683,270	8.00	683,270
	Grand Total			8.00	560,341	8.00	683,270	8.00	683,270

Commissioner of Public Utilities

Program Description & Goals

The Commissioner of Public Utilities is charged with legislative and administrative responsibilities in accordance with the provisions of the City of Portland Charter. The Commissioner is one of five nonpartisan City Council members. As a whole, the City Council promotes a livable and sustainable city by enacting and enforcing City laws, approving a budget, and advocating for policy changes and funding at the state and federal levels. Specifically, the Commissioner of Public Utilities provides leadership and management oversight for the following portfolio of City bureaus:

- ◆ Portland Parks & Recreation
- ◆ Bureau of Planning and Sustainability
- ◆ Office of Community Technology
- ◆ Open and Accountable Elections Program (per City Code)

The Commissioner of Public Utilities does not have any performance measures; however, the bureaus she manages have multiple performance measures which are one component of measuring success. Elected officials serve four-year terms and ultimately the voters decide at the ballot whether the Commissioner should serve another term if they seek reelection.

Performance	Actuals FY 2018-19	Actuals FY 2019-20	Target 2020-21	Target FY 2021-22	Strategic Target
There are no performance measures associated with this program	NA	0	NA	0	NA

Explanation of Services

In addition to providing leadership and management oversight to the bureaus listed above, the Commissioner of Public Utilities has the following liaison responsibilities:

- ◆ Regional Arts and Culture Council
- ◆ Pioneer Courthouse Square
- ◆ Portland Parks Foundation
- ◆ Portland's 5 Centers for the Arts
- ◆ League of Oregon Cities
- ◆ Metro Policy Advisory Committee
- ◆ Mt. Hood Cable Regulatory Commission

Equity Impacts

The Office of Equity and Human Rights (OEHR) presented Racial Equity Goals and Strategies to City Council on July 8, 2015. The City Council unanimously adopted the goals and strategies as binding City policy, providing a guidepost for City employees and leadership to follow to achieve the racial equity goals. Below are the Citywide Racial Equity Goals and Strategies along with examples of how the Commissioner of Public Utilities meets these goals:

1. Use a racial equity framework: The Commissioner’s Office uses a racial equity framework to inform all its policy analysis and development work.
2. Build organizational capacity: The Commissioner’s Office seeks to help community-based organizations build leadership skills and secure resources.
3. Implement a racial equity lens: The Commissioner’s Office utilizes a racial equity lens to inform all its policy analysis and development work.
4. Be data driven: The Commissioner’s Office utilizes data to inform all its policy analysis and development work.
5. Partner with other institutions and communities: The Commissioner’s Office partners with dozens of community institutions and groups.
6. Operate with urgency and accountability: The Commissioner’s Office is reminded daily that it is directly accountable to Portlanders.

Changes to Program

In May 2020, Carmen Rubio was elected as the Commissioner of Public Utilities for a four-year term starting January 1, 2021.

In December 2016, Council adopted the Open and Accountable Elections Fund, which created a matching funds program for qualifying candidates. The Elections Fund management is assigned to the Commissioner of Public Utilities and will remain with this office through 2021.

Program Budget

	Actuals FY 2018-19	Actuals FY 2019-20	Revised FY 2020-21	Requested No DP FY 2021-22	Requested FY 2021-22
Requirements					
Bureau Expenditures					
Personnel Services	853,591	954,076	969,316	1,039,158	1,039,158
External Materials and Services	14,980	24,323	50,662	40,000	40,000
Internal Materials and Services	182,915	197,566	281,984	270,365	270,365
Bureau Expenditures Total	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
Ending Fund Balance					
Requirements Total	1,051,485	1,175,965	1,301,962	1,349,523	1,349,523
FTE	8.00	8.00	8.00	8.00	8.00

Budget Narrative

Resources	The Commissioner of Public Utilities receives a General Fund Overhead and Discretionary target allocation each year from the City Budget Office. The target may be adjusted annually for items such as cost-of-living adjustments, PERS rates, and inflation.
Expenses	The primary expense for the Office is staffing. Personnel costs make up 77% of the budget. Internal and external materials and services resources to support the personnel are also included within each Council Office.
Staffing	The Commissioner of Public Utilities has 10.0 FTE, 2 of which are housed in the Commissioner's Office and allocated to the Open and Accountable Elections fund. The biggest change to staffing over the past several years has been the creation of the new Senior Commissioner Staff Representative classification. This new classification, along with the associated funding, has created the flexibility for the Commissioner of Public Utilities to retain higher-compensated staff members who might otherwise find other employment inside or outside the City.
Assets & Liabilities	NA

Program Information

Program Contact:	Adriana Miranda
Contact Phone:	503-823-3008
Website:	http://www.portland.gov/rubio

City of Portland
Requested Budget Equity Report

Commissioner of Public Utilities

Requested Budget & Racial Equity Plan Update:

The office's budget is primarily personnel costs. Commissioner Rubio is the first Latina Portland City Commissioner in the city's history and has assembled a racially and culturally diverse, multilingual team that represent underserved Portland communities. The office will strive to improve engagement and service to Black, Indigenous, immigrants and refugees, people of color, LGBTQIA+ communities, and people with disabilities. And, with a focus on addressing the inequities that exist for communities related to housing, climate action, education, community safety, parks, planning, and digital equity.

The budget includes funds to support engagement activities with BIPOC community members. Commissioner Rubio and her team are committed to making local government more accessible to BIPOC and other historically underserved communities and to build greater trust and support community self-determination.

Racial Equity Plan Link:

N/A

Requested Budget Community Engagement:

The office started in January 2021 and did not have the time to engage with communities in creating the requested budget. As mentioned, however, racial, economic and disability justice is a priority for this office and resources (i.e. staff time) will be dedicated towards addressing inequities in housing, climate action, parks, planning, community safety, education, and digital equity.

Commissioner Rubio oversees Portland Parks & Recreation, the Bureau of Planning and Sustainability, and the Office for Community Technology. The bureaus have Budget Advisory Committees that review their respective budgets and expect the bureaus to be engaged with the above communities.

Base Budget Constraints:

The office has limited discretionary resources located with the External Materials and Services major object code for community engagement and staff professional development. Additional funding would allow the office to do robust outreach and providing funding for every staff member to pursue professional development that promote the equity goals of the City.

City of Portland
Requested Budget Equity Report

Notable Changes:

N/A

Equity Manager Role in Budget Development

N/A

Equity Manager:	N/A	Contact Phone:	N/A
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ADA Title II Transition Plan:

N/A

Accommodations:

The Office has funding in the External Materials and Services major object code to meet ADA Title II and Civil Rights Title VI requirements for the Commissioner’s Office.

Capital Assets & Intergenerational Equity

N/A

Measure Title	PM 2018-19 Actuals	PM 2019-20 Actuals	PM 2019-20 Target	PM 2020-21 Target	Strategic Target
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Data Tracking Methodology:	The office is new and has not yet established an approach to track program access and service outcomes for different populations.
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Hiring, Retention, & Employment Outreach:

Commissioner Rubio is the first Latina Portland City Commissioner in the city’s history and has assembled a team that includes three staff, including the Chief of Staff, who identify as Latino two staff who identify as Asian, and one staff who identifies as Black. All together, total staff of color (including the Commissioner) comprise 75%. The Office has staff who share values centering racial justice, economic justice, community and equity in policies, communications, engagement and other actions.

City of Portland
Requested Budget Equity Report

Contracting Opportunities

When contracting needed (i.e. for facilitation), the office will prioritize D/M/W/ESB businesses.

Engaging Communities Most Impacted by Inequities

The budget allowed the hiring of racially and culturally diverse, multilingual staff who bring lived experiences as members of communities impacted by inequities. This includes staff who are in multiple senior level positions. All staff share in the responsibility to engage impacted communities, and two staff will be dedicated to this effort. The budget includes a small level of discretionary funding which can be used to engage these communities in multiple ways.

Empowering Communities Most Impacted by Inequities

All staff share in the responsibility to engage impacted communities and to strengthen relationships with community-based organizations and community leaders. The budget includes funds specifically to support community engagement activities, multilingual outreach and coalition building.