



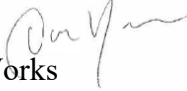
Office of Commissioner Dan Ryan  
City of Portland

**MEMORANDUM**

DATE: September 9, 2021

TO: Jessica Kinard, City Budget Office Director

CC: Carmen Merlo, Deputy Chief Administrative Officer

FROM: Dan Ryan,  
Commissioner of Public Works 

SUBJECT: Commissioner of Public Works FY 2021-2022 Fall BMP Submission

SUBJECT: Commissioner of Public Works FY 2021-22 Fall BMP Submission

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Please accept the Commissioner of Public Works Fall BMP submission for FY 2021-22.

This Fall BMP submission includes:

- F4 Budget Request Form
- Prior Year Decision Package Update
- Encumbrance Carryover Detail Spreadsheet (2 requests)
- Prior Year Reconciliation Report

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

Please contact Kellie Torres from my staff, or budget liaison Ben Smith, with any questions.

Thank you,

Commissioner Dan Ryan

Enc:

FY 2021-22 Fall BMP Submission Packet

**PW - Commissioner of Public Works                      DP Type                      Encumbrance Carryover**

**Request Name:** 12546 -CPW-Encumbrance Carryovers

**Package Description**

Commissioner Ryan's Office is requesting encumbrance carryovers in the amount of \$11,339 for two encumbrances: PO#22285834 Tessa Franzese \$9240 for office startup graphic design and PO#22291404 Kira Higgs Consulting \$2099 for office startup consulting services. Both of these encumbrances are one-time in nature and funding for these services will not be requested in future budget cycles related to the Commissioner's office budget.

**Service Impacts**

Approving these encumbrance carryovers will allow the Commissioners Office to continue work with the respective vendors.

**Equity Impacts**

N/A

2021-22 FALL Requested Adj		
Expense	External Materials and Services	11,339
<b>Expense</b>	<b>Sum:</b>	<b>\$11,339</b>

2021-22 FALL Requested Adj		
Revenue	General Fund Discretionary	11,339
<b>Revenue</b>	<b>Sum:</b>	<b>\$11,339</b>

**PW - Commissioner of Public Works                      DP Type                      Technical Adjustments**

**Request Name:** 12547 -CPW-Technical Adjustment

**Package Description**

This technical adjustment moves budget authority from External Materials and Services into Personnel Services.

**Service Impacts**

The FY 2021-22 Budget was built with 7 FTE. The Commissioner's Office has since decided to have 7.6 FTE, which resulted in this budget request.

**Equity Impacts**

N/A

2021-22 FALL Requested Adj		
Expense	External Materials and Services	-65,000
	Personnel	65,000
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

## Prior Year Fund Reconciliation Report

Commissioner of Public Works

### 100 - General Fund

<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	888,435	755,353	85.02%
External Materials and Services	102,928	69,766	67.78%
Internal Materials and Services	300,088	274,336	91.42%
<b>TOTAL EXPENDITURES</b>	<b>1,291,451</b>	<b>1,099,455</b>	<b>85.13%</b>

<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	213	
General Fund Discretionary	586,555	0	0%
General Fund Overhead	704,896	0	0%
<b>TOTAL REVENUES</b>	<b>1,291,451</b>	<b>213</b>	<b>0.02%</b>

#### Expenditure Discussion

All expenses were within budget appropriation.

#### Revenue Discussion

The \$213 in Charges for Services were records reimbursement revenue that was not budgeted.

#### Other Notes

The Office underspent their budget by a larger than anticipated amount due to the the transition to Office underwent.