



Commissioner Jo Ann Hardesty
City of Portland

DATE: September 9, 2019
TO: Jessica Kinard, City Budget Office Director
CC: Carmen Merlo, Deputy Chief Administrative Officer
FROM: Jo Ann Hardesty, Commissioner of Public Affairs
SUBJECT: Commissioner of Public Affairs FY 2019-20 Fall BMP Submission

Please accept the Commissioner of Public Affairs Fall BMP submission for FY 2019-20.

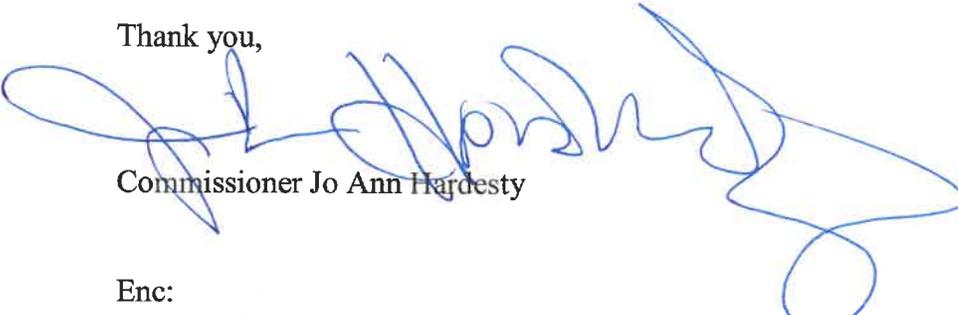
This Fall BMP submission includes:

- F4 Budget Amendment Request Report
- Prior Year Fund Reconciliation Report
- Prior Year Decision Package Update
- Encumbrance Carryover Detail Spreadsheet

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

Please contact Kristin Johnson from my staff, or budget liaison Ben Smith, with any questions.

Thank you,


Commissioner Jo Ann Hardesty

Enc:
FY 2019-20 Fall BMP Submission Packet

PA - Commissioner of Public Affairs DP Type Encumbrance Carryover

Request Name: 9223 -CPA - Encumbrance Carryovers

Package Description

The Commissioner of Public Affairs is requesting encumbrance carryovers totaling \$72,892. The specific encumbrance carryovers are for the following purchase orders: 22259567, 22252662, 22257194, 22250278, 22259562, 22259565, 22257107, 22259564, and 22252068. The Commissioner's Office unspent balance in FY 2018-19 exceeds this request.

Service Impacts

Funding this request will allow the Commissioner's Office to proceed with the work encumbered in these purchase orders. If the request is not funded, the work will not proceed.

Equity Impacts

This carryover request is similar to other carryover requests from City Council Offices which have been approved in prior Fall Bumps.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	72,892	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	72,892	0	0

Prior Year Fund Reconciliation Report

Commissioner of Public Affairs

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	1,027,774	968,067	94.19%
External Materials and Services	865,526	821,049	94.86%
Internal Materials and Services	219,485	206,517	94.09%
TOTAL EXPENDITURES	2,112,785	1,995,633	94.46%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	0	115	
Intergovernmental	27,000	0	0%
General Fund Discretionary	1,441,534	0	0%
General Fund Overhead	644,251	0	0%
TOTAL REVENUES	2,112,785	115	0.01%

Expenditure Discussion

All expense categories were within budget appropriation.

Revenue Discussion

The \$115 in unbudgeted revenue was for a reimbursement. All other revenue categories were within budget appropriation.

