

DATE: September 9, 2020
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 2020-21 Fall BMP Submission

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

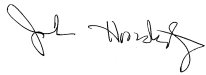
This Fall BMP submission includes:

- F4 Budget Amendment Request Report with the request for reimbursement for furlough days taken in FY 2019-20 and Facilities Rent Savings
- Encumbrance Carryover Detail Spreadsheet
- Prior Year Reconciliation Report

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 2020-21 Fall BMP Submission Packet

PA - Commissioner of Public Affairs

DP Type

Encumbrance Carryover

Request Name: 10954 -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	3,971

2020-21 FALL Requested Adj	
General Fund Discretionary	3,971

PA - Commissioner of Public Affairs

DP Type

Mid-Year Reduction

Request Name: 11024 -CPA-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	-2,798

2020-21 FALL Requested Adj	
General Fund Discretionary	-2,798

Prior Year Fund Reconciliation Report

Commissioner of Public Affairs

100 - General Fund

EXPENDITURES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Personnel	1,015,954	996,149	98.05%
External Materials and Services	36,224	30,957	85.46%
Internal Materials and Services	302,096	280,609	92.89%
TOTAL EXPENDITURES	1,354,274	1,307,714	96.56%

REVENUES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
General Fund Discretionary	660,238	0	0%
General Fund Overhead	694,036	0	0%
TOTAL REVENUES	1,354,274	0	0.00%

Expenditure Discussion

External Materials and Services expenditures were 15% below budget appropriation due to a slow down in spending at year-end due to Covid-19.

Revenue Discussion

All revenues were within budget appropriation.