



# Office of the Mayor

Analysis by Douglas Imaralu

	2020-21 Revised Budget	2020-21 Actuals	Remaining Budget	Percent Remaining
<b>Expenses</b>	<b>\$3,823,151</b>	<b>\$2,093,113</b>	<b>\$1,730,038</b>	<b>45%</b>
<b>Operating Expenses</b>	<b>\$3,823,151</b>	<b>\$2,093,113</b>	<b>\$1,730,038</b>	<b>45%</b>
Personnel	\$2,781,878	\$1,589,387	\$1,192,491	43%
External Materials and Services	\$279,377	\$58,094	\$221,283	79%
Internal Materials and Services	\$761,896	\$445,631	\$316,265	42%
<b>Revenue</b>	<b>\$3,823,151</b>	<b>\$0</b>	<b>\$3,823,151</b>	<b>100%</b>
<b>General Fund Allocation</b>	<b>\$3,823,151</b>	<b>\$0</b>	<b>\$3,823,151</b>	<b>100%</b>
General Fund Discretionary	\$1,802,324	\$0	\$1,802,324	100%
General Fund Overhead	\$2,020,827	\$0	\$2,020,827	100%

Figure 1. This table shows the Office of the Mayor’s General Fund budget.

## INTRODUCTION

Two-thirds through the fiscal year, the Mayor’s Office has expended 55% of its budgeted expenses. Operating expenses are tracking behind pace, primarily owing to the impact of the COVID-19 pandemic which curtailed certain expenditures. As a result, the office projects underspending in external material and services (EMS), personnel, and internal materials and services (IMS). **CBO anticipates that the office will end the year within budget, and may underspend its General Fund discretionary allocation by up to 14% or \$544,760.**

## KEY DECISIONS FOR COUNCIL

### Internal Transfer

- The Mayor’s Office is requesting to reduce appropriation to its EMS budget by \$12,035 on a one-time basis, transferring these resources to the Office of Equity and Human Rights (OEHR) to cover additional salary for Director Webster Smith’s role as advisor to the Mayor on racial justice and equity issues.
- Since Director Smith’s role will be ongoing, the Mayor’s Office plans to account for resources to support the position in its FY 2021-22 budget or during FY 2021-22 Fall BMP.
- **CBO recommends this request, as advisement to the Mayor’s Office on racial justice and equity will impact decision-making around core City services and equity goals.**

## CURRENT YEAR BUDGET MONITORING

### Summary of Current Year Trends and Year-end Projections

The Mayor’s Office is entirely funded by the General Fund and is expected to end the year within FY 2020-21 appropriations, with potential underspending up to 14% of current year allocations. The Mayor’s Office has only spent 20% of its EMS budget to date owing to limitations imposed by the COVID-19 pandemic. However, it is important to note that several large EMS expenses, such as the

grant funds authorized in the Fall BMP have not been paid yet. This will likely impact year-end projections. The Mayor’s Office is requesting to reallocate a small portion of this underspending in the Spring BMP as described above. In addition, the Office is projecting some savings in its internal materials and services (IMS) and personnel budgets. These savings are due to staff turnover and vacancies as attrition has occurred through the year.<sup>1</sup>

The Mayor’s Office plays a central role in guiding the City’s response to the COVID-19 crisis. However, because the office is entirely funded by General Fund discretionary resources, the crisis is not projected to significantly affect the Mayor’s Office budget beyond the Citywide effects to the General Fund.

## SPRING SUPPLEMENTAL BUDGET CHANGES

	2020-21 Spring Revised Base (A)	Spring Decision Package Total (B)	CBO Recommended Adjustments (C)	Total Recommended Budget (A+B+C)
<b>Expense</b>	<b>\$3,823,151</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,823,151</b>
Personnel	\$2,781,878	(\$37,035)	\$0	\$2,744,843
External Materials and Services	\$279,377	\$25,000	\$0	\$304,377
Internal Materials and Services	\$761,896	\$12,035	\$0	\$773,931
<b>Revenue</b>	<b>\$3,823,151</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,823,151</b>
General Fund Discretionary	\$1,802,324	\$0	\$0	\$1,802,324
General Fund Overhead	\$2,020,827	\$0	\$0	\$2,020,827

<sup>1</sup> Year to date PS will not fully reflect the last 4 months of spending due to several vacancies and Mayor not taking a salary during calendar 2020