



OFFICE OF COMMISSIONER DAN RYAN

DATE: September 7, 2022
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 2022-23 Fall BMP Submission

Please accept the Commissioner of Public Works Fall BMP submission for FY 2022-23.

This Fall BMP submission includes:

- F4 Budget Request Form
- Prior Year Decision Package Update
- Encumbrance Carryover Detail Spreadsheet
- 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 2022-23 Fall BMP Submission Packet

PW - Commissioner of Public Works DP Type Encumbrance Carryover

Request Name: 14336 -PW - Encumbrance Carryovers

Package Description

The Commissioner of Public Works is requesting two encumbrance carryovers in the amount of \$14,100 for PO #22282735 for photography services and PO #22296379 for retreat and event management.

Service Impacts

Approving these carryover requests will allow the Commissioner's Office to continue this photography and event management work without using existing resources from their modest FY 2022-23 External Materials and Services budget. Sufficient balance remains from FY 2021-22 year-end to fund this request.

Equity Impacts

Prior Council Offices have had similar encumbrance carryovers approved in the Fall Bump.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	14,100
Expense	Sum:	\$14,100

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	14,100
Revenue	Sum:	\$14,100

Prior Year Fund Reconciliation Report

Commissioner of Public Works

100 - General Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	1,072,349	1,044,924	97.44%
External Materials and Services	31,444	24,984	79.46%
Internal Materials and Services	272,302	261,252	95.94%
TOTAL EXPENDITURES	1,376,095	1,331,161	96.73%

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
General Fund Discretionary	620,367	0	0%
General Fund Overhead	755,728	0	0%
TOTAL REVENUES	1,376,095	0	0.00%

Expenditure Discussion

External Materials and Services spending was 20% below budget due to minimal contract spending and no out-of-town travel for the Office.

Revenue Discussion

The General Fund Budget was sufficient to cover the actual expenditures.

Other Notes
