

Office of Policy and Management

FY21-22 Budget Summary

1. Highlights

- Closely monitored the FY21 budget to maintain balance and ensure that results were within or better than budget
- Prepared quarterly reports to the Mayor and Boards on the status of the FY21 budget.
- Monitored positions that were or became vacant to help cover the projected shortfall in the budget and maintain service levels.
- Prepared with the Mayor and Planning Board Operating and Capital budget for FY21-22 and worked with departments to ensure reasonableness of requests.
- Participated in the budget review process of the BOF and BOR Fiscal Committee for FY21/22.
- Participated in process to define and develop requirement for new ERP system and in the selection process.
- Worked with Health department on collection of past due fees.
- Worked with Vehicle maintenance on transition to new director and on identifying system needs.
- Prepared and submitted to the Boards requests for budget transfers, additional appropriations, capital projects closeouts, and repurposing of bond proceeds.
- Monitor all capital projects on a budget and funding basis.
- Assisted in processes to refund and issue General Obligation bonds.
- Assisted in identifying activities for inclusion in the new ERP system

2. Staffing

- No change in staff level of OPM

3. Program Expansion

- No program expansions

4. Operating Budget changes

- Reduced overtime request by \$2,000 based on amount used in prior years
- Reduced Professional Consultant requested by \$5,000 based on amount used in prior years

5. Key department Challenges

- Balancing the budget based on ARP funds
- Monitoring the budget in a tight year
- Preparing for the new ERP system and its effect on the budget process
- Continuing to work on the budget and meetings remotely and transiting back to the office when appropriate and safe.

