FY 2021-22 Budget Manual

City Budget Office

December 17, 2020

Purpose of This Session

The budget manual is very long and contains many pieces of information
- Includes budget guidance details
- Includes BFM technical information
- Includes Performance Management
- Includes Patternstream instructions
- Includes checklists, style guides, and supportive tools

We know not everyone reads it

Agenda

How to use the budget manual

Highlight key information in each section of the budget manual
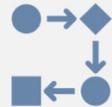
Navigating the Appendix

We will be posting a separate check list for each phase of the budget on our website

Using the Manual

The manual is published shortly after budget guidance is released

It is structured to start with changes, and move through to intricate details

There are eight separate sections posted on our website

This layout provides one location for what could be many manuals

We are adding a separate Requested Budget Checklist (posted outside of the manual)

When I have Questions?

The manual contains policy and functionality components

CBO analysts are a starting point for both flavor of questions for your bureaus

CBO analysts will elevate the questions to the AD or Director

Section 1- Overview, Key information & Changes

This section focuses on "what's changed" from the prior year.

- **Changes for policy or functionality are generally featured here**
  - Mayor's Budget Guidance details (policy)
  - New BFM Sandbox (functionality)

- **Sharing consistent information:**
  - Tables highlighting notable dates & inflation factors
  - Instructions for the Requested Budget submittal

- **New technical information**
  - New upload templates for CIP narrative & performance measures
  - Modifications in Performance management Requirements
  - Program Offer narrative is in Patternstream

Section 1: What Else is New?

NEW: a FAQ section on the guidance

As CBO receives some common questions, we will update accordingly

Looking to have questions that may apply to many bureaus, please reach out individually with bureau specific items

NEW: Reminder to plan for costs associated with the Paid Family Medical Leave Act

Bureaus outside of the General Fund should plan for six months of this expense in FY 2021-22

The Fall BMP included a CAL target adjustment for the General Fund. Technical instructions to follow

CBO is working on modeling options in BFM to assist in calculating this benefit

Section 2- Budget Development Process

The budget process for the City by distinct phases

Requested Budget, CBO Reviews, Proposed, Approved Adopted

Very little changes year-to-year

Staff who are new to the City should read this

Section 3-
BFM Technical Instructions

Provides deadlines for SAP

- These feed BFM. If it's in SAP and you want it in BFM, adhere to the deadline
- Overview of Current Appropriation Level (CAL) and OMF IAs

BFM instructions for building a budget

Tech forms, decision packages, position changes

Cash transfers and balancing IAs

Capital budget forms

Budgeting overhead

Budgeting grants

Entering the Equity Tool into BFM

Capital Set-aside process

Section 3- What do you need to know?

**January 5, 2021 is the deadline for Personnel Actions (P-4) to be verified in BFM**

- This is to ensure positions in the base budget submission reflect authorized FTE by bureaus
- Dates to have P-4's submitted to BHR are communicated in weekly CBO emails

Instructions for budgeting and balancing IAs

- OMF IA providers need to be aware of adjustments by January 14

This section has technical instructions for entering Grants!

Section 4- Program Offers
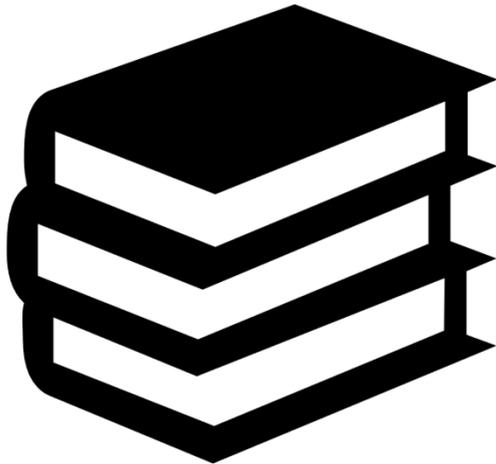
Detail break-out of the components of a program offer

- Section has specifics for program offer content and format

Guidance for a reduction vs a realignment threshold

- Think about transparency and communication to the public
- Notate in the changes to program narrative- leaving the paper trail for others
- Work with your CBO analyst for assistance for bureau-specific questions

Narrative Length

- The word count is provided
- Please adhere to the length

Section 5- Performance Management

Highlights changes and instructions for developing and management of performance measures

NEW:

- **Setting annual targets for performance measures will be optional for all measure types.**
- **Measures will no longer be graphed in the Adopted Budget document**
- **Introduction of new metadata fields**
- **BFM administrative changes**

Section 6: Five-year Forecasts and Fee Studies

This section provides instructions for Five-Year Financial Plans and fee studies

- City Financial Policy FIN 2.03.01 details bureaus and funds required to submit a Five-Year Financial Plan
- CBO has a template available on its website to assist
- FIN 2.06 states all bureaus charging fees are required to submit fee studies every three years

The manual has prompt questions to consider while preparing these documents.

Section 7- Budget Document Instructions

THIS SECTION CONTAINS INFORMATION FOR USING BFM AND PATTERNSTREAM TO PRODUCE YOUR BUDGET

STYLE GUIDE IS IN THE MANUAL & A SEPARATE DOCUMENT. (PLEASE USE THE STYLE GUIDE)

SUBMIT THE REQUIRED DOCUMENTS FOR THE REQUESTED BUDGET ONLY

PAGE LENGTH REQUIREMENTS & PATTERNSTREAM MICRO-DOCUMENTS ARE PROVIDED HERE

COMING SOON! BUDGET DOCUMENT CHECKLIST- ARE YOU READY FOR YOUR SUBMISSION?

Section 8- the BFM Deep Dive

This is one of the longest sections in the manual. There are step-by-step instructions and screen shots for actions in BFM

Section contains technical instructions for:

- Using PCF reports and projections
- Information for bureaus to model or plan for payroll costs
- How to make changes in PCF to alter personnel

NEW- BFM reflects the positional FTE or authorized FTE, not the PCF costs per FTE.

Section 8- NEW-Accounting for Safety Net in PCF

Some bureaus have employees participating in the Safety Net Program

- There are many options in the Safety Net Program
- There is a timing issue as to if the OM/PA action happened before or after the most recent data pull (end of November)
- We ask that bureaus with employees on a Safety Net Program pull together a list for their CBO Analyst
- Adjustments, if necessary, cannot be made until after the January 4, 2021 Personnel Freeze

Section 8: BFM Glossary & Tech Checks

This section includes a Glossary for terms in BFM Reports and instructions for running technical checks prior to budget submissions

The Glossary is useful for navigating the BFM reports to see your budget once the forms are entered

Technical checks allow bureaus to go through a series of reports to ensure the budget submission is technically correct.

- These can be run at anytime, and often help assist or trouble-shoot issues
- CBO analysts will be reaching out to you to follow-up on outstanding tech checks throughout the budget process

Questions?