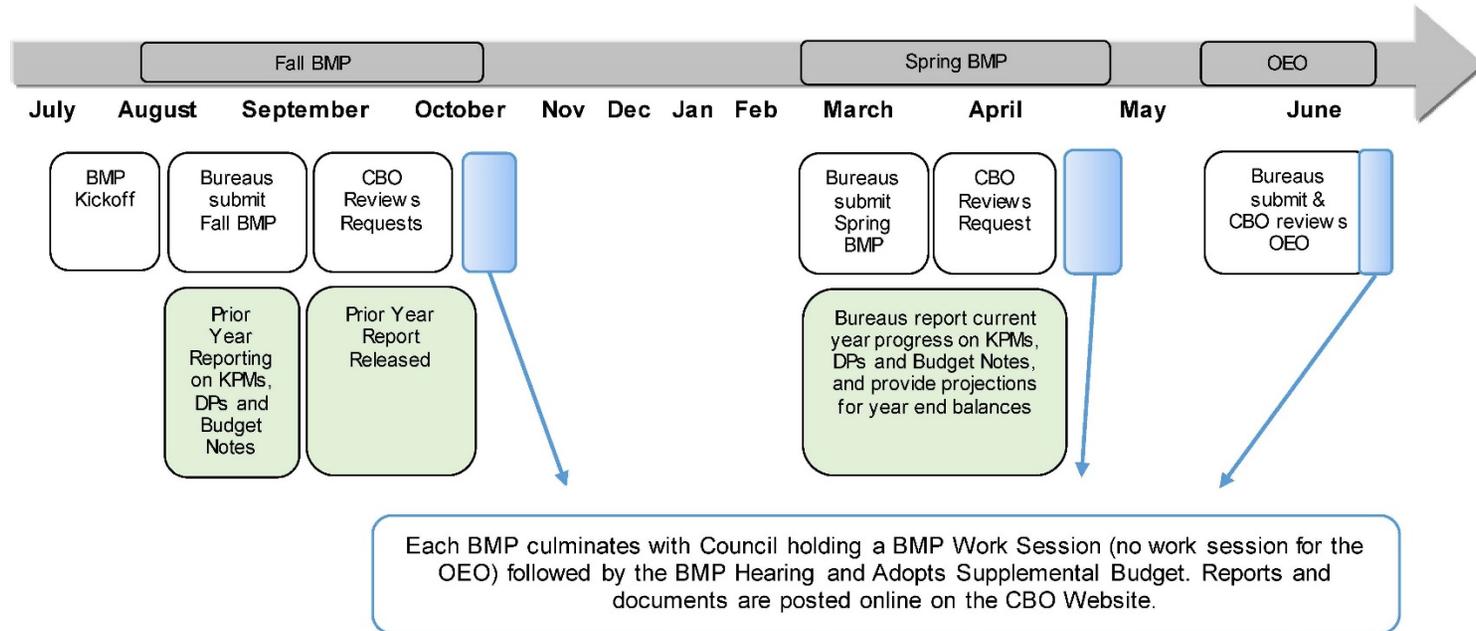


Budget Monitoring Process Timeline



Each BMP follows a similar schedule. Below is an explanation of each of those milestones and a discussion of responsibilities of bureaus, CBO, and other stakeholders.

BMP Manual Update Available

Prior to the Fall BMP each year, the BMP Manual is updated as necessary to reflect any new direction and to highlight any process changes. Once the manual is available, bureau budget staff should review it and request any necessary clarification from their CBO analyst or the CBO BMP coordinator.

After the fall update, the manual will be updated on an as-needed basis. The City Budget Managers and Contacts list will be alerted and the new version will be posted on the CBO website.

BRASS Opens to Bureaus

BRASS, the City's budget database, is usually open to bureaus for two to four weeks prior to the BMP due date. CBO staff is available during this period to provide bureau budget staff assistance and additional direction.

Note that both CBO and the bureaus can, and should, begin working on the non-BRASS elements of the submittal prior to the opening of each BMP, particularly year-end projections.

If there are any major issues that will be addressed in the BMP request, bureaus should discuss those issues with their Commissioner's office as early as possible.

Interagency Changes Due to Provider Bureaus

In order for provider bureaus to incorporate service changes into their BMP and supplemental submissions in a timely fashion, bureaus requesting service changes should communicate those changes to provider bureaus prior to submittal.

Submittal Due to CBO

This is the date by which all required monitoring documents and supplemental requests must be completed and submitted to the City Budget Office. For a complete summary of submittal materials and distribution, refer to the BMP Manual. Bureaus will be locked out of BRASS on the due date. Bureaus should submit electronically to CBO, and the submittal requires a letter from the bureau director. It is assumed that bureaus have briefed their commissioners on pertinent submittal materials and received approval for any requests.

Electronic submittals should be pdfs or Microsoft Word or Excel files.

CBO Technical Checks

Immediately after submittal, CBO analysts will perform technical checks to ensure that submittals are complete and in a technically acceptable form. Any missing material will be identified and requested. Any technical corrections will be identified by CBO and corrected by the bureaus (who may be allowed temporary, limited access to BRASS to make corrections). CBO is expected to complete technical checks and resolve any issues within 48 hours of receipt of BMP submittals.

Bureau budget staff members familiar with the BMP submission are expected to be available during the technical check period to address CBO concerns.

CBO Draft Analyses Complete

After technical checks, CBO analysts review submissions and prepare written analyses and recommendations to be shared with City Council and to be made available to the public online. Analyses consist of reviewing bureau projections and other budget monitoring submissions, examining and making recommendations on budget requests, and making any other recommendations relevant to bureau budget and operational issues.

In cases where bureau and CBO projections differ, analysts work with bureaus to reach consensus. To the degree that consensus is not possible, reviews contain the CBO projection and a discussion of the differences in results and methodology.

In FY 2013-14, the Fall BMP CBO analysis was broken up into three deliverables: a) a high-level discussion of requested and recommended changes for each bureau b) a detailed, package-by-package analysis and response to bureau requests and c) a prior year reporting document. These elements are intended to provide a drill-down approach to the presentation of information and to differentiate between decision support documents and informational reporting. In FY 2016-17, the reporting document will be produced separately and provided on October 18th.

In the Spring BMP, because the monitoring activity is relevant to the supplemental budget requests, the monitoring and high-level decision support document are merged. The detailed, package-by-package discussion is also done in Spring.

CBO Draft Analyses to Bureaus

When CBO analyses are complete, reviews are sent to bureaus for fact-checking. Points of substance can be discussed in light of any new or previously unincorporated information, but ideally, all points of substance will have been fully discussed prior to the release of the draft.

This phase typically has a very short turn-around. Bureaus should expect to return any corrections within 48 hours of receipt of the draft. The absence of a response is considered by CBO to be agreement with the facts contained in the review.

Final CBO Analyses to Council

After bureau fact-check changes are incorporated, all analyses are compiled into a combined citywide review, then released to City Council and Auditor's Office and posted online.

Council Worksession

During most BMPs (with the exception of the OEO), prior to the scheduled City Council hearing, a work session is held to give Council members the opportunity to ask questions about budget monitoring and adjustments.

Bureau staff is expected to attend in order to respond to any relevant issues, particularly in cases in which bureau requests are not recommended by CBO.

The work session usually occurs the Tuesday of the week prior to the City Council hearing in order to allow time for changes to be incorporated into the filed ordinance.

Public Notice Filed

Local budget law requires that public notice occur at least five days prior to the hearing of a supplemental budget and that that notice include certain information, particularly increases in appropriation by fund. CBO files this notice on the Wednesday prior to the Council hearing.

Publication usually occurs on the Friday before the hearing.

Ordinance Filed

Due to changes in City Ordinance filing deadlines enacted in FY 2015-16, CBO typically needs to file the Ordinance the day before or the day of the Council Work Session. CBO works with the Mayor before the work session to ensure that the Ordinance reflects the Mayor's initial thinking, and helps the Mayor and Council members draft any desired amendments to the Ordinance after the BMP work session. Amendments are proposed and voted on by Council during the Council Hearing, usually the week following the work session.

This ordinance a) passes the budget adjustments in a supplemental budget as defined by local budget law, b) amends the number of authorized positions, and c) ordains any other applicable budget-related items including adjustments to Current Appropriation Level.

Council Hearing

CBO files the BMP ordinance for a hearing at City Council meetings for each BMP. CBO presents the BMP at the hearing, answers questions related to budget monitoring and adjustments, and incorporates any ordinance changes made on the floor by City Council. Bureau staff is expected to attend in order to respond to any relevant issues, particularly in cases in which bureau requests are not included in the filing.

Changes Posted to SAP (excluding Grants)

Immediately after the BMP ordinance is approved by City Council, CBO makes any Council-approved changes to BRASS and submits the BRASS file to OMF Accounting. A test file is loaded in SAP, checked by Technical Accounting and CBO, and then loaded to the SAP production environment.

This process is expected to be completed within two business days of passage. When complete, CBO notifies bureaus.

Grants Changes Posted to SAP

Because of the configuration of the grants module in SAP, grants must be loaded by the Grants Unit in OMF in a separate interface process. After the load is complete, the CBO BMP coordinator performs several checks, including checking the load against BRASS. CBO then notifies bureaus that the grants load is complete.