

#### **4.04 Decision Packages**

OMF managers and financial analysts will comply with the City guidelines and the Mayor's budget direction for developing budget decision packages. All OMF employees will be familiar with the budget request guidelines as they work with customers and other employees to generate ideas for budget changes. OMF decision packages will be reviewed by the OMF Leadership Team and discussed with the OMF Advisory Committee. Impacts of the decision packages will be communicated to customers as soon as is feasible.

Reference:

[Comprehensive Financial Management Policies](#)

[FIN 2.04 Budget](#)

[OMF Policies and Procedures](#)

[OMF 4.04.01 Decision Package Procedures](#)

OMF Business Process Owner: Business Operations  
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