

# **FY14 Budget Development: Budget Kickoff Meeting**

# Agenda

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# FY14 Budget Planning Parameters

## Key Parameters for FY14:

1. **Bus and Rail Service Levels:** remain at the FY13 level with minor adjustments to mitigate midday overcrowding on the Orange line
2. **Measure R Projects:** will continue as scheduled in the ordinance and/or Board Resolution
3. **Capital Projects:**
  - Capped at CEO approved cash flow with emphasis on Bus and Rail safety and deferred maintenance backlog

# FY14 Budget Development Process

## 1) FY13 Budget Lessons Learned:

### **Budget Status and Availability**

- The baseline formulated by OMB can be used as the department's budget if no changes are required
- To address timely availability of budget status and calculations for department review, Departments are now able to see the status of their budget and calculations via Budget Input and Analysis System (BIAS)
- Enter changes directly into BIAS

### **Executive and Board Review Packet Preview**

- Attachment A is the presentation product to be presented to the OCEO and Board of Directors
- OMB consolidated forms as much as possible
- Data collected throughout the development process is necessary to create the attached end presentation product

### **Communication**

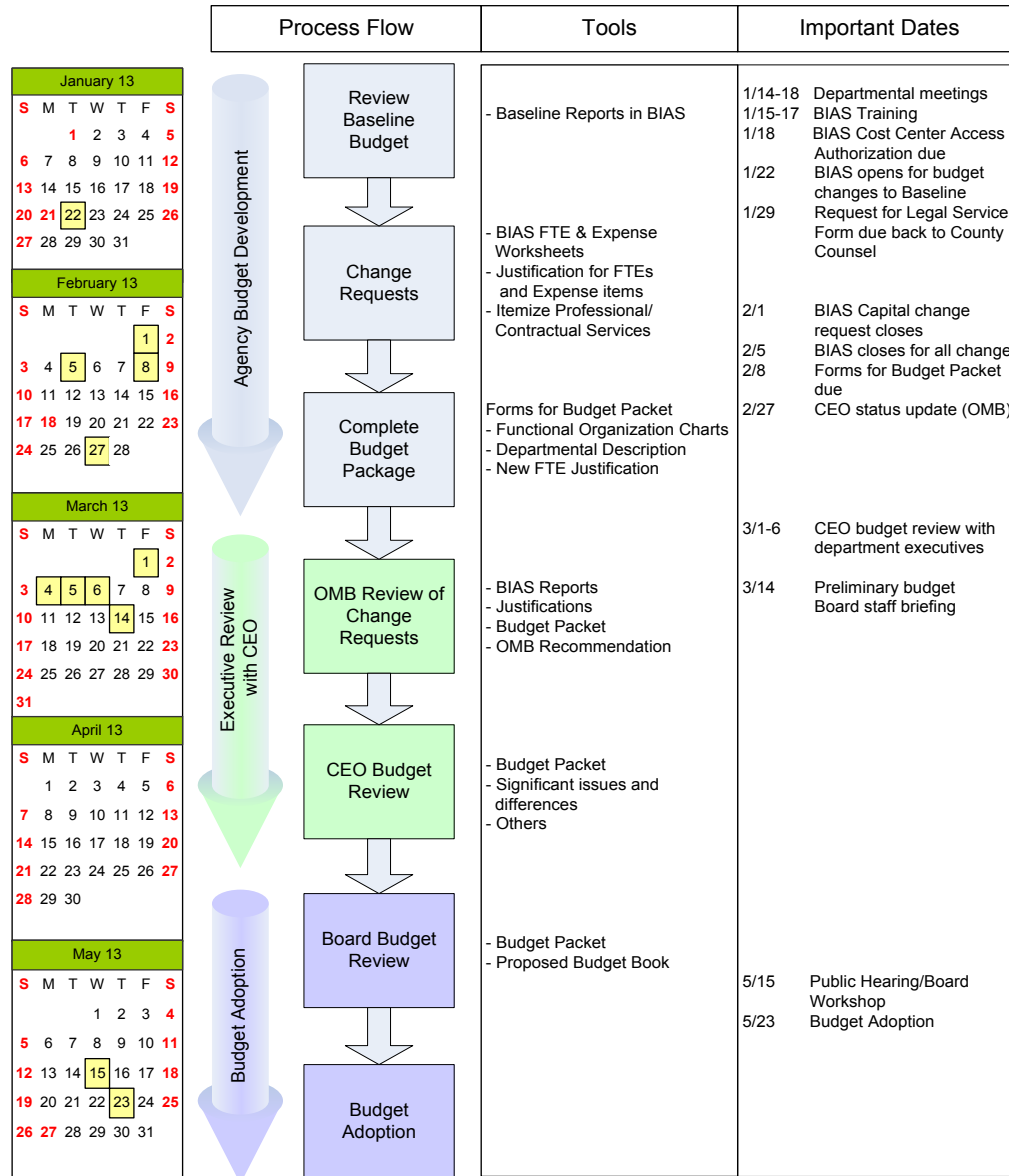
- More frequent communication from OMB analysts
- OMB Analysts will coordinate formal OMB/Dept discussions on the proposed budget
- Budget Bulletin
- OMB Website

## 2) FY14 Baseline Budget Development:

formulated by OMB with the following taken into account:

- FY14 Budget Planning Parameters (as discussed previously)
- Data from FY13 10-Year Forecast
- The Actual expenditures from FY12
- FY13 Performance to date

# Budget Development Schedule



# Working Guidelines

1. **Professional Services:** As departments are not required to submit a separate form to document professional services, please keep the following in mind:
  - All Professional Services/Contracts must be explicitly itemized under appropriate justification section in BIAS.

2. **Department Functions and Activities:**

When completing the forms associated with this exercise, keep the following in mind:

- Use the “Department Level Hierarchy Reference” as included in attachment A to see what hierarchy level of detail to provide for your department.
- The “Function Based organizational Chart” is intended to show the high level division of labor by function
- “**Function**” refers to the overarching role/responsibilities/deliverables unique to your department and their scope/capacity in regards to advancing the agency’s mission.
- “**Major Activities**” are the sub-components of a department’s functions. Major Activities detail how and what must be done to accomplish your department’s function/deliverable

# Working Guidelines continued

## 3. FTE's:

No new FTE's are included in the FY14 forecasted balanced budget. Any New FTE Requests must be accompanied with a detailed justification that will be reviewed with the Office of the CEO independently from other FY14 Budget requests.

– **Before requesting additional FTE's, consider the following:**

- Current Vacancies
- Status of project completion and re-allocating existing FTE's based on project status

– **When completing new FTE request justifications, the following should be addressed:**

- What work/activity **will not and/or cannot** be completed without this additional

As currently compiled, there is a 73 FTE increase from FY13 to FY14 in the Capital Program

## 4. Capital Program:

As currently compiled, there is a 73 FTE increase from FY13 to FY14 in the Capital Program. Please do the following:

- **Remove Redundancy in FTE**
- **Balance Project Delivery in annual cash flow projection**

**All requests for new FTE's should be requested separately on the forms to be provided and discussed at the OMB kickoff meetings. Be prepared to justify additional position requests should you choose to request them after your respective reviews have been completed**

# Forms and Deadlines

- 1) **Capital Changes in BIAS:** Completed by Friday, February 1st
- 2) **BIAS Justifications and Change Request:** Completed by Tuesday, February 5<sup>th</sup>
  - A. To be entered directly into BIAS
- 3) **Budget Development Forms (BDF):** Due on Friday, February 8th
  - A. Function Based Organizational Chart Form (BDF1)--PowerPoint
  - B. Summary of Functions (BDF2A) & Major Activities Form (BDF2B)--PowerPoint
  - C. FY14 New FTE Request & Justification Form- if necessary (BDF3)--Excel
- 4) **Non-OMB Forms:** Due on Tuesday, January 29th:
  - A. Request for Legal Services Form
    - County Counsel Contact: Jovito Baldovino ext. 25402



# Next Steps

Additional forms and data may be requested as the budget development cycle progresses. Please feel free to contact your O.M.B. analysts with questions or concerns.

<b>1/14-1/18</b>	<b>BIAS User Training &amp; FY14 Budget Kickoff Meetings</b>
	<ul style="list-style-type: none"> <li>&gt; BIAS training will cover basic user instructions for entering data and running reports.</li> <li>&gt; Budget Kickoff meetings will cover the overall focus of the FY14 Budget and address important dates, forms and activities expected in this year's development process.</li> </ul>
<b>1/18</b>	<b>FY14 BIAS Cost Center Access Authorization Form Due</b>
	<ul style="list-style-type: none"> <li>&gt; Cost Center Authorization forms must be submitted to your respective OMB Analyst by close of business on <b>1/18</b>.</li> <li>&gt; Departments are responsible for adding, changing and/or removing analysts access to BIAS</li> </ul>
<b>1/22</b>	<b>BIAS Opens for Baseline Review and Change Requests</b>
	<ul style="list-style-type: none"> <li>&gt; FY14 Baseline Budgets will be available for review and departments may begin entering change requests (if necessary).</li> </ul>
<b>2/1</b>	<b>BIAS Closes for Capital Changes</b>
	<ul style="list-style-type: none"> <li>&gt; <b>All requested changes to the <u>Capital Budget</u> must be entered into BIAS by close of business 2/1</b></li> </ul>
<b>2/5</b>	<b>BIAS Closes for Baseline Review and Change Requests</b>
	<ul style="list-style-type: none"> <li>&gt; <b>All requested changes to the <u>Budget Baseline</u> must be entered into BIAS by close of business 2/5</b></li> </ul>
<b>2/8</b>	<b>FY14 Budget Packet Forms Due</b>
	<ul style="list-style-type: none"> <li>&gt; Completed "Function-Based Organizational Charts," "Summary of Functions," "Major Activities," and "FY14 New FTE Request " (if applicable) forms must be submitted by close of business <b>2/8</b></li> </ul>
<b>2/6-2/21</b>	<b>Department/OMB Discussion and Coordination</b>
	<ul style="list-style-type: none"> <li>&gt; Departments are invited to discuss their baseline budgets, address any issues, clarifications, concerns and/or desired modifications with OMB.</li> <li>&gt; Please feel free to schedule meetings as necessary through your assigned OMB Analyst.</li> </ul>
<b>3/1-3/6</b>	<b>FY14 Budget Review with the Office of the CEO (Tentative)</b>
	<ul style="list-style-type: none"> <li>&gt; Departments and OMB will review respective FY14 Proposed Budgets and address unresolved issues or concerns</li> </ul>