

Metropolitan Government of Nashville & Davidson County

Fiscal Year 2017-2018 Budget

Office of Management & Budget

FY2018 Operating Budget Process

Budget Instruction Contents

Mayoral Priorities, Page 3
Budget Initiatives, Page 6
Budget Schedule, Page 12
Revenue Estimates, Page 15

Multi-year Proposals, Page 17
Public Investment Plans, Page 27
Capital Improvement Budget,
Page 29

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Mayoral Priorities

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Mayoral Priorities

- * Educational & Youth
- * Affordable Housing & Economic Development for All
- * Transportation & Infrastructure
- * Quality of Life

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Mayoral Priorities – Association with the Budget

These need to be linked to your budget submissions through Hyperion

- * Educational Outcomes impacting Nashville youth
- * Transit/Infrastructure
- * Affordable Housing/Homelessness
- * Community & Economic Development
- * Public Safety
- * Central Government Operations

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Budget Initiatives

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Budget Initiatives – Capital and Operating Link

- * Very strong emphasis on tying Capital and Operating budget submissions
 - Be prepared to provide Operating Budget impact statements from Capital Budget requests for FY 2018

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Budget Initiatives – Improvements

- * All budget improvements (revenue or expense) should include a clear justification accompanied by a business justification, if applicable
 - Business justification would document what the purpose of the request is for, cost savings, how improvement would be funded, where are funds going, potential payback calculation, regulatory requirement, cooperative arrangements, fee calculation, procurement considerations, etc.

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Budget Initiatives – Reallocations

- * **NEW** – Focus on budget reallocations
- * Opportunity to identify existing, outdated programs where current funding could be repurposed to a new initiative
- * Looking for creativity and are challenging the status-quo; no such thing as a “status quo” budget
- * Opportunity to embrace this opportunity to improve departmental operations and outcomes

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Budget Initiatives – Funding

- * No requested reduction scenarios
- * REMEMBER – Everyone cannot receive all of their requests; we cannot fund everything
- * Improvements will be modest

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Budget Initiatives – Position Alignment

- * The process for updating departmental and organizational lists of Authorized Positions for FY18 is currently under development and will be communicated shortly
- * Please note that position adjustments that have no fiscal impact (Position Adjustment No Fiscal Impact) will no longer be entered as Budget Modifications

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Budget Schedule

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Budget Schedule – Summary

- * All Operating Budget submissions are due February 10, 2017
- * Hyperion accessible after user training in early January 2017
- * All Capital Improvement Budget and 4% submissions are due February 3, 2017
- * Budget prep information available on the Metro Intranet
 - * http://im/finance/omb/budget_instructions.asp

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Budget Schedule – Hyperion Submission

- * Hyperion training completed during first two weeks of January 2017
- * Budget modifications that were entered into WEBudget last year have been rolled forward into Hyperion

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Revenue

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Revenue

- * FY 2018 Revenue Estimates – Department
- * FY 2019 and FY 2020 – OMB
- * Please discuss revenue plans with your analyst
 - Unusual items
 - Planned changes
 - Fee changes

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Multi-year Budget Proposals

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Multi-Year Budget Proposals – General Information

- * Budget Modifications should be submitted for Fiscal Years 2018, 2019, and 2020
- * Information can be submitted for requests that will not begin until FY 2019 or FY 2020
- * Requests should be prioritized in Hyperion
- * Remember to include justifications and budget impacts

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Multi-Year Budget Proposals – General Information

- * FY 2018 Proposals – submit at highest level of accounting detail; this is the starting point
- * FY 2019 and FY 2020 Proposals – submit a minimum level of account detail
- * No intent to hold organization to FY 2019 and FY 2020 Proposal Estimates

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Multi-Year Budget Proposals – General Information

- * Each year's budget request should be entered assuming that the prior year's request was approved
- * For example, if a project will cost \$100,000 in FY 2018, \$120,000 in FY 2019, and \$140,000 in FY 2020 the Hyperion entry should be for \$100,000 in FY 2018, \$20,000 in FY 2019, and \$20,000 in FY 2020

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Multi-Year Budget Proposals – Pay Plan/Fringe

- * HR will prepare calculations for the Finance Director and Mayor's consideration
- * As with previous years, **do not submit** budget modifications for pay plan improvements (above the line modifications)

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Multi-Year Budget Proposals – Fleet/Facility Requests

- * Requests should be communicated to General Services prior to January 31, 2017
- * Requests for facility additions and/or improvements should be submitted to Planning through the capital budgeting process with a copy of facility-related requests also submitted to General Services
- * Should you have any questions, please contact the related division of General Services and copy your budget analyst

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Multi-Year Budget Proposals – IT Requests

- * IT related requests should have been communicated to ITS by January 13, 2017. Should you have any questions, please contact ITS (Gregg Nicholson) and copy your budget analyst

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Multi-Year Budget Proposals - Central Charges

- * Service charges will be entered by OMB
 - Internal Service*
 - LOCAP
 - Insurance

**Planned operational changes should be communicated to General Services and ITS*

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Multi-Year Budget Proposals – Grants

- * Budget expected grant expenditures in FY 2018, FY 2019, and FY 2020 – ONLY if awarded
- * Hyperion entries should reflect incremental changes from FY 2017 budget:

FY 2019 Budget	100,000
Less FY 2017 Budget	(60,000)
WEBudget Entry for FY 2019	40,000

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Multi-Year Budget Proposals – Grant Match

- * For grants that require a match:
 - Identify source of the match
 - If necessary, include the match in your budget requests

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Public Investment Plans (PIP's)

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Public Investment Plans

- * You will receive separate instructions at a later date

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Capital Improvement Budget

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Capital Improvement Budget

- * Initial capital project submissions should be completed in Hyperion by February 3, 2017
- * General Services and ITS will be fine-tuning your requests during the first two weeks of February 2017
- * **NEW** – Prepare your budget presentations for the Mayor and Director of Finance to include discussions about your Capital Requests
- * We will assist you with any questions you have about your meetings with the Mayor and the Director of Finance

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Questions?

If you have any questions regarding your operating or capital budget, please contact your OMB representative