clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Friday, October 23, 2020 4:52 PM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: FY2019 Citizen Centric Report
Attachments: FY19 Citizen Centric Report (Speaker).pdf

10/23/20	2:15 PM	10/23/20	FY 2019 Citizen Centric Report.*	Bureau of Budget & Management Research	35GL-20-2328

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Analyn Eustaquio** <analyn.eustaquio@bbmr.guam.gov>
Date: Fri, Oct 23, 2020 at 2:15 PM
Subject: FY2019 Citizen Centric Report
To: Speaker's Office <speaker@guamlegislature.org>
Cc: Lester Carlson <lester.carlson@bbmr.guam.gov>, BBMR Administrative Staff <admin@bbmr.guam.gov>, BBMR Supervisors <supervisors@bbmr.guam.gov>

Håfa Adai! Speaker Barnes,

As a precautionary measure, attached is the electronic submission of the bureau's Citizen Centric Report for FY2019.

Please kindly acknowledge receipt of this email.

Si Yu'os Ma'åse!

Analyn C. Reyes

Secretary
Bureau of Budget and Management Research
Work: (671) 475-9429 Fax: (671) 472-2825

BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagåtña Guam 96932

LOURDES A. LEON GUERRERO
GOVERNOR

JOSHUA F. TENORIO
LIEUTENANT GOVERNOR

LESTER L. CARLSON JR.
DIRECTOR

OCT 23 2020

The Honorable Tina Muna Barnes
Speaker
I Mina'Trentai Singko Na Liheslaturan Guahan
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

Hafa Adai Speak Barnes,

In line with Title 1 Guam Code Annotated (GCA), Chapter 19, §1922(a), please find the Bureau's FY19 Citizen Centric Report.

Said report is being submitted electronically to your Office as well as to the Office of Public Accountability. A copy of the report has also been uploaded to our website at bbmr.guam.gov.

Senseramente,

LESTER L. CARLSON, JR.



BUREAU OF BUDGET AND MANAGEMENT RESEARCH

Setbison Maninan Yan Minanehan Gasto

THE HONORABLE
LOURDES A. LEON GUERRERO
I Maga'hågan Guåhan
GOVERNOR OF GUAM

THE HONORABLE
JOSHUA F. TENORIO
I Sigundo Maga'låhen Guåhan
LT. GOVERNOR OF GUAM

LESTER L. CARLSON, JR.
DIRECTOR

MISSION STATEMENT

The Bureau of Budget and Management Research is responsible for developing, implementing, monitoring, and managing the Executive Branch budget for all line agencies of the Government of Guam, as well as providing advisory guidance to the Governor on policy development, fiscal impact, program coordination, and planning and budgeting matters.

VISION STATEMENT

The Bureau of Budget and Management Research aims to provide guidelines on organizational methods, policy, execution, financial management and technical assistance to the various agencies and departments within the Government of Guam. BBMR's goal is to improve the planning, programming, and budgeting abilities of the government. To ensure that all budgetary and control systems are operated in accordance with all local and federal policies, procedures, mandates, and laws, BBMR uses extensive research and planning methodologies for all aspects of the Government of Guam's operations.

STRATEGIC OBJECTIVES

- Provide guidance and direction to all government agencies on programmatic and budgetary matters.
- Provide the Governor and Legislature with information and support to effectuate and facilitate policy deliberations and decisions.
- Implement the Governor's programmatic and fiscal policies.
- Review and implement legislative mandates affecting budgetary and fiscal policies government-wide.
- Conduct ongoing review and evaluation of financial and operational controls of the Government.

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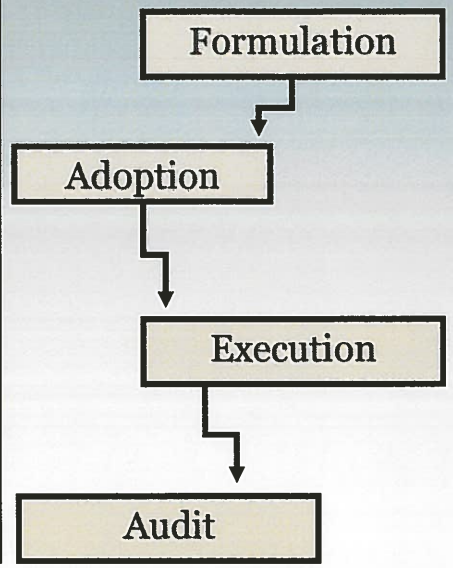
WHERE IT ALL STARTS– THE BUDGET CALL

Every fiscal year, the Government of Guam operates using revenue appropriated through that fiscal year's Budget Act. The Budget Act is what authorizes the entire government to spend money from the General Fund and several different Special Funds. But where does this process start?

The Budget Call is a memorandum that is sent out by BBMR between the months of November and December to initiate what is called the Budget Process. It is through the Budget Call that several actions are set in motion.

After this document is disseminated, departments have until the end of December to submit their "Wish List" budgets. BBMR reviews each "Wish List" budget and then creates a budget ceiling. The budget ceiling is determined using revenue projections produced by BBMR. From this revenue estimate, the Governor divides it out to determine departmental budget ceilings. These are used to compile the Governor's Executive Budget Request.

The Governor's Executive Budget is then submitted to the Legislature by January 31 of each fiscal year.



DIGGING A BIT DEEPER

While at its base the Budget Call is a "call for budgets", it is also a way to standardize the format and the methodology of budgets across all line agencies. How is this done? Well, apart from standard budget forms (e.g., budget digests and staffing patterns) the Budget Call also contains guidelines, both general and fiscal year specific, for departments to follow while preparing their budgets. Some examples are as follows:

- All personnel service costs, utilities, and fixed costs must be fully covered as a priority.
- Personnel service costs should be for currently filled positions and for recruitments in progress.
- Budgeting overtime must be justified.
- All anticipated travel must be justified.
- All budget submissions should be presented at maintenance levels, exercising budgetary and fiscal discipline while maintaining critical service needs.

The final guideline listed might raise the question, "But departments submit 'wish lists', why then is it stated that budgets should be at maintenance level?" The key to this guideline is the phrase "critical service needs". This is the opportunity for a department to show what the requirements are to run at maximum efficiency. If what a department currently has is not enough, then the "wish list" is a way to get the conversation started on what is "enough".

SO ARE WE DONE NOW?

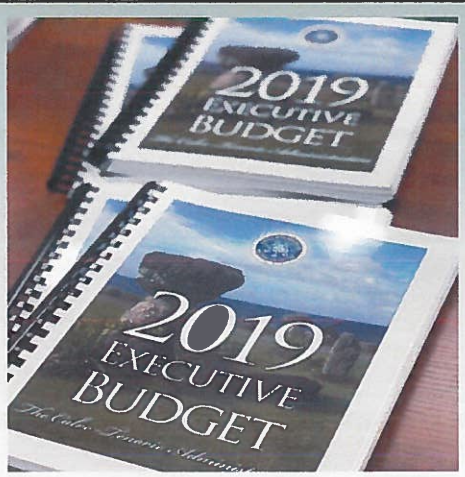
Not quite. Once the Governor's Executive Budget Request has been submitted to the Legislature, the work continues. After all, the Governor's Executive Budget is a high level budget request that presents revenue projections, presents line agency programs, estimates federal funding, and proposes budget ceilings for each department.

Hold on, but the department sent in their "wish list" what more do they need?" Remember the budget ceilings earlier? All "wish lists" are then reworked into departmental budgets made within the Governor's ceilings. These departmental budgets are due to the Legislature by mid-March.

The Legislature then has until August 31st to pass a Budget Act which the Governor then has 10 days to review before the bill passes into law.

Only once these steps are complete do we have the final product of a Government of Guam budget. It is this Budget Act that BBMR and departments use as a guide for ensuring that all operational, personnel, and service requirements are met throughout the fiscal year while still complying with the law.

BBMR FINANCIALS



An independent audit of the Government of Guam Wide Financial Statements was conducted, resulting in an unmodified, "clean" audit opinion. The audited financial report can be located for your review at www.opaguam.org.

Funding Source	FY2016 Expenditures+ Encumbrances	FY2017 Expenditures+ Encumbrances	FY2018 Expenditures+ Encumbrances	FY2019 Expenditures+ Encumbrances
General Fund	$1,128,985	$1,186,628	$1,058,803	$1,067,086
Federal Match	-	-	-	-
Special Fund *	$308,152	$257,485	$325,167	$302,675
Total	**$1,437,137**	**$1,444,113**	**$1,383,970**	**$1,369,761**

* Indirect Cost Fund

Workload Output			
Workload Indicator:	**FY 2017 Level of Accomplishment**	**FY 2018 Level of Accomplishment**	**FY 2019 Level of Accomplishment**
1) Coordinate the preparation of the program and financial plan of the Executive Branch and submission of such plans to the Legislature	**1**	**2**	**1**
2) Fiscal Policy Committee Meetings	**52**	**52**	**52**
3) Cabinet Meetings	**24**	**24**	**24**
4) Review of legislation and provide comments on proposals (FN, LRC)	**208**	**176**	**248**
5) Review of department requests such as contracts, GG1s, travels, etc.	**8,881**	**9,374**	**9,336**
6) Indirect Cost Negotiation	**1**	**1**	**1**
7) Annual CIP request to DOI	**1**	**1**	**1**



ADOPT-A-BUS STOP

Islandwide Bus Stop Cleanup

The Bureau, in coordination with the Office of I Sigundo Maga'låhen Guahån and the Islandwide Beautification Task Force Office, participated in the Islandwide Bus Stop Cleanup on August 23, 2019. This effort was part of the Guam Department of Education's preparation for the start of the upcoming School Year 2019-2020.



FUTURE GOALS AND CHALLENGES

The short-term goals of BBMR includes improving delivery of services, such as quicker posting of website content. Department certified budgets are one of the key reporting components in providing the public and other key stakeholders with important information. Through the progress of implementing a faster turnaround publication time, it is the hope of BBMR to maintain the continuum of government transparency, thereby improving the public's trust in the Administration. In consideration of this, the Bureau is formulating strategies for staff to be involved in website maintenance and troubleshooting training, and the collaboration of staff and management on suggestions for future website content. The challenge of this undertaking is that the maintenance and servicing of various Government of Guam department and agency websites are currently outsourced.

The long-term challenge BBMR faces is the need to rebuild its cadre of Analysts due to attrition, primarily because of the retirement of senior personnel and supervisors— some who have invested 30+ years with the Bureau and gained essential institutional knowledge during the course of their careers. Since FY 2016, the Bureau has been working on recruiting for these critical, vacant positions. A total of nine (9) senior staff, inclusive of senior Analysts and Analyst Supervisors, have retired or separated from the Bureau in the past four years, an additional two (2) senior Analysts and one (1) Analyst Supervisor are slated to retire in the next year. The remaining two (2) tenured Analysts will mentor all incoming, entry-level personnel. Reconstituting personnel levels to establish qualitative staff will take time, but the Bureau presumes this to be a worthwhile and necessary endeavor that will culminate in a new era of efficacy and innovation.

The Leon Guerrero Administration has established a tenet of fiscal accountability and economic sustainability; that, with the assistance and collaboration of GovGuam departments/agencies and the Legislature — and in accordance with all applicable policies, directives and mandates — the Bureau will continue working to ensure that Guam's residents receive the critical products and services that they need, but also that we remain adaptable to change to overcome obstacles that may impede us from serving the public's best interests.







CONGRATULATIONS TO OUR RETIREE





Thank you William " Bill" P. Taitingfong for 35 years of loyal service and dedication to the Bureau of Budget and Management Research.

WE WANT TO HEAR FROM YOU!

What are your thoughts on this report? Would you like to see other information included? Please let us know by contacting our office at (671) 475-9412.

Connect: http://www.bbmr.guam.gov