BUDGET REVIEW PROCESS - SUGGESTED CHANGES

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> A budget is telling your money where to go instead of wondering where it went.

DAVE RAMSEY

DISCUSSION OUTLINE

Current Process

Current Issues

Suggested Improvements:

- Priority List
- List of session topics
- Templates

Benefits

FAQs

Summary

WHAT IS THE CURRENT PROCESS?

CITY CREATES INITIAL DRAFT BUDGET

CITY COUNCIL REVIEWS DRAFT BUDGET

ADDITIONAL REQUESTS ARE PRESENTED

CITY COUNCIL APPROVES THE BUDGET

WHAT ARE THE CURRENT ISSUES?

UNCLEAR PRIORITIES

City Council reviews draft budget and requests but is unable to quickly change strategic direction.

LIMITED SESSIONS TO DISCUSS

The timeline doesn't allow enough time for an in-depth review of all departments and changes.

UNSTRUCTURED REQUESTS

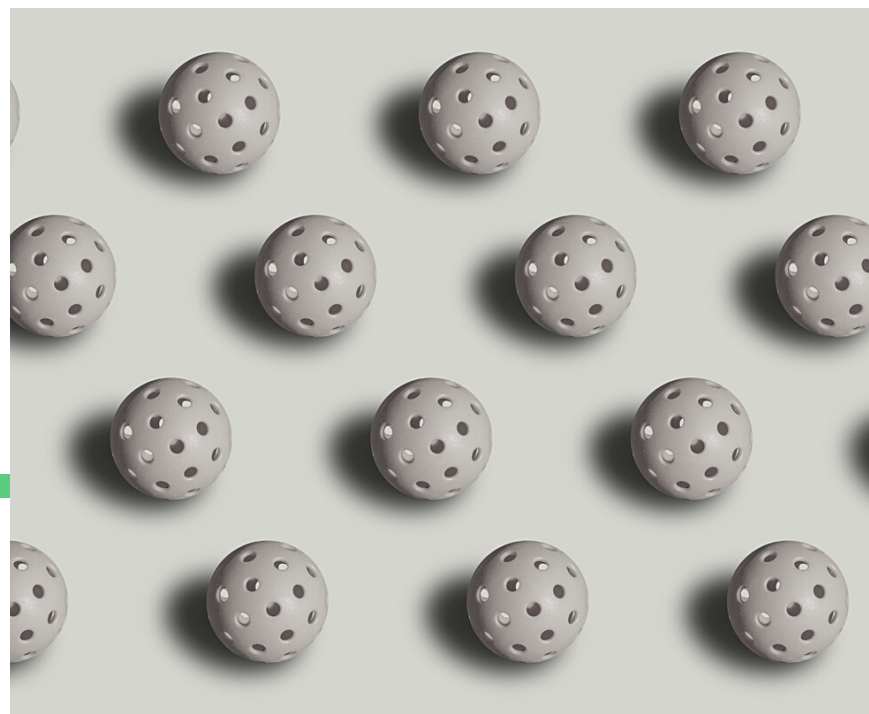Add requests are unique and not in a consistent format.

3 Needed Updates

EARLY PRIORITY LIST FROM CITY COUNCIL

LIST OF EXPENSES TO REVIEW

TEMPLATE FOR STANDARDIZED ADD REQUESTS

NEXT 3 SLIDES: DETAILS OF THE SUGGESTED IMPROVEMENTS

- Priority list from City Council
- Defined list of expenses to review
- Template for standardized add requests

DEFINED PRIORITY LIST FROM CITY COUNCIL

AFTER MIDYEAR, THE BUDGET CHAIR TO EMAIL MAYOR WITH A LIST OF 3-5 PRIORITIES

Priorities should be strategic, such as areas to invest or cut expenses.

By communicating strategic priorities early, the Mayor has time to consider them as the budget is drafted.

Priorities should not contradict each other and should focus on capital improvements or one-time expenses.

LIST OF EXPENSES TO COVER IN SESSIONS

REVIEW SESSIONS TO INCLUDE SPECIFIC EXPENSE CATEGORIES AS SPECIFIED BY CITY COUNCIL

The budget chair to provide a list of expense categories to be reviewed in detail.

List of expense categories to review to be based on priority or due to a large increase or decrease from the previous year.

TEMPLATE FOR STANDARDIZED ADD REQUESTS

CITY COUNCIL TO PROVIDE A SUGGESTED TEMPLATE TO BE USED FOR ALL ADD REQUESTS

By using a standard template, City Council can quickly evaluate the requests and make decisions with limited further research.

Templates should include the following fields: Cost per unit, Total Cost, District(s) Affected, Grant Potential, Recurring/Non-Recurring, Headcount/Non-headcount, Contractual/Discretionary, General Fund Balance Days, ROI

BENEFITS OF CHANGES

CLEAR PRIORITIES

The Mayor has clear input of priorities from City Council.

SESSIONS ARE FOCUSED

Sessions are focused on expense categories that are important to Council.

STRUCTURED REQUESTS

Add requests are in a consistent format to proactively answer City Council's questions.

FAQS

DOES THIS AFFECT THE BUDGET PROCESS AS DEFINED IN THE CHARTER?

No. These are just suggested communications for City Council to provide.

IS THE MAYOR OBLIGATED TO INCORPORATE?

No. The Mayor can consider the suggestions and incorporate them where appropriate. City Council is welcome to ask about anything that was not incorporated.

SUMMARY

By communicating priorities, the list of expenses to review, and request templates, the budget process can better focus on the information that City Council wants to see.