

Budget Process Plan

CITY COUNCIL
FEBRUARY 6, 2023



Objectives



Describe plan for the budget process over the next 6 months



Internal and external engagement



Input and decisions from Council and Committees



Work of finance staff

Budget Process

- ▶ Primary focus of Finance Department beginning December through June
- ▶ An effort to gather internal and external input to craft a plan to lay out what the city's priorities are and how to fund them
- ▶ Creates a legally required balanced budget for next two years



FY 22 Close-out

- ▶ FY22 audit
 - ▶ Review processes and financial position
 - ▶ Issue Annual Comprehensive Financial Report (ACFR)
- ▶ FY22 year-end balance; one-time surplus
 - ▶ Identify one-time needs for funding
 - ▶ Update Finance Committee on ACFR – 2/22
 - ▶ Seek Council direction on programming year-end balance – 3/20

FYs 23-25 Budget Biennium



SUPPORT STAFF TO
DEVELOP FUNDING
NEEDS AND
PROPOSALS



GATHER PROPOSALS
AND ANALYZE TO
ENSURE SUSTAINABILITY



ENGAGE AND UPDATE
COMMUNITY,
COUNCIL, AND STAFF



PRODUCE A
BALANCED PROPOSAL



PRESENT TO COUNCIL
FOR ACTION



PROGRAM COUNCIL
DIRECTION INTO
FINANCE SYSTEM

Engagement

Internal Engagement

(December & January)

- Meetings
- Finance Academy
- Finance Capacity

External Engagement

(February & March)

- Community Engagement Meetings

Council Engagement

(February through May)

- Finance Committee
- Council Work Sessions and Meetings

City Council Work



Provide input to staff
at key points during
the process

Finance Committee: 4/26
Council Work Session: 3/13
Council Meetings: 2/6, 3/20,
4/17, 5/1



Receive Mid-Year
Update and Allocate
One-Time Surplus

Finance Committee: 2/22
Council Meeting: 3/20



Public hearings and
approvals needed

Council Meetings
-Master Fee Schedule: 4/17
-Budget Adoption: 5/15

*All dates are approximate and subject to change

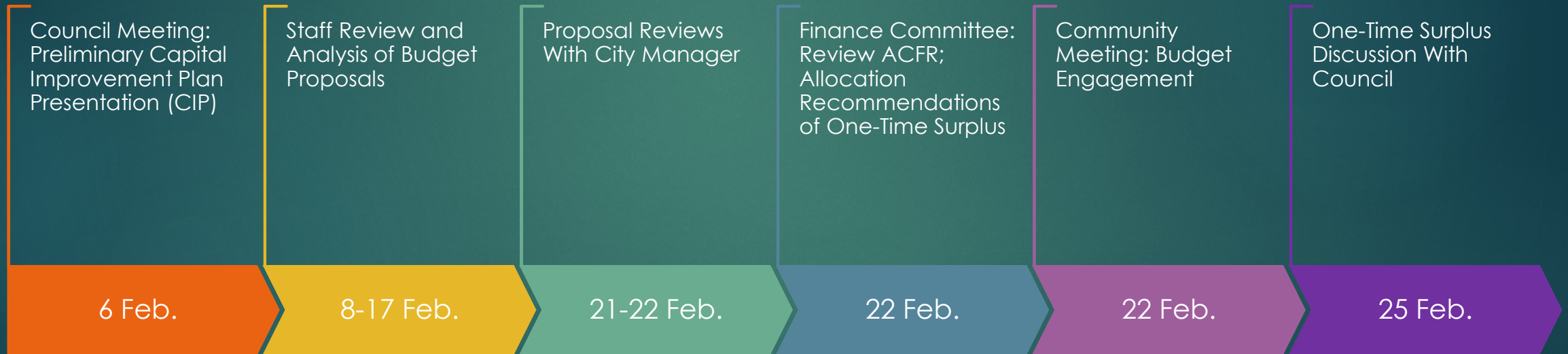
Staff Work

- ▶ Revenues
 - ▶ Review trends and factors
 - ▶ Project going forward
- ▶ Expenditures
 - ▶ 60% of General Fund operating budget is staffing
 - ▶ Analyze:
 - ▶ Non-staffing needs
 - ▶ Capital budget: one-time capital and liability needs
- ▶ Ensure budget will be balanced
- ▶ Gather feedback
- ▶ Put together proposal for Council and the community

Anticipated Budget Timeline – December & January



Anticipated Budget Timeline - February



Anticipated Budget Timeline - March

Community Meeting: Budget
Engagement

4 Mar.

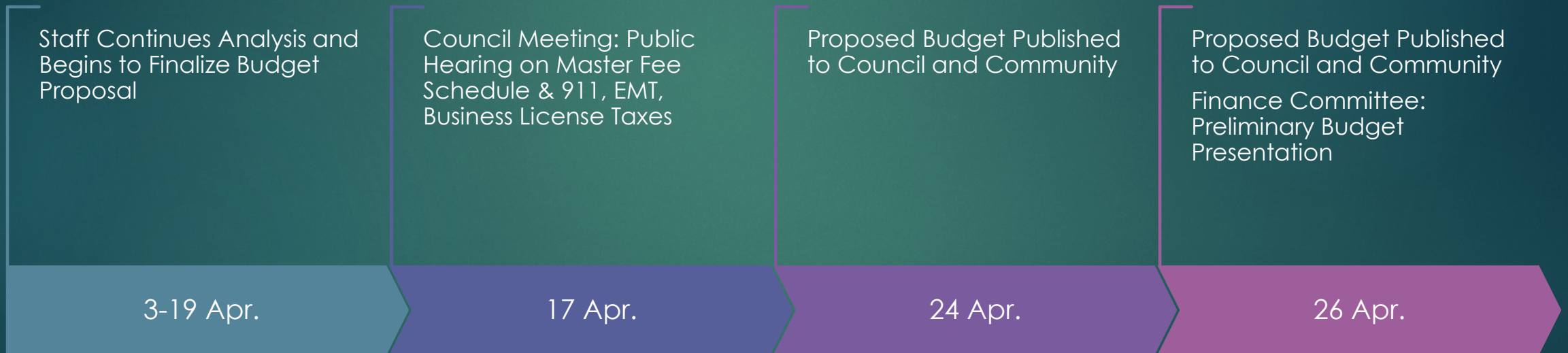
Council Work Session:
Department Budget
Presentations

13 Mar.

Council Meeting: FY23 Mid-Year
Updates; Allocate One-Time
Surplus From FY22

20 Mar.

Anticipated Budget Timeline - April



Anticipated Budget Timeline – May & June

Council Meeting: Proposed
Biennial Budget Presentation

1 May

Council Meeting: Public Hearing
on Budget & CIP Adoption

15 May

Program Budget into Financial
System

1–30 June

Questions