

BUDGET PROCESS FY 2020/2021

FEBRUARY 12, 2020
CITY COUNCIL WORK SESSION



BUDGET PROCESS IMPROVEMENTS

DANYCE STECK, CPFO – ADMINISTRATIVE SERVICES DIRECTOR

BUDGET PROCESS IMPROVEMENT

Council Work Sessions every meeting (15 min – 1 hour)

- Feb 12 Calendar and process
- Feb 26 Budget principles
- Mar 11 Performance measures and goals
- Mar 25 Revenue projections
- Apr 15 Compensation & benefits
- Apr 29 Operations / Fee Schedule
- May 13 One-time requests / CIP
- May 20 Other funds (utility, assessment, CIP)



BUDGET PROCESS IMPROVEMENT

Budget Committee

Members:

Mayor
Chief Administrative Officer
Administrative Services Director
Budget Officer
2 Department Heads

Department will present their budget and requests to the Budget Committee.

The Budget Committee will consider the requests and will recommend a balanced budget to the Mayor.



BUDGET CALENDAR

DANYCE STECK, CPFO – ADMINISTRATIVE SERVICES DIRECTOR

JANUARY / FEBRUARY

Budget expectations and goals set

Departments are preparing budgets for Budget Committee

Jan 31 Mayor's Budget Retreat

Feb 7 Personnel requests due to HR

Feb 12 **Council Work Session 1 of 8**

Feb 21 Personnel requests returned to depts from HR

Feb 26 **Council Work Session 2 of 8**



MARCH

Departments are presenting their budgets to the Budget Committee
Compensation and benefits review

Mar 11 [Council Work Session 3 of 8](#)

Mar 25 [Council Work Session 4 of 8](#)



APRIL / MAY

APRIL

Budget Committee review and prioritization

Mayor's Budget prepared

Apr 15 Council Work Session 5 of 8

Apr 29 Council Work Session 6 of 8

MAY

Council accepts the Mayor's Budget

Council goals and reconciliation

May 13 Council Work Session 7 of 8

May 20 Council Work Session 8 of 8



JUNE

- Jun 7 Certified tax rates released by SL County
- June 10 Public hearing on the budget
- June 24 Adopt FY2021 budget and certify tax levy

If the Council chooses to a tax levy different from the certified rate, the public process will occur in July/August.

