

# BUDGET PROCESS FY 2020/2021

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FEBRUARY 12, 2020

CITY COUNCIL WORK SESSION



# BUDGET PROCESS IMPROVEMENTS

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DANYCE STECK, CPFO – ADMINISTRATIVE SERVICES DIRECTOR

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# BUDGET PROCESS IMPROVEMENT

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**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

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## **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

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DANYCE STECK, CPFO – ADMINISTRATIVE SERVICES DIRECTOR

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# JANUARY / FEBRUARY

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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

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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

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## 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

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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.

