



BUDGET ADJUSTMENTS

JANUARY 31, 2023



DIRECTOR'S COORDINATION MEETING

NEW TIME - 4:00 pm

SAME PLACE

SAME SCHEDULE



AGENDA DEADLINE

Monday at 5:00 pm on the day before a regular Council Meeting

For both coordination items and the subsequent Council Meeting.

We will send out an agenda for the Wednesday Meeting on Tuesday.

Presentations are SHORT and high level.
NOT what you are presenting to the Council.



BIG CHANGES TO THE BUDGET PROCESS





SPECIAL PRESENTATION







SIMPLEST FORM

- We give you a number. You tell us how you are spending it.
 - Uniforms?
 - You set the number.
 - Employee appreciation?
 - You set the number
 - Change all your part-time hours to full-time employees?
 - No problem.
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- You are sailing through change. We want to give you the maximum ability to figure out how to do it.



WANT THE FINE PRINT?

- There really isn't any
- We will identify traps and concerns...
- There is a method to the madness (but we are trying to figure it out still.)





STEP 1 - DUE FEBRUARY 17

Prepare Revenue projections and fee schedule adjustments.

Provide Service Level Change requests, if any.



WHAT IS A SERVICE LEVEL CHANGE?

Service Level Change	Growth-Related Program
Move from 1 patrol officer on-duty per 6,000 residents to 1 patrol officer per 4,000 residents	Move 3 officers from a patrol shift to a traffic patrol team (keeping the number of patrol officers the same)
Moving from 5 acres of parks per 1000 residents to 6 acres of parks per 1000 residents	Adding an employee when a 10 acre park is finished and put into service.
Providing paid coaches for recreational sports programs	Adding a recreational rugby program
Adding a plow to provide curb to curb snow removal services	Adding a plow to keep our service level at one plow per 25 lane miles.



EXAMPLE - ADD PAID LEAVE FOR PT EMPLOYEES



FINANCE/ADMINISTRATOR BY MARCH 15

- Big process
- Start budget process backwards
- Make capital improvement decisions
- Assign preliminary total dollars available each department/division
- Provide a 'no change' number for wage and benefits line.
- Provide Estimates for Utilities (260), Insurance (510) and Computer Replacements (710)



PRELIMINARY BUDGET SUBMISSION - MARCH 24

- Prepare preliminary budget based upon preliminary total dollars available to department
- Preliminary budget includes new projects and organizational adjustments
- Prepare first in/first out list to adjust budget up or down based upon final dollars assigned



REVIEW AND FINALIZE BUDGETS

- Submitted budgets will be reviewed by City Administration.
- Meetings will be held, if necessary, to understand budget submission.
- Tentative Budget will be compiled and submitted to the City Council for review.
- Tight timelines in March...



QUESTION

How do we handle the 1% reductions?



QUESTION 2 - ONE-TIME STARTUP EXPENDITURES

New programs may have one-time start up expenses (e.g. new officer) that are often funded through capital expenses.

Any ideas on this?



QUESTIONS?