

FY15 Department Base Budget Presentations

City Council Work Sessions

April 6 and 7, 2015

Presentations

- ▶ All departments to present this year
- ▶ Overview of department
 - ▶ Not detailed
- ▶ Standardized approach

Ongoing Base Budget vs. One-time

- ▶ On-going 'Base Budget' - Day-to-Day Operations
 - ▶ Staff, supplies, utilities, maintenance, contracted services
- ▶ One-time - Infrequent, unique
 - ▶ Census, asset replacement, temporary staffing for development-related peaks
 - ▶ Separately tracked - not Base Budget
 - ▶ Approved by City Council in supplemental process

Base Budget Development & Monitor

- ▶ Quarterly meetings - Finance & Department
 - ▶ Monitor progress, address unanticipated
- ▶ Ongoing Base Budget - Contractual & Commodities
 - ▶ Departments prepare by Line Item by Division
 - ▶ Contract requirements, cost & condition changes
 - ▶ Finance review - historical and recent spending patterns, reasonableness
 - ▶ Cannot exceed existing Base Budget
 - ▶ Additional needs identified, discussed, referred to supplemental process
- ▶ Personal Services - Prepared by Finance

Supplemental Requests and Reviews

- ▶ Departments requests
 - ▶ Base budget
 - ▶ One-time
 - ▶ New programs and initiatives
- ▶ Finance reviews
 - ▶ Reanalyze ability to absorb
 - ▶ Completeness of cost estimates
 - ▶ Adequate scope and justification
- ▶ Finance, Department and Deputy City Manager meet