

FY 2013-14 Budget Budget Process

Budget Process

The process of developing the budget that is submitted begins in May. The process begins with a budget kickoff meeting to discuss the upcoming year's budget. Staff is presented information about the upcoming year's budget and given internal goals for shaping their department's budget request. Department heads then receive the necessary information to begin drafting their annual budget requests.

After initial budget requests are submitted a series of budget reviews takes place. Budget reviews are meetings where department heads can discuss in depth their department's goals, revenues and expenditures. The departmental budgets have been through five rounds of revisions, before the proposed budget is submitted on August 1st.

The next step in the budget process is the submittal of this budget memo. The budget memo is released annually on July 15th. The budget memo is an overview of the budget process, a summary of major issues addressed in the annual budget, and a statement of the city's financial health. The budget memo is intended to be a non-financial document and minimizes the uses of the numbers.

Following the release of the budget memo the city will hold a budget workshop focused on the city's revenue sources and fund balances. The adopted budget calendar has the revenue workshop tentatively scheduled for Wednesday, July 31st. The revenue workshop is an important step in the budgeting process that determines the amount of revenue that will be available for the proposed FY 2013-14 Budget.

On August 1st of every year the proposed budget will be released. The budget is filed with the City Secretary and is made available at City Hall and is uploaded on to the city's website. The budget will be in three sections; budget narrative, revenues, and detailed expenditures. The FY 2013-2014 budget will also contain more of the essential components of the Government Finance Officers Association (GFOA) Distinguished Budget Criteria. GFOA standards are recognized as best practice in municipal finance.

After the City Council has had time to review the proposed budget, a budget workshop will be scheduled. In the adopted budget calendar, Council left the date of the budget hearing to be determined at a later date. Staff is recommending Saturday, September 7th as the date for the budget hearing. The budget workshop will be a chance for department heads to present their budget requests directly to the City Council, and a chance for the City Council to have their budget questions directly answered by staff. The budget workshop will also include a capital project prioritization activity to determine the capital projects that will be included in the FY 2014 Budget.

Following the budget hearing a final budget will be submitted for adoption. Staff recommends moving the monthly September council meeting back a week to Tuesday, September 17th to adopt the final FY 2013-2014 budget.

Public Involvement

The public has been involved throughout the budget process. Public budget hearings were scheduled for the June, July, and August regular City Council meetings and for the revenue budget workshop and full budget workshop. The budget hearings are a chance for the public to comment on priorities and requests they would like to see in upcoming year's budget. The budget hearings were advertised as part of the published agenda for each meeting. To date the city has received one public comment regarding an emergency services preparedness event.