



Memorandum

TO: CITY COUNCIL

FROM: Ragan Henninger
Mayor's Budget Office

**SUBJECT: BUDGET PROCESS FOR
FY 2018-2019 BUDGET
DOCUMENTS**

DATE: April 19, 2018

Approved

Ragan Henninger ce

Date

4-19-18

With the imminent release of the City Manager's Proposed Operating Budget on May 1, 2018, the Mayor's Budget Office seeks to ensure that every Council Office has a clear understanding of the budget proposal process prior to the release of the Mayor's June Budget Message on June 1, 2018, and the City Council's formal budget approval on June 12, 2018.

The schedule relating to the budget process consists of the following:

April 23	Proposed Capital Budget and CIP Released
May 1	Proposed Operating Budget Released
May 4	Proposed Fees and Charges Report Released
May 9-14	Council Study Sessions: Proposed Budgets and Proposed Fees and Charges Report
May 15	Initial Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
May 23, 5:00 p.m.	Deadline for Budget Document (BD) Proposals
June 1	Mayor's June Budget Message Released
June 11	Final Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
June 12	Mayor's June Budget Message: Final Review/Approval by City Council; Proposed Capital/Operating Budgets and Proposed Fees and Charges Report: Approved by City Council
June 19	Capital/Operating Budgets and Fees and Charges Report: Adopted by City Council

Budget Document Development & Template

The Budget Documents represent recommended adjustments to the 2018-2019 City Manager's Proposed Operating Budget that will be released for City Council review on May 1, 2018.

Any requests for new funding must specify a funding source (e.g. Essential Services Reserve, Other, or expenditure reduction). Budget recommendations will not be accepted by our office if they do not identify a funding source.

Council Offices must obtain cost estimates related to each proposal from the City Manager's Office. To obtain cost estimates necessary for the development of Councilmember 2018-2019 BDs, Council Offices can use the attached Budget Document Cost Estimate Request form. This form should be completed and submitted to Gloria Schmanek in the City Manager's Office no later than May 10, 2018 (**early submittals are greatly appreciated**). The City Manager's Office will then complete the cost estimates and transmit them back to the City Council Offices no later than May 18, 2018.

Unlike Council Memos, Budget Documents are restricted to one author. Councilmembers are to use the attached standard form to submit a Budget Document to the Mayor's Budget Office by **May 23, 2018 - No later than 5:00 p.m.**

Budget Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please see Cindy Escobar, on the 17th Floor, with a final Councilmember signed Budget Document with the following information:

1. Program/Project Title
2. Amount of City Funding Required
3. Fund Type
4. Please specify if this is One-time or Ongoing
5. Funding Source

Budget Document numbers will not be assigned unless the Budget Document is signed and ready for distribution.

Electronic Transmission

After the Mayor's Budget Office has assigned a number, all Budget Documents must be distributed electronically in PDF format to all names/departments on the 2018-2019 distribution list. A Global Address list has been updated to simplify distribution under: **#Budget_List**

The original signed hard copy will be required for submission to the City Clerk.

To assist in document tracking, it is imperative for everyone receiving electronic documents to utilize a consistent file title for all Budget Documents. Please save your electronic document with the following format: BD number followed by the title.

Example: **BD 1 – Budget Process for FY 2018-2019 Budget Documents**

Participatory Budget Program

Participatory budgeting is available to Council Districts where Councilmembers deem such a process worthwhile in their districts, and worthy of the considerable investment of time from their staff and the community. This program is voluntary. Council Offices wishing to participate in the pilot program should submit a formal Budget Document requesting up to \$250,000 from the Essential Services Reserve.

An important qualification, however: the Mayor's June Budget Message will not allocate General Fund dollars to additional "Budget Document" requests from those Council Offices that have chosen to participate in participatory budgeting with a full \$250,000 allocation. Essentially, the \$250,000 request represents that District's direct allocation from the Essential Services Reserve.