



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Lee Wilcox  
Mayor's Budget Office

**SUBJECT: BUDGET PROCESS FOR  
FY 2015-2016 BUDGET  
DOCUMENT TEMPLATE**

**DATE:** April 23, 2015

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Approved

Date

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With the imminent release of the City Manager's Proposed Operating Budget on May 1, 2015, 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 May 29, 2015 and the City Council's formal budget approval on June 9, 2015.

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

April 22	Proposed Capital Budget and CIP Released
May 1	Proposed Operating Budget Released
May 1	Proposed Fees and Charges Report Released
May 6-14	Council Study Sessions: Proposed Budgets and Proposed Fees and Charges Report
May 12	Initial Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
<b>May 20, 5:00 p.m.</b>	<b>Deadline for Budget Document Proposals</b>
May 29	Mayor's June Budget Message Released
June 8	Final Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
June 9	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 16	Capital/Operating Budgets and Fees and Charges Report: Adopted by City Council

## Budget Document Development & Template

The Budget Documents represent recommended adjustments to the 2015-2016 City Manager's Proposed Budget that was released for City Council review on May 1, 2015.

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 2015-2016 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 9, 2015 (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 16, 2015.

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 on **May 20, 2015 - 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 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. Recommended Source of Funds
5. Please specify if it is a one-time or ongoing change
6. City Service Area

Budget Document numbers will not be assigned until 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 2015-2016 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.*

It is imperative to assist in document tracking 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 – Process Initiation and Budget Document Template

BD # – Project Title

### Participatory Budget Pilot Program

Per the approved Mayor’s Budget Message, the City will launch a pilot program on participatory budgeting in those 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. Participatory budgeting constitutes a means for “direct democracy” in the allocation of a limited pot of public funds. In hundreds of cities throughout the world, communities have found that participatory budgeting enables residents to direct their own tax dollars to their highest priorities, and leverage volunteer “sweat equity” along with dollars from foundations, employers, and other sources to enable a bigger impact in their neighborhoods than with City spending alone.

This pilot 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.

Lastly, on May 14, 2015 from 3:00 - 4:00 p.m. in Room 1750, Lee Wilcox and other members of the Mayor’s Office staff will be available to answer any questions related to the process outlined above.