



Date: March 21, 2011
To: Mayor and City Council
From: Thomas J. Bonfield, City Manager
Subject: FY2012 Budget Development Guidelines

Executive Summary

The development of budget guidelines is a best practice to establish the general framework and guidance between elected bodies and the executive administrative staff. This practice continues to be important due to the City's projected budget gap. The Administration has developed budget development guidelines for City Council approval. These guidelines will be used to development the City's fiscal year 2012 budget.

Recommendation

The Administration recommends that the City Council adopt the Budget Development Guidelines to be used to develop the fiscal year 2012 budget.

Background

At the City's Annual Budget Retreat on March 10th a draft of the recommended budget development guidelines for the FY 2012 budget were presented to City Council. The City Council had an opportunity to discuss the budget development guidelines and make changes. Based on this feedback the Administration revised the guidelines and is presenting the final version to City Council.

Issues/Analysis

Budget development guidelines are important to preparing a timely budget that reflects the understanding between the elected officials and City Manager.

Alternatives

The City Council could elect not to adopt the Budget Guidelines.

Attachment