



**CITY OF DURHAM | NORTH CAROLINA**

Date: April 4, 2013

To: Thomas J. Bonfield, City Manager  
Through: Wanda S. Page, Deputy City Manager  
From: Bertha T. Johnson, Budget and Management Services Director  
Subject: FY2014 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 is particularly 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 continue to development the City's fiscal year 2014 budget.

Recommendation

The Administration recommends that the City Council adopt the Budget Development Guidelines to be used for the development of the fiscal year 2014 budget.

Background

At the City's Annual Budget Retreat on March 1<sup>st</sup> a draft of the recommended budget development guidelines for the FY 2014 budget were presented to City Council. The City Council had an opportunity to discuss the guidelines and make changes. Based on this feedback and other information the Administration revised the guidelines and is presenting the final version to City Council for approval.

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.

Financial Impact

Not Applicable

SDBE Summary

Not Applicable