



Date: March 19, 2015

To: Thomas J. Bonfield, City Manager

Through: Wanda S. Page, Deputy City Manager

From: Bertha T. Johnson, Budget and Management Services Director

Subject: FY2015-16 Budget Development Guidelines

Executive Summary

The development of budget guidelines is a best practice and supports Goal 4 of the City’s Strategic Plan (Well Managed City) which is to provide professional management that is accountable, efficient and transparent. The Guidelines establish the general framework and understanding between elected bodies and the executive administrative staff. The Administration developed budget development guidelines as a result of feedback during the two budget retreats with the City Council which will be used to guide the development of the City’s fiscal year 2015 budget.

Recommendation

The Administration recommends that the City Council adopt the Budget Development Guidelines to be used for the development of the FY2015- 16.

Background

At the City’s Annual Budget Retreat on February 27th a draft of the recommended budget development guidelines for the FY 2015-16 budget was 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 revised 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