



CITY OF DURHAM | NORTH CAROLINA

Date: March 24, 2016

To: Thomas J. Bonfield, City Manager

Through: Wanda S. Page, Deputy City Manager

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

Subject: FY2016-17 Budget Development Guidelines

Executive Summary

The adoption of budget development guidelines is a best practice and supports **Goal 4 of the City’s Strategic Plan: Innovative and High Performing Organization; which is to provide professional management that encourages a culture of innovation, collaboration and transparency to deliver quality services through an exceptional workforce.** The Guidelines establish the general framework and understanding between the elected officials and the executive administrative staff. The guidelines were developed based on feedback from the two City Council budget retreats. The guidelines will be used to guide the development of the City’s fiscal year 2016-17 budget and Capital Improvement Plan (CIP).

Recommendation

The Administration recommends that the City Council adopt the Budget Development Guidelines to be used for the development of the FY2016- 17 Budget and Capital Improvement Plan (CIP).

Background

At the City Council Budget Retreat on February 26th a draft of the recommended budget development guidelines for FY 2016-17 was presented to City Council. The City Council had the opportunity to discuss the guidelines, provide feedback 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 in 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