

TO: James L. App, City Manager
FROM: Mike Compton, Director of Administrative Services
SUBJECT: Appointment of Council Ad Hoc Committee – Budget Preparation
DATE: December 7, 2004

Needs: For the City Council to appoint an ad hoc committee to assist in the preparation of the Two Year Budget/Four Year Financial Plan for fiscal years 2006 to 2009.

Facts:

1. Every two years, the City prepares a new two year budget and updates its four year financial plan.
2. The Council has historical appointed two of its members to an ad hoc committee to participate in the preparation of the Two Year Budget/Four Year Financial Plan.
3. Due to State budget woes, the Council has adopted one year budgets during the two past years. It is expected that a two year budget would be adopted this cycle.

Analysis
and
Conclusion:

It is desirable that the Council appoint an ad hoc committee to assist in the preparation of the Two Year Budget/Four Year Financial Plan.

Participation will require a considerable investment of time.

Fiscal
Impact:

None

Options:


- a. Appoint a two member ad hoc committee to assist with the development and preparation of the Two Year Budget/Four Year Financial Plan for fiscal years 2006 – 2009; and report back to Council by July 1, 2005; or
- b. Amend, modify, or reject the above option.

BUDGET CALENDAR

Memorandum

TO: City Council
Executive Managers

CC: Jim App, City Manager
Dave McCue
Meg Williamson
Jennifer Sorenson

FROM: Mike Compton, Director of Administrative Services 

SUBJECT: Budget Preparation Calendar - Four Year Financial Plan Beginning FY 2006

DATE: November 22, 2004

For your use and information, the budget calendar is presented as follows:

- January 3rd, 2005** Administrative Services distributes the following “draft” documents:
1. Personnel Service Schedules - Fiscal Year 2006 through 2009 for review and confirmation by all departments.
 2. Base Budget Expenditure Schedules – Fiscal Years 2006 thru 2009.
 3. Vehicle Replacement Schedules by Department.
 4. Information System/other Equipment Replacement Schedule by Department.
 5. Revenue projection worksheets.
 6. New/expanded service request forms
- January 31st** Departments return comments/corrections to base budget, personnel, equipment replacement schedules to AS.
- February 12th** Goal setting workshop w/Council – Public invited

February 18th	Departments return revenue projection worksheets and new/expanded service requests to AS.
February 18th to February 28th	Administrative Services compiles “draft” budget in summary form (continues working on “final” form).
March 4th 9:00 a.m.	Executive managers meet to review and discuss draft budget. Large Conference Room
March 7th 9:00 a.m.	Executive managers meet to review and discuss draft budget. Large Conference Room
March 7th To April 1st	Additional budget work is undertaken based upon March executive manager meetings.
April 4th 8:00 a.m. to 5:00 p.m.	<u>Ad Hoc Fiscal Policy Committee</u> meets to review budget at City Hall conference room (Committee, City Manager, Director of Administrative Services & Finance Manager only). Large Conference Room
April 8th 8:00 a.m. to 5:00 p.m.	<u>Ad Hoc Fiscal Policy Committee</u> meets to review budget at City Hall conference room (Committee, City Manager, Director of Administrative Services & Finance Manager only). Large Conference Room
April 11th	<u>Ad Hoc Fiscal Policy Committee</u> meets with individual departments to review their budgets: Large Conference Room
7:30 a.m. to 9:00 a.m.	Police Services
9:30 a.m. to 10:30 a.m.	Emergency Services
11:00 a.m. to noon	Community Development
1:30 p.m. to 3:00 p.m.	Library & Recreation Services
3:30 p.m. to 5:00 p.m.	City Manager and Administrative Services
April 15th	<u>Ad Hoc Fiscal Policy Committee</u> meets with individual departments to review their budgets: Large Conference Room

7:30 a.m. to
9:30 a.m.

Public Works

April 11th to
May 1st

**Administrative Services recompiles draft budget for
publication and distribution**

Wednesday,
May 11th
7:00 p.m.
@ City Hall

**City Council Budget Workshop - Public and Press
Welcome**

Wednesday,
May 18th
7:00 p.m.
@ City Hall

**City Council Budget Workshop - Public and Press
Welcome**

Tuesday, June 7th
7:00 p.m.
@ City Hall

Public Hearing on final budget. (maybe adoption)

Tuesday, June 21st
7:30 p.m.

Budget Adoption