

Councilmember Question #1

1). Can you please send us the budget policy you sent to the Directors so we have an idea as to why we are seeing small \$3,500 changes.

- Staff was asked to include Decision Packages for operational budget changes where they either reallocated budget or added operating costs. (See Exhibit 1 below for list). Staff will briefly mention these changes during their presentations
- A couple of these operational budget change DP examples include:
 - ✓ DP 5, where the Court reallocated budget to better match their operating needs and added some additional operating budget to cover increasing costs of running the court
 - ✓ Another example is DP 9. Here staff are showing line items changes to match the 2018 debt service payments
- Staff was also asked to prepare DPs for capital requests. Staff may briefly summarize the capital decision packages during the department budget presentations with the assumption that the CIP/CFP capital requests will be more fully discussed during the 2018 – 2023 CIP/CFP presentations scheduled on November 6th and on November 21st. (See Exhibit 2 below for list)
- The goal of including the operational budget change DPs and the capital DPs was to provide the budget changes up front

2). Did you have the Directors use Decision packets to add and subtract everything from their budget line items so that we may not have discrepancies like we had last year, specifically found mostly in the PW area?

Yes. Staff were asked to include operational changes as noted in response to question #1 above.

3) With the deductions (i.e. DP 13 decrease \$5,570 due to equipment rental rate changes) would you not expect Council to approve these deductions and are these DP's merely just identifying the money trail?

Yes. The goal of including the deductions as part of the operational budget change Decision Packages was to provide the budget changes up front.

4) How are Councilmember decision packages supposed to be submitted?

- Council may want to hear all the Budget Presentations and Public Comments before making amendments to the Proposed Budget
- Please see Exhibit 3 below for an overview of a suggested 2018 Budget Development Schedule

5). Last year we had plenty of presentations but not much time for discussion regarding each of the departments - have you allowed time for Council to ask questions after each department (i.e. public works has three major areas).

Yes, first, an extra day of Council review was added (November 28th) and second, staff presentations will focused on significant changes, thus leaving more time for Council Q&A.

6). I see there are capital purchases (DP 118) and have these been on the CIP/CFP or with our approval, will that automatically add them to those documents?

- Staff was also asked to prepare DPs for capital requests. Staff may briefly summarize the capital decision packages during the department budget presentations with the assumption that the CIP/CFP capital requests will be more fully discussed during the 2018 – 2023 CIP/CFP presentations scheduled on November 6th and on November 21st. (See Exhibit 3 below for list CIP/CFP decision packages)
- The goal of including the the capital DPs was to provide the budget changes up front

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7). How do you want Council to handle their potential decisions packages, inject their idea or comment during that particular area of discussion or wait until the very end when Council starts the deliberation and amendment process as who is going to keep track of those decisions as we make them as we go along?

- a. Council budget requests can be brought forward at any point, but may make better sense to share their requests after both department presentations are completed and the Public Comments have been heard. Council deliberations begin on the 21st.
- b. A good time for Council to ask questions of staff or inject their ideas or comments related to a particular area is after each department presentation.

Exhibit 1: Operational budget change Decision Packages: 1, 5, 9, 10, 12, 13, 48, 49, 50, 51, 74, 77, 98, 117 and 122.

Exhibit 2: Capital Decision Packages: that will be discussed as part of the Capital Improvement Program (CIP) presentation to Council include:
36 – 47, 52 – 73, 81 – 87, 90 – 96, 102 – 113.

Exhibit 3: 2018 Budget Development Schedule

Due to delaying the October 17th departmental budget presentations, the Budget Schedule was revised as shown below.

October ~~17th~~ 24th:

Public Works Utilities, Street, Public Works Administration, Facilities Maintenance, Equipment Rental and Engineering.

October 24th November 6:

1. ~~Economic Development~~ Police Department; 2. Development Services; 3. Parks; 4. Human Resources; 5. Municipal Court.

November ~~6th~~ 14th:

1. ~~Police Department~~ Economic Development & Community Services; 2. City Clerk; 3. Mayor's Office, Council; 4. Finance & Information Services and 5. Non-departmental.

November ~~6th~~ 14th:

Revenue Sources. (This presentation completes staff's budget presentations)

November 14th:

Public Hearing on Preliminary 2018 Budget and Public Comment.

November 14th:

Public Hearing on Property Tax Resolution and Ordinance Adoption and Public Comment.

November 21st:

Public Hearing and Potential Adoption of the 2018 Budget and Public Comment.

November 21st:

2018 Budget Review

November 28th:

2018 Budget Review and Adoption of the 2018 Budget (if necessary).

December 5th:

2018 Budget Review and Adoption of the 2018 Budget (if necessary).