



Budget Engagement Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: NOVEMBER 2, 2017**
FROM: FINANCE DEPARTMENT **WARD: ALL**
SUBJECT: FY 2018-20 BIENNIAL BUDGET DEVELOPMENT AND BEC SPECIAL MEETING DATES

ISSUE:

Review the budget development calendar and BEC Special Meeting dates.

RECOMMENDATIONS:

That the Budget Engagement Commission (BEC) review the Budget Development Calendar and approve the revised schedule of Special BEC meetings as recommended by City Staff.

BACKGROUND:

At the August 31, 2017 BEC meeting, BEC Commissioners approved a schedule of Special BEC meetings related to the development of the City's 2018-20 Biennial Budget. Subsequent to the approval of the BEC meetings, the Mayor's State of the City address was scheduled on January 25, 2018, the same date as a special BEC meeting.

DISCUSSION:

Budget Development

As the City enters the development cycle of the 2018-20 Biennial Budget, the 2018-23 Capital Improvement Plan, and updates the 5-year Financial Plan, staff will look to the BEC for recommendations and input related to the City's fiscal challenges and long-term financial planning. We will also seek BEC Commissioners' assistance with public engagement through Community Budget Workshops in their respective wards.

The development of the City's Biennial Budget is a lengthy and complex process which will require additional time commitment of BEC members. The BEC acknowledged this necessity by approving a series of special BEC meetings related to budget development at the August 31, 2017 BEC meeting. The special meetings are scheduled at specific intervals within the budget development timeline to maximize BEC input. Staff recommends that BEC involvement in the budget development cycle includes:

- receiving and providing input on staff's 5-year revenue and expenditure assumptions and projections;
- receiving presentations from each City department;

- attending a Community Budget Workshop within the Commissioners' respective wards; and
- formulating budget recommendations for the City Council.

BEC Special Meeting Dates

Subsequent to the BEC's approval of special meeting dates at the August 31, 2017 meeting, the Mayor's State of City Address was scheduled to occur on January 25, 2018 – a date approved for a special BEC meeting. Staff recommends updating the BEC Special Meeting schedule as follows:

Meeting Date	Budget Related Topics to Address
January 24, 2018 2:00 – 6:00 pm (Date previously approved)	Five-Year Revenue and Expenditure Assumptions and Projections
January 30 & 31, 2018 2:00 – 6:00 pm (Add Special BEC Meetings)	Receive department budget presentations.
Late January/ Early February 2018 (Dates to be determined)	Send BEC representatives to ward-specific community workshops sponsored by each City Council member.
February 22, 2018 (Regular BEC Meeting)	Formulate FY 2018-2020 Biennial Budget recommendations for City Council based on above input.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Kristie Thomas, Interim Budget & Revenue Manager
Approved as to availability of funds:	Adam Raymond, Acting Chief Financial Officer / City Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager

Attachments:

1. FY 2018-2020 Biennial Budget Development Schedule