

Budget Development

Development of the annual City Budget is an ongoing process. However, the actual formulation of the budget is a year-long process that ends in December with the final review and formal adoption of the Budget.

Major Phases

March - April

Planning



1. Budget Team develops the 2016 Budget Manual
2. Budget Team meets weekly to resolve issues and prepare budget outlook.
3. Budget Office presents financial outlook and key fiscal issues for upcoming year.

May - June

Department & Division Budget Requests



1. In conjunction with the Budget Office, departments and divisions prepare budget proposals.
2. Budget Office and departments together prepare summaries and recommendations for Budget Review Committee sessions with departments.
3. A budget-focused citizen survey input is developed and survey results are compiled and presented to City Council

July - September

Formulation of the Mayor's Budget



1. The Budget Review Committee conducts budget review sessions to review budget submittals of the departments and divisions.
2. Final adjustments in revenue and expenditure estimates prepared
3. Mayor balances budget.
4. Budget Office prepares Budget document.

October - November

Review, Public Input and Budget Markup



1. City Council reviews recommended Budget.
2. City Council holds budget work sessions.
3. Public Hearing/E-Town Hall held on Budget.
4. City Council makes allocation and policy decisions at final budget markup session.

November - December

Final Review and Adoption

1. First reading of appropriation ordinances held adopting Budget and setting the annual tax levy.
2. City Council sets mill levy.
3. Second reading of appropriation ordinances held adopting Budget and setting the annual tax levy.
4. Budget Office produces final Budget document.

2016 Budget Calendar

2016 BUDGET CALENDAR	
DATE	DESCRIPTION
MARCH	
March 1-10	Update 2016 Budget Manual
APRIL	
April 1	2016 Budget Kickoff Meeting
April 30	Departments submit proposed 2016 Goals
MAY	
May 1-30	Budget Office—Working w/departments on budgets
May 8	Finalize Department Goals
May 11	2014 Financial Update and 2016 Budget Forecast to Council
JUNE	
June 1-19	Budget Office—Working w/departments on budgets
June 26	All Budget Forms Due to the Budget Office
JULY	
July 20-31	Budget Review Committee meetings
AUGUST	
August 7	2016 Budget balancing
SEPTEMBER	
September 1-30	Budget Office—preparation of preliminary 2016 Budget
OCTOBER	
October 5	Mayor distributes 2016 Budget
October 19 9am-5pm	City Council Budget Work Session
October 20 9am-5pm	City Council Budget Work Session
October 20 5:00-7:30pm	Formal Public Hearing/E-Town Hall on 2016 Budget
October 23	Administrative budget changes delivered to City Council
October 26	Council Work Session – Introduction of Ordinance Making 2015 Mill Levy
October 26	Council Work Session – Introduction of Ordinance Adopting 2016 Salary Structure for Civilian and Sworn Municipal Employees
October 29 9:00-5:00pm	City Council Budget Markup Session
NOVEMBER	
November 10	Council Regular Meeting – Ordinance Making City's 2015 Mill Levy (1 st Reading)
November 10	Council Regular Meeting – Ordinance Adopting 2016 Salary Structure for Civilian and Sworn Municipal Employees (1 st Reading)
November 10	Council Regular Meeting – 2016 Budget Appropriation Ordinance (1 st Reading)
November 24	Council Regular Meeting – Ordinance for Making City's 2015 Mill Levy (2 nd Reading)
November 24	Council Regular Meeting – 2016 Budget Appropriation Ordinance (2 nd Reading); 2016 City Budget officially adopted
November 24	Council Regular Meeting – Resolutions for 2015 Mill Levy Certifications on SIMDs
DECEMBER	
5 calendar days after receipt or December 2	City Charter deadline for Mayor's veto (within 5 calendar days of Mayor's receipt)
December 8	Council vote to determine override of Mayor veto; 2016 City Budget finalized
December 10	Deadline for Mayor to receive Budget
December 15	Deadline for certifying mill levy to County (CRS §39-5-128) and adopting budget (CRS §29-1-108)
December 31	Deadline for appropriating budget (CRS §29-1-108 and City Charter 7-50)

GFOA Distinguished Budget Award Program Requirements

Budget Best Practices		
GFOA Item	GFOA Requirements	City
Table of Contents	The document shall include a table of contents that makes it easier to locate information in the document.	<ul style="list-style-type: none"> * City provides a table of contents * All pages in the document are numbered * The page number references in the budget table of contents agree with the related page numbers in the budget submission
Strategic Goals and Strategies	The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues.	<ul style="list-style-type: none"> * Non-financial policies/goals are included (Mayor's Letter, Strategic Plan, and General Fund Forecast) * These policies/goals are included with the Budget Message * Other planning processes discussed are in the Capital Improvement Program (CIP) section
Short-term organization factors	The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year.	<ul style="list-style-type: none"> * Short-term factors are addressed (Overview) * The document discusses how short-term factors guided the development of the annual budget (Overview) * A summary of service level changes is presented (Overview)
Priorities and Issues	The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section)	<ul style="list-style-type: none"> * The message highlights the principal issues facing the governing body in developing the budget (e.g., policy issues, economic factors, regulatory, and legislative challenges) (Overview) * The message describes the action to be taken to address the issues * The message explains how the priorities for the budget year differ from the priorities of the current year * The message is comprehensive enough to address the entire entity
Budget Overview	The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., executive summary) or integrated within the transmittal letter or as a separate budget-in-brief document.	<ul style="list-style-type: none"> * An overview is contained in the budget message/transmittal letter, executive summary, and will be included in the annual Budget in Brief document (Overview & All Funds Summary) * Summary information on significant budgetary items and budgetary trends are conveyed in an easy to read format
Organization Chart	The document shall include an organization chart for the entire entity.	<ul style="list-style-type: none"> * An organization chart is supplied for the entire entity
Fund Descriptions and Fund Structure	The document should include and describe all funds that are subject to appropriation.	<ul style="list-style-type: none"> * A narrative or graphic overview of the entity's budgetary fund structures included in the document * The document indicates which funds are appropriated * The document includes a description of each individual major fund included within the document

Budget Best Practices		
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Department/ Fund Relationship	The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate.	* The relationship between the entity's functional unit, major funds, and non-major funds is explained or illustrated in several sections and in the departmental narratives
Basis of Budgeting	The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis.	* The basis of budgeting is defined in the Appendix * The basis of budgeting is the same as the basis of accounting and is clearly stated in the All Funds Summary
Financial Policies	The document should include a coherent statement of entity-wide long-term financial policies.	* There is a summary of financial policies and goals stated in the Appendix * The financial policies include the City's definition of balanced budget and are all presented in one place
Budget Process	The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption.	* A description of the process used to develop, review, and adopt the budget is included in the Appendix * A budget calendar provided to supplement (not replace) the narrative information on the budget process is provided in the Appendix * A discussion of how the budget is amended provided in the budget document available to the public (Appendix)
Consolidated Financial Schedule	The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization.	* The document includes an overview of revenues and other financing sources and expenditures and other financing uses of all appropriated funds * Revenues and other financing sources and expenditures and other financing uses presented together in separate but adjacent/sequential schedules * Revenues are presented by major type in this schedule * Expenditures presented by function, organizational unit is presented in this schedule
Three/(four) Year Consolidated and Fund Financial Schedules	The document must include summaries of revenue and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year.	* For the annual budget, the revenue and other financing sources and expenditures and other uses for the prior year, the current year, and the budget year are presented together on schedules presented on adjacent pages (Overview) * The information is presented for the appropriate funds in total (All Funds Summary and Appendix) This information is also presented for each major fund and for other funds in the aggregate (All Funds Summary)

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Fund Balance	The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation.	<ul style="list-style-type: none"> * The document includes the entity's definition of "fund balance" (Appendix) * The fund balance information presented for the budget year (All Funds Summary) * There is a schedule showing (1) beginning fund balances, (2) increases and decreases in total fund balances (reported separately), and (3) ending fund balances for appropriated funds (All Funds Summary) * This information is presented at a minimum for each major fund and for non-major funds in the aggregate (All Funds Summary) * Fund balances of any major or non-major funds in the aggregate that are anticipated to increase or decline by more than 10% is shown (All Funds Summary)
Revenues	The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends.	<ul style="list-style-type: none"> * Individual revenue sources are described (Overview and All Funds Summary) * The revenue sources used to estimate revenue for the budget year described represents at least 75% of total revenue of appropriated funds * The methods used to estimate revenues for the budget year described are shown in Overview section * Revenues are projected based on trend information, and both those trends and the underlying assumptions are adequately described
Long-Range Financial Plans	The document should explain long-range financial plans and its affect upon the budget and the budget process.	<ul style="list-style-type: none"> * Long-range financial outlook is included
Capital Expenditures	The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget.	<ul style="list-style-type: none"> * The document defines "capital expenditures" (CIP Section) *The document indicates the total dollar amount of capital expenditures for the budget year (CIP Section) * Significant nonrecurring capital expenditures are described along with dollar amounts (CIP Section)
Impact of Capital Investments on Operating Budget	The document should describe if and to what extent significant nonrecurring capital investments will affect the entity's current and future operating budget and the services that the entity provides.	<ul style="list-style-type: none"> * The anticipated operating costs associated with significant nonrecurring capital investments described and quantified * Anticipated savings or revenues expected to result from significant nonrecurring capital investments described and quantified
Debt	The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations.	<ul style="list-style-type: none"> * Debt limits are described and the amounts of those debt limits are expressed in terms of total dollars, millage rates or percentage of assessed value (All Funds Summary) * The City clearly states the type of debt (All Funds Summary) * The amount of principal and interest payments for the budget year are shown for each debt issuance (All Funds Summary)

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Position Summary Schedule	A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided.	<ul style="list-style-type: none"> * A summary table or position counts is provided for the entire City (Personnel Summary) * The table includes prior year, the current year, and budget year position counts * Changes in staffing levels for the budget year are explained in the narratives
Department Descriptions	The document shall describe activities, services or functions carried out by organizational units.	* The document clearly presents the organizational units and provides a description of each unit (Narratives)
Unit Goals and Objectives	The document should include clearly stated goals and objectives or organizational units.	<ul style="list-style-type: none"> * Unit goals and objectives are identified and goals are clearly linked to overall goals of the City (Breakthrough Strategies - Narratives) The goals and objectives are quantifiable and timeframes are shown
Performance Measures	The document should provide objective measures of the progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs.	<ul style="list-style-type: none"> * Performance data directly related to the stated goals and objectives of the unit (Breakthrough Strategies - Narratives) * Performance measures focus on results and accomplishments rather than inputs (Appendix)
Statistical/ Supplemental Section	The document should include statistical and supplemental data that describe the organization, its community, and population. It should furnish other pertinent background information related to the services provided.	<ul style="list-style-type: none"> * Performance data for individual departments is included in the final document (Appendix) * The statistical information that defines the community is included in the document * Supplemental information on the local economy is included in the document * Other pertinent information on the community is also provided
Glossary	A glossary should be included for any terminology that is not readily understandable to a reasonably informed lay reader.	<ul style="list-style-type: none"> * A glossary that defines technical terms related to finance and accounting, as well as non-financial terms related to the entity, is included in the document * Any acronyms or abbreviations used in the document are defined in the glossary * The glossary is written in a non-technical language
Charts and Graphs	Charts and graphs should be used to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident.	<ul style="list-style-type: none"> * Graphs and charts are used throughout the document to convey essential information * The graphics supplement the information contained in the narratives
Understandability and Usability	The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs.	<ul style="list-style-type: none"> * Page formatting is consistent, main sections are easily identifiable, and the level of detail is appropriate * The text, tables, and graphs are legible and the budget numbers in the document are accurate and consistent throughout the document