

Continued Discussion of PBB

Finance & Budget Committee

November 6, 2017

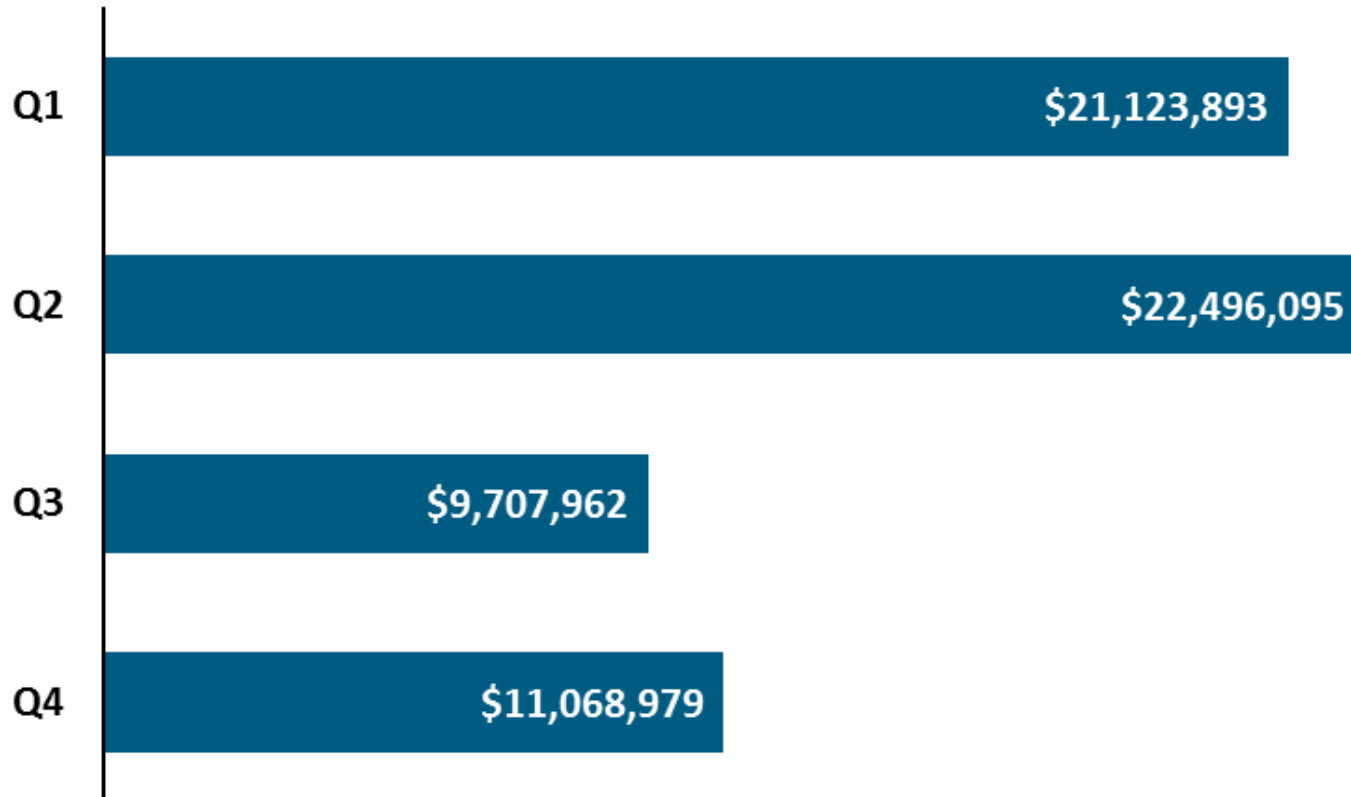
Review of 9/18 Meeting

- GFOA and ICMA best practice
- Priority-Based Budgeting
 - What do we do?
 - Why are we in business?
 - What does it cost?
- Follow-up items

Comparator Cities Implementing PBB

- Shawnee, KS
- Kansas City, MO
- UG/KCK

Predicted LS Quartiles



*Estimated from FY17 Original Adopted General Fund Budget

Administration Program Menu

LBP Programs

- Administration
- Policy/Legislative
- Community Relations
- HR: Administration
- HR: Employee Services
- HR: Safety & Risk Management

Programs and Services

- City Manager's Office
- CC Staff Support
- Annual Performance Audit
- Budget Planning
- Chamber Marketing PSA
- City Clerk
- City Council Operations
- Election
- Sunshine Requests
- Boards & Commissions
- Cultural Arts
- Creative Services
- HR: Recruiting and Hiring
- HR: Benefits Admin
- HR: Employee Services and Training
- HR: Wellness program
- HR: Safety & Risk Management
- HR: Labor Relations
- Interfund Transfers/Operating costs

PW Engineering Program Menu

LBP Programs

- Administration
- Stormwater Management
- Support to Development
- Support to Water
- Customer Service
- Support to Solid Waste
- Traffic Engineering
- Infrastructure Improvements
- Support to Airport

Programs and Services

- Street lighting
- Transit
- Traffic Engineering
- Traffic Operations
- NTSP
- Transportation planning
- Traffic data collection
- Traffic operations – signals
- Traffic operations – signage
- Traffic operations – markings
- Underground utility location
- Block parties/Events
- Construction contract administration
- Construction engineering

PW Engineering Program Menu

LBP Programs

- Administration
- Stormwater Management
- Support to Development
- Support to Water
- Customer Service
- Support to Solid Waste
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- Infrastructure Improvements
- Support to Airport

Programs and Services

- Project plan development
- Project management
- Stormwater engineering
- Sanitary sewer engineering
- Street and Roadway engineering
- Aviation engineering
- Right of way management
- Right of way acquisition
- Pavement infrastructure management
- Environmental services
- Records management
- General engineering
- Bridge program
- Pavement management-overlay
- Pavement management- surface seal
- Pavement management- crack seal
- Pavement management- curb repl.

PW Engineering Program Menu

LBP Programs

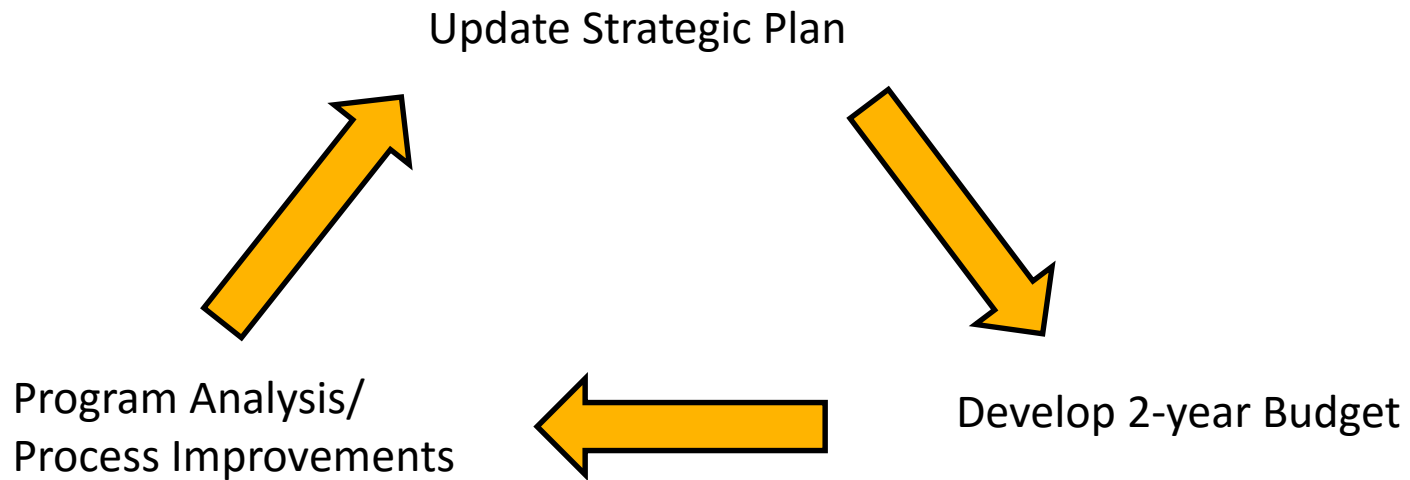
- Administration
- Stormwater Management
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Programs and Services

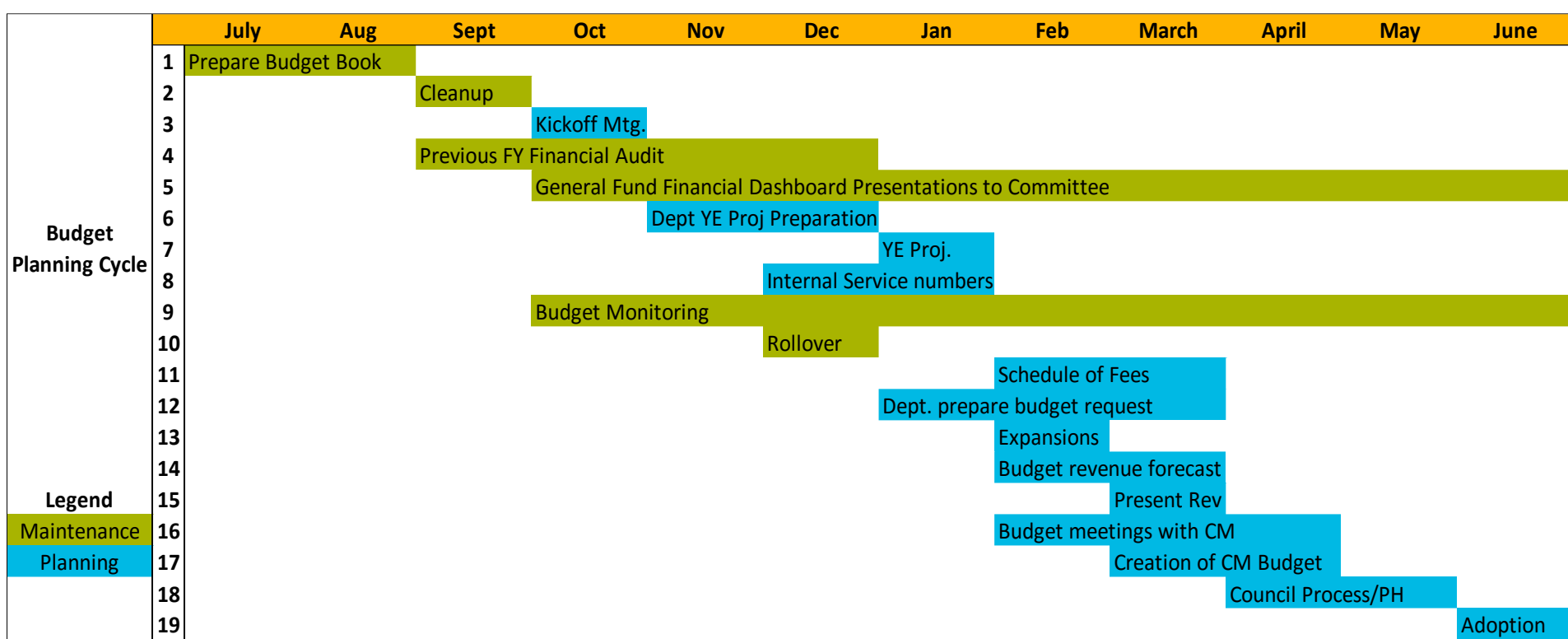
- Sidewalk program
- Capital project bidding
- Flood Plain administration
- Adopt a stream
- Rain garden maintenance
- Emergency Operations
- Public communications
- Event planning
- Customer service
- Support to elected/appointed bodies
- Personnel management
- Management, planning, and administration

Biennial Budget Cycles

- Transition the City to two-year budget planning cycles



Current Budget Calendar



Proposed Budget Calendar, Year 1

| | | July 2018 | Aug 2018 | Sept 2018 | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 | Feb 2019 | March 2019 | April 2019 | May 2019 | June 2019 |
|-------------------------|---|-------------------------|-------------|--------------------------|-----------------------|-------------|-----------------------|-------------|--------------------|---------------|---------------|-------------|--------------|
| FY20 Budget Planning | 1 | FY20 Strategic Planning | | | | | | | | | | | |
| | 2 | | | Admin/MT Budget Planning | | | | | | | | | |
| | 3 | | | | Schedule of Fees | | | | | | | | |
| | 4 | | | | Dept. Budget Planning | | | | | | | | |
| | 5 | | | | | | | Present Rev | | | | | |
| | 6 | | | | | | Budget mtgs with CM | | | | | | |
| | 7 | | | | | | Creation of CM Budget | | | | | | |
| | 8 | | | | | | | | Council Process/PH | | | | |
| | 9 | | | | | | | | | Adoption | | | |



Proposed Budget Calendar, Year 2

| | | July 2019 | Aug 2019 | Sept 2019 | Oct 2019 | Nov 2019 | Dec 2019 | Jan 2020 | Feb 2020 | March 2020 | April 2020 | May 2020 | June 2020 | |
|----------------------|---|------------------|----------|-----------|--------------------------------|----------|----------|--------------------|----------|------------|------------|-------------------------|-----------|--|
| FY21 Budget Planning | 1 | Program Analysis | | | | | | | | | | | | |
| | 2 | | | | Forecast Updates and Revisions | | | | | | | | | |
| | 3 | | | | | | | Budget Adj. | | | | | | |
| | 4 | | | | | | | Council Process/PH | | | | | | |
| | 5 | | | | | | | | Adoption | | | | | |
| | 6 | | | | | | | | | | | FY22 Strategic Planning | | |



Budget Monitoring Calendar

| | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | |
|--|---|------|-----|-----------------------------|--|--------------------------|----------|-------------|-----|-------|---------------------|-----|------|--|
| Annual Current FY Budget Monitoring Activities | 1 | | | Cleanup | | | | | | | | | | |
| | 2 | | | Previous FY Financial Audit | | | | | | | | | | |
| | 3 | | | | Performance | | | Performance | | | Performance | | | |
| | 4 | | | | General Fund Budget Dashboard Presentations to Committee | | | | | | | | | |
| | 5 | | | | | | Rollover | | | | | | | |
| | 6 | | | | | Dept YE Proj Preparation | | | | | | | | |
| | 7 | | | | | | | YE Proj. | | | | | | |
| | 8 | | | | | | | | | | Prepare Budget Book | | | |
| | 9 | | | | Budget Monitoring | | | | | | | | | |



Next Steps

- Work through the procurement process to deliver a PBB in FY20.
- Identify budget capacity to fund PBB-related software on an annual basis.