

# memo

**To:** Common Council Executive Committee & Kwasi Obeng

**From:** Laura Larsen

**Date:** February 21, 2020

**Subject:** 2021 Budget Planning

## Goal

- Engage Common Council throughout the budget planning process highlighting upcoming budgetary process milestones.
- Facilitate ongoing conversation between Alders and the Mayor regarding service level considerations impacted by potential budget decisions.

## 2021 Budget Calendar

The attached document provides a calendar with the milestones for the 2021 budget planning process. The calendar is organized by date and presented in three categories: Capital Budget, Operating Budget, and 2020 Budget Monitoring.

## Recommendations

### *Finance Committee Budget Briefings*

- Provide regular updates at meetings of the Finance Committee on the 2021 budget process. These updates focus on the key milestones in the budget planning process (i.e. Agency Budget Requests; Updated budget outlook and budget cost drivers, etc). These sessions will also discuss the service levels and associated budget allocations.
  - Sessions can be offered on a more frequent basis if requested.
  - Items will be noticed as separate agenda item with relevant attachment documents.
- The Council Office will track budget concepts that may arise from city committees (e.g., Transportation Policy and Planning Board discussion of plowing arterial bike paths that was incorporated into 2020 budget through Alder amendment).

### *Council Budget Retreat*

- If desired, a joint budget retreat with the Mayor's Office and Common Council can be convened to review the 2021 budget outlook and discuss service levels for the 2021 budget. This session would be a deeper dive into content that will be presented during the more regular Finance Committee briefings.

## Community Engagement & the Budget

### Goal

Provide residents with multiple opportunities to learn about what's in the City's budget and how much various City services cost.

### Background

- Community engagement is a crucial part of the budget planning process. In recent years, Alders have consistently requested assistance for convening listening sessions in their district. The recommended approach seeks to have a coordinated effort between the Mayor's Office and Alders to maximize the number of residents who have the opportunity to participate across the City.

### Suggested Approaches

- In-Person Sessions: Hold multiple sessions in various areas of the City co-hosted by the Mayor and Alders representing the surrounding area. The sessions will be interactive allowing residents to move to multiple booths where the City's budget will be broken out by service. The session will conclude with a Q&A between participants and the policy makers present.
- Online Budget Simulation: Utilize the Balancing Act budget simulator to allow residents to balance the budget at home. This tool is intended to replicate the in-person sessions through an online application.
- Timeline: Sessions will be ready to take place between May & August. The online simulator can be available during same time period.

c.c. All Alders  
David Schmiedicke  
Mayor Satya  
Deputy Mayors

## 2021 Budget Calendar

Timeframe	Capital Budget	Operating Budget	2020 Budget Monitoring
April 6 <sup>th</sup>	Agency Budget Kickoff		
May 11 <sup>th</sup>			2020: 1 <sup>st</sup> Quarter Projections
May 13 <sup>th</sup>	Agency Capital Requests Due		
May 28 <sup>th</sup>	Agency Capital Requests Published Online		
June 1 <sup>st</sup>		Agency Budget Kickoff	
July 10 <sup>th</sup>		Agency Operating Requests Due	
Aug 1 <sup>st</sup>		Agency Operating Requests Published Online	
Aug 10 <sup>th</sup>			2020: 2 <sup>nd</sup> Quarter Projections
Sept 1 <sup>st</sup>	Executive Budget Introduced at Common Council		
Sept 8 <sup>th</sup> & 9 <sup>th</sup>	Agency Capital Hearings		
Sept 14 <sup>th</sup> -18 <sup>th</sup>	FC Capital Amendment Week; Amendments published at noon on Sept 18 <sup>th</sup>		
Sept 21 <sup>st</sup>	FC Votes on Capital Amendments		
Oct 6 <sup>th</sup>		Executive Budget Introduced at Common Council	
Oct 12 <sup>th</sup> & 13 <sup>th</sup>		Agency Operating Hearings	
Oct 19 <sup>th</sup> -23 <sup>rd</sup>		FC Operating Amendment Week; Amendments published at noon on Oct 23 <sup>rd</sup>	
Oct 26 <sup>th</sup>		FC Votes on Operating Amendments	
Nov 2 <sup>nd</sup> -6 <sup>th</sup>	Common Council Amendment Weeks: Amendments published at noon on Nov 6 <sup>th</sup>		
Nov 10 <sup>th</sup> -12 <sup>th</sup>	Budget Adoption		
Nov 30 <sup>th</sup>			2020: 3 <sup>rd</sup> Quarter Projections