

**City of Culver City, California
Agenda Item Report**

Meeting Date: 12/09/2013		Item Number: <u>A-1</u>	
AGENDA ITEM: Discussion of Proposed Modifications to Annual Budget Process.			
Contact Person/Dept.: Jeff Muir, Finance Department		Phone Number: (310) 253-5865	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☐
Commission Action Required: Yes ☐ No ☒		Date:	
Public Notification: (Email) Meetings and Agendas – City Council (12/03/2013); (Email) Meetings and Agendas – Fiscal and Budget Issues (12/03/13)			
Department Approval: Jeff Muir (12/02/13)		City Attorney Approval: Carol Schwab (by H. Baker) (12/02/13)	
Chief Financial Officer Approval: Jeff Muir (12/02/13)		City Manager Approval: John M. Nachbar (12/03/13)	

RECOMMENDATION:

Staff recommends the City Council discuss the proposed modifications to the annual budget process and provide direction to staff.

BACKGROUND:

Based on comments during the Fiscal Year 2013/2014 budget process, the City Manager and Chief Financial Officer have developed proposed revisions to the City's annual budget process in order to allow for more input from the public, commissions, boards, committees and the City Council both prior to, and after, development of the City Manager's proposed budget. Absent alternative direction from the City Council, the process outlined below will be utilized for the Fiscal Year 2014/2015 budget process.

DISCUSSION:

Item 4 on the City Council approved Finance Advisory Committee (FAC) Work Plan is to 'Review and comment on suggested modifications to budget process.' Staff presented the proposed modifications to the FAC at a special meeting on December 4th and will provide any comments or recommendations for City Council consideration during the oral staff report. The proposed budget calendar is presented below with additional items marked as '**NEW**'.

City of Culver City, California
Agenda Item Report

November

- Preliminary General Fund Year-End Report on FY 12-13
- **NEW** - Implement online budget transparency tool (OpenGov)

January

- Mid-Year Budget Review Process Kick-off
- **NEW** - Open online 'Citizen Budget Input Box' for budget input ideas

February

- Mid-Year Review Departmental Meetings with City Manager
- City Council Presentation of Mid-Year Budget
 - Overall Presentation of Mid-Year Results
 - Projection for Year-End and Update 5 Year Forecast
 - **NEW** - Department Presentations of Discussion of Current 13-14 Work Plans and Proposed 14-15 Work Plans
 - **NEW** - City Council Input on Work Plans and Priorities
 - **NEW** - Pre-Proposed Budget Public Comment Period
- Commissions, boards and committees internally discuss any budget / work plan recommendations

March

- Departments prepare FY 14-15 budget requests / information
- **NEW** - 2nd Pre-Proposed Budget Public Comment Period (optional)
- **NEW** –Commissions, boards and committeesinternally discuss any budget / work plan recommendations

April

- Budget materials due from Departments
- **NEW** - Commissions, boards and committeesmay submit written recommendations to applicable Department Director and City Manager by mid-April.
- Departments meet with City Manager
- **NEW** - Implement online Budget Challenge tool
- Preparation of Proposed Budget document

May

- Presentation of Proposed Budget / Public Comment Period at first meeting
- **NEW** – Release of 'Budget At-a-Glance' document (tentative)
- Departmental Presentations to City Council

City of Culver City, California
Agenda Item Report

June

- **NEW** - 2nd Public Comment Period on Proposed Budget at first June meeting (deadline for any final Cultural Affairs and PRCS Commission feedback to City Council)
- Final Budget Public Hearing / Budget Adoption at second June meeting

Staff plans to proceed with the proposed calendar during the Fiscal Year 2014/2015 budget process and will incorporate any modifications as may be directed by the City Council.

FISCAL ANALYSIS:

There is no fiscal impact from this item.

ATTACHMENT(S):

None

MOTION:

That the City Council:

Discuss the proposed modifications to the annual budget process and provide direction to staff.