



DATE: March 28, 2016

TO: Mayor Stokes & Councilmembers

FROM: Brad Miyake, City Manager  
Kate Berens, Deputy City Manager  
Jan Hawn, Finance Director  
Toni Rezab, Assistant Finance Director

SUBJECT: Budget Workshop

The objective of the Budget Workshop is to seek Council direction regarding the operating and capital budgets prior to the preparation of the City Manager's Preliminary 2017-2018 Budget and 2017-2023 Capital Investment Plan (CIP), which will be delivered to Council in October.

The purpose of this workshop is:

1. Provide Council with updated early look financial forecasts for both the Operating Funds and Capital Investment Plan;
2. Present the work of the Results Teams' Cause and Effect (C&E) Maps and Requests for Results (RFR); and
3. Begin a discussion on how to approach the long range planning for the General Fund operating needs.

The materials presented at this workshop comprise building blocks for the Preliminary Budget and CIP, and include whitepapers and/or reference materials as well as other materials to help inform the development of the Budget.

These materials reflect the budget process to date and should be considered a work-in-progress that will be revised over the next months.



## **Agenda and Workshop Book Content**

1. Introduction/Agenda
2. Budget Process/Calendar/and Public Engagement  
***Discussion Objective:** Staff will review and respond to Council questions regarding the budget process and current status.*
  - a. Process Overview and Calendar, Outcomes, Guiding Principles, Organizational Direction from the Leadership Team
    - i. Follow up on Council directed work plan items from the Mid-Biennium
      1. Arts Funding
      2. Community Requests
      3. NE 1<sup>st</sup> parking
      4. Multi-cultural center
  - b. Overview of Public Engagement
  - c. Boards and Commissions
3. Budget Survey/Performance Survey/Business Survey Highlights  
***Discussion Objective:** Staff will review and raise awareness of key data used to inform the development of the budget.*
4. Economic Update and Forecasts  
***Discussion Objective:** Staff will review to provide current financial information to inform the development of the budget and respond to Council questions.*
  - a. Economic Update and 6-year General Fund Forecast
  - b. Development Services Fund Forecast
  - c. Parks Enterprise Fund Forecast
  - d. Utilities Funds Forecast
5. Results Team Cause & Effect Maps and Requests for Results  
***Discussion Objective:** Staff will provide brief summary comments on the status of each of the Outcomes focusing on what has changed since Budget One 2015-2016 and the connection to the Council Vision/Strategic Target Areas.*
  - a. Improved Mobility and Connectivity
  - b. Quality Neighborhoods/Innovative Vibrant and Caring Community
  - c. Safe Community
  - d. Healthy and Sustainable Environment
  - e. Responsive Government
  - f. Economic Growth and Competitiveness



6. Long Range Planning and Potential Financial Policy Update – General Fund Operating  
**Discussion Objective:** *Staff will present a long range (20 year) look of the General Fund Operating Fund. Council discussion on understanding the long term fiscal impact of how the City approaches Budget 2017-2018.*
  - a. Long-Range General Fund Operating Forecast
7. General Capital Investment Plan  
**Discussion Objective:** *Staff will provide current 2017-2023 projected cash flow plan to inform the development of the capital budget. Council discussed the long range CIP on March 14, tonight's discussion focuses on the near term addition of adding two years to the existing 2015-2021 CIP to inform the 2017-2023 CIP update.*
  - a. 2017-2023 Cash flow Plan by project with 2015 carryforwards.
  - b. 2013 and 2015 Bond Spend Update
8. Appendices/Reference Materials *(for information)*
  - a. Comprehensive Financial Policies