

Balancing your budget session (general fund focus)

Exercise outline and handout

City council goals

- Enhance public safety
- Improve parks and recreation opportunities
- Plan for new City Hall
- Improve customer service (internal and external)

Budget policies

- General fund balanced with revenues exceeding expenditures

Situation

- Budget has a \$500,000 deficit and includes the \$925,000 of new items represented collectively by each player

Process

- Players play assigned roles
- Players play out their budget exercise for at least 30 minutes
- At the end, the City Manager will work with the Clerk/Treasurer/Finance Director to submit final figures to the presenters for comparison and report out
- All players will know the City Council goals, budget policies, and budget status

Participants

Administration (Mayor/City Manager/Clerk/City Attorney/Human Resources)

- See that City Council goals are reflected in budget
- Costs associated with managing community events \$50k (The Mayor's/City Manager's pet project)
- Add half-time HR position \$75k (to improve internal customer service)

Public Works Director (includes parks and recreation)

- Implementation of summer camp for children \$50k (A Council pet project)
- Invest \$200k in parks maintenance and potential pickleball courts

Finance Director and Information Technology

- Serve as budget tracking person and overall tabulator at the end of the exercise
- Make sure that the budget policies met
- A \$200k contribution to the Capital Facilities reserve for a new City Hall (saving for the future)

Police Department (includes animal control)

- Hiring bonuses for new Police Officers \$100k (address Officer recruitment/retention issues)
- A "donation" to the Humane Society to keep it from closing (requested of Council by the non-profit) \$100k

Community Development (DCD) and Growth Planning

- A new Permit Technician in DCD \$100k (it's taking too long to get permits issued!!!)
- Implement electronic permitting system \$50k

Next steps

- Balance the budget using the tabulation sheet below
- Feel free to get creative
- Report out your team's results

