

Distribution of Budget Requests and Questions Asked of Divisions in Order to Prepare the Budget

Information that is proposed to be included in an improved Mayor's Proposed Budget summary document:

- A standardized organizational chart
- Description of the division and their mission statement
- A breakdown of total funding sources contributing to the division
- A breakdown of total expenditures by personnel, operating, transfers, and capital
- Significant budget changes and highlights described
- Capital projects described
- Accomplishments described
- Goals and performance measures outlined
- A breakdown of expenditures (personnel, operating, transfers, and capital) by each contributing fund for the division
- Outline of positions

Note: line item budgeted items will no longer be part of the budget book in the way it has in the past; this will be a separate document accessible electronically

The questions below were asked as part of the FY2020 link questions; they can be removed from link questions for the upcoming FY to avoid duplication:

1. Describe any new positions requested for FY 20 and note if these positions have been requested in past fiscal years. What impact would the request position, funded or not funded, mean in terms of service to citizens in the short term as well as the long term?
2. Describe any changes requested for FY20. What impact would a decrease or increase in requested items mean in terms of service to citizens?
3. Explain your capital request, if any. Please list in order of preference.
4. Describe your FY20 revenue estimates and any notable changes.
5. Please attach a current organizational chart for your division and note any proposed changes for FY20.
6. Please provide a list of all positions, if they are filled, and indicate which are funded in the FY20 MPB.
7. Is there any information that Council should consider in making decisions about your budget? For example if there were any significant changes to function of your division, accounting changes, major program or policy changes, or delays or postponements that affect your short-term and/or long-term budget.

Link questions asked in FY2020 and to continue to ask in FY2021

1. Please describe new requests that were funded in last two fiscal years and provide a status update. (This includes new personnel additions, projects, professional services, and programs.)
 - **Delete if new wording is approved; it was:** Please give a status update of new requests funded in last two fiscal years FY18 & FY19. (This includes new personnel additions, projects, professional services, and programs)
2. Please explain any changes made in the current fiscal year in your operating budget and list the accounts. What impact did those changes, comparing prior year (FY19) to current year (FY20) (increases or decreases) mean in terms of service to citizens?
 - **Delete if new wording is approved; it was:** Please explain any changes made in the MPB in your operating budget and list accounts. What impact would the proposed change from FY19 (increases or decreases) mean in terms of service to citizens?
3. Are there any policy or non-financial procedural recommendations that could be items for the Council to consider in their standing committees?
 - **Delete if new wording is approved; it was:** Are there any non-financial procedural or policy recommendations?

Link questions asked in FY2020 to defer to the In-Depth Analysis or put on hold:

1. Please explain significant variances listed in the budget book under item (3) 2019 YTD Actual compared to (2) 2019 Original (over or under for this time of the year). Please include the account number.
 - a. [generally not understood, need to rework a and b] Reallocation History: Please indicate if any of these variances were reallocated in the FY19 reallocation by the administration or by your division.
 - b. Reallocation History: Please indicate for FY19 the account numbers of funds that have been reallocated or received a reallocation.
2. Please give a status update of new requests funded in last two fiscal years FY18 & FY19. (This includes new personnel additions, projects, professional services, and programs) **[also ask in links]**
3. Does your agency plan to reallocate funds from other accounts to rectify the proposed change (example: use FY19 money for a FY20 requested project)?
4. Are there any proposals that would require one seed money for one-time investments that will lead to improved results, increased revenue, and/or reduced ongoing operating costs for City services?
5. Is there any information that Council should know about your personnel budget? Are there any reclassifications, vacancies, retirement trends, or hiring difficulties in the short and/or long term?
6. Are there any non-financial procedural or policy recommendations that should be considered in the Link? **[also ask in links]**