



March

BUDGET CONTACTS

Agenda

- ▶ 2017 Capital Budget Submissions
- ▶ 2017 Cost to Continue
- ▶ Budgeting for Positions in 2017

Capital Budget Submissions

Budget Submissions: The Basics

- ▶ Proposals will be submitted via Sharepoint site
- ▶ One proposal/project or program
- ▶ Separate form for supplemental project requests
 - ▶ Will be available within Sharepoint
- ▶ Users can access form following kickoff on April 4th
- ▶ Forms will be pre-populated with existing projects and project descriptions
 - ▶ New projects will need to be created by Budget Analyst
- ▶ Project information will be uploaded to MUNIS following the Executive Budget in September

Capital Project

Standalone project that has a defined beginning & end

Capital Program

Ongoing capital investment in replacing or maintaining a specific infrastructure type



Project type will be pre-populated and locked when entering submissions

Proposal Components

Capital Projects

- ▶ Project phase and timeline
 - ▶ Phases are predetermined and will be populated via a dropdown
- ▶ Long-Range plan connection
- ▶ Desired outcome (including data point)
- ▶ Operating costs associated with project

Capital Programs

- ▶ List of Minor Projects
- ▶ Type of infrastructure being provided & amount
- ▶ Desired outcome (including data point)
- ▶ Operating Impact

Submitting Your Proposals

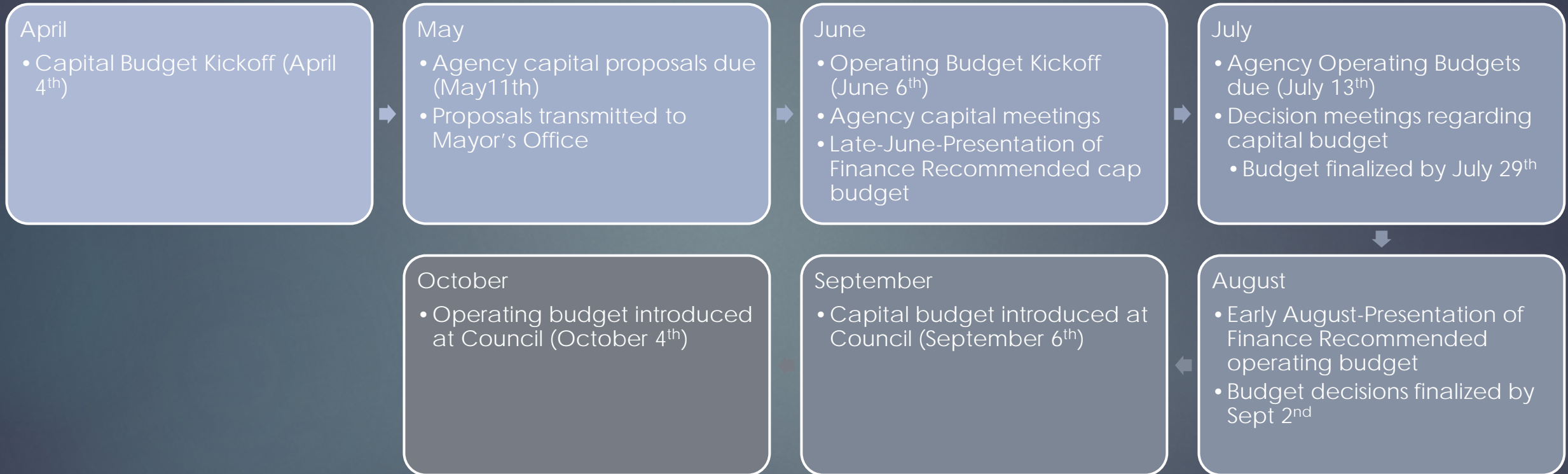
- ▶ Completed proposals will be submitted to Finance through Sharepoint
 - ▶ Proposals will allow you to save or submit, upon submitting the proposal the record will be locked
- ▶ Proposals will include memo to Finance Director outlining agency's priorities for the 2017 capital budget
 - ▶ Outline for memo will be discussed at Budget Kickoff
- ▶ All proposals must be submitted by the May 11th deadline

Reports



- ▶ Sharepoint site will link to canned reports to view agency summaries
- ▶ Canned summary views will include:
 - ▶ Agency by Project & Year
 - ▶ Agency by Funding Source & Expense Type
 - ▶ Project by Expense Type, Funding Source, & Year

2017 Budget Calendar





2017 Cost to Continue

Cost to Continue Basics

- ▶ Completed requests due to Budget Analyst on Friday
- ▶ Requests can be increases or decreases
- ▶ A full request will include:
 - ▶ Amount
 - ▶ Short Description
 - ▶ Org Code
 - ▶ Object
- ▶ Submissions can be turned in via email to Budget Analyst
- ▶ Prior to June kickoff agencies will be notified regarding which requests will be incorporated into base budget

What is a Cost to Continue Request

Is a Cost to Continue

- ▶ Annual funding for a committed contract that was only partially funded in 2016
- ▶ Increased City match as part of grant commitment

Is NOT a Cost to Continue

- ▶ Increased budget to correct previous overspending
- ▶ Requests for funding to do new things or wish list items

Budgeting Positions

Position Basics

- ▶ 2017 base budget will be populated from position control
- ▶ Base budget will reflect the cost of positions for 2017
 - ▶ Step Increases
 - ▶ Longevity Increases
- ▶ Changes to positions will need to be made through Salary & Benefit projection
 - ▶ Users will not be able to update information on detail entry screens that are populated by the salary/benefit projection
 - ▶ Changes to these fields can be done through the projection by working with you Analyst

Base Funding for Positions

Filled Positions

- ▶ Updated to reflect anticipated step & longevity increases
- ▶ Does not anticipate career ladder reclassifications

Vacant Positions

- ▶ Agency base budgets will include full funding for vacant positions at the base
- ▶ Funding will include benefits for vacant positions

Preparing for Operating

- ▶ Review existing payroll allocations
- ▶ Review where employees are currently budgeted
- ▶ Understand personnel charges to capital
- ▶ Projection position control reports will be shared with agencies prior to Operating Kickoff