

# Leadteam Budget Review Teams Charter for FY 2015 Budget Cycle

## **1. Timeline and Process**

- Teams are expected to serve between November - January
- Members of the Leadteam Budget Review Teams will review and provide recommendations on budgets that are not in their own area of expertise
- Departments provide an overview per an agenda that will be sent out ahead of the review meetings
- Any follow-up from review meetings should take place no more than 2 business days after the meeting
- Leadteam Budget Review Teams will present recommendations, prepared in writing, to the City Manager and the Department Head

## **2. Review Team Membership**

- Between 12 members of the Leadteam
- Budget and Management Analyst will serve on all teams
- Assigned Finance Accountant will attend assigned department review meetings

## **3. Leadteam Budget Review Teams Ground Rules *(will be reviewed again and can be revised by the final team members)***

- All information is confidential and should not be shared outside the groups or meetings
- Meetings should be conducted in a professional manner
- Each team will assign a recorder/scribe

## **4. Department Budget Review Meetings**

- Minimum information provided to the Leadteam Budget Review Teams includes:
  - Line item budgets
  - personnel listing
  - new requests
  - budget reductions
  - revenue estimates and justifications for changes and adjustments
  - budget summary at cost center level
  - fixed costs (for those departments that generate this internal revenue)

- Team members will receive all information, after an initial review by Budget Office staff, before the Thanksgiving holiday break for review meetings occurring the week of December 2<sup>nd</sup>. Otherwise, teams will receive department budget information no later than 1 week prior to a meeting.
- A meeting agenda outlining expectations of each review meeting will be sent in advance, but will include a short preparation on their budget, new requests, reductions, respond to questions sent in advance and those asked during the meeting, followed by a discussion. –set expectations
- Team members will review all materials and if there are questions, the questions will be submitted to the department being reviewed and other team members in advance of the meeting.
- A minimum of three review team members will attend a meeting, or the meeting may be rescheduled to another time more convenient for the entire team.
- Budget Review Teams will meet in their own teams to finalize recommendations and observations (each team will assign a scribe to take notes and do follow up with the Budget Office)
- All teams will reconvene together after all review meetings are complete to do follow up/share information and final recommendations/discuss opportunities for process improvement, etc.

## **5. Department Budgets to be Reviewed**

- Finance
  - Administration, Real Estate Assessor, UBO – 45 minutes
  - Warehouse, Purchasing, Risk Management – 45 minutes
- Fire Department – 1 hour
- Voting Registrar – 30 minutes
- City Sheriff – 30 minutes
- City Treasurer – 30 minutes
- CMO/Communications Office – 30 minutes
- Economic Development – 30 minutes
- Information Technology – 45 min
- Human Services/Community Attention – 45 min
- Neighborhood Development Services – 45 min
- Commissioner of Revenue – 30 minutes
- Parks and Recreation/Golf Fund – 1.5 hours
- Human Resources – 30 minutes
- Department of Social Services – 45 min
- Police - 1 hour
- Clerk of Courts – 30 minutes
- Public Works
  - General Fund – 1 hour

- Fleet Management and HVAC – 45 minutes
- CAT/School Pupil Transportation – 45 minutes
- Utilities Funds – 45 minutes

## 6. Leadteam Members (12)

- Aubrey Watts, COO/CFO
- David Ellis, Assistant City Manager
- Bernard Wray, Finance
- Brian Daly, Parks and Recreation
- Llezelle Dugger, Circuit Court
- Leslie Beauregard, Budget and Performance Management
- Jim Tolbert, NDS
- Mike Murphy, Human Services
- Galloway Beck, Human Resources
- Jason Vandever, Treasurer
- Diane Kuknyo, Director of Social Services
- Miriam Dickler, Director of Communications

## 7. Leadteam Budget Review Team Department Assignments

### Team 1:

Aubrey Watts  
Llezelle Dugger  
Mike Murphy  
Jason Vandever

### ***Department Assignments***

- Voting Registrar – 12/4 – 11-12 noon, City Space
- Office of Communications – 12/6 – 1-2pm, City Space
- Human Resources – 12/6 – 2-3pm, City Space
- Finance
  - Administration/Assessor/UBO – 12/17 – 8:30 -10, BCR
  - Warehouse, Purchasing, Risk – 12/17 – 10:30-11:30, BCR
- Police – 1hr
- Department of Social Services – 12/18 – 10-11am, BCR

### Team 2:

David Ellis  
Brian Daly  
Diane Kuknyo  
Bernard Wray

### ***Department Assignments***

- Human Services – 12/2 – 9-10am, City Space
- Economic Development – 12/5 – 9-10am, City Space
- Public Works/Utilities – 12/6 – 3-4pm, City Space
- Neighborhood Development Services – 12/9 – 9-10am, City Space
- Public Works/General Fund, Fleet, HVAC, CAT, School Pupil Transit – 12/13 – 1-4pm, BCR

**Team 3:**

Leslie Beauregard  
 Galloway Beck  
 Jim Tolbert  
 Miriam Dickler

***Department Assignments***

- Office of Human Rights – 12/2 – 3-4pm, BCR
- Fire Department – 12/4 – 10:30 – 12 noon, BCR
- Clerk of Courts – 12/4 – 1-2pm, BCR
- Commission of Revenue – 12/9 – 4-5pm, 2ndFCR
- City Treasurer – 12/16 – 4-5pm, City Space
- Parks and Recreation/Golf Fund – 12/18 – 11-1pm, City Space
- City Sheriff – 12/18 – 1-1:30, City Space
- Information Technology – 12/18 – 4-5pm, City Space

**8. Leadteam Budget Review Team Department Meeting Times**

- Budget review meetings should occur between the weeks of December 2<sup>nd</sup> – 20<sup>th</sup>.
- Teams will figure out when ALL members are available to meet in which days/times and send that list to Leslie, who will then ask departments to sign up for those slots.