

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Woods <i>BW</i>	<i>BW</i>	6/26		7/5	Council
Division Head:					
Dept. Head:					
Prosecutor:	<i>DG</i>	7/7/95			
Purchasing/Budget:					
Executive:					

SUBJECT:

Guidelines for preparation of 1996 budget.

ATTACHMENTS:

Resolution

SUMMARY STATEMENT:

Please complete sections of box as appropriate & explain the item below.

Related County contract #: N/A	Should Clerk schedule a hearing? NO / X / YES / / Requested date:
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This resolution sets a framework for preparation of the 1996 budget. It was developed as a result of the Budget Retreat held 6/13/95.

CLERK'S RECOMMENDED MOTION (for final action):

"I move that the Council approve the resolution."

COUNCIL ACTION TAKEN:

7/5/95: Approved as amended, 5-2 with Harris and Brenner opposed.

Related File Numbers:

Ordinance or Resolution Number (this item only):

BUDGET DEVELOPMENT GUIDELINES FOR FY 1996

The following represents the general policies the County Council wishes to be considered by all operations in the development of your 1996 budget request.

1) In regards to revenues, the budget should be developed based on existing levels of taxation. The exception is Current Expense Property Tax which shall be projected on a 3% base increase. The additional revenues collected from this 3% increase shall be used to increase any planned reserves

2) The Council desires that existing service levels should be reduced as necessary to accommodate lower anticipated revenues and Fund Balance carryovers.

3) The Current Expense budget should be built upon an anticipated Ending Fund Balance at least matching the 1995 proposed level of approximately \$320,000 plus those amounts resulting from the 3% property tax increase.

4) In formulating their budgets, departments should provide clear information as to the type, amount and impact of service level decreases that will be proposed in order to accommodate anticipated revenues.

5) In effecting reductions that may be necessary, the Executive is requested to insure that all Current Expense departments be included in reductions, with the exception of the County Assessor's office which shall be maintained at current service levels.

6) The Executive is requested to notify the Council as soon as possible during the budget preparation process if it becomes evident that reductions may be required to exceed 10% of current levels.

7) In reference to recommendations of the Blue Ribbon Panel of 1994, departments should identify all services that are a result of federal, state or court mandates, and identify those that are local discretionary programs.

8) Consolidation of departments and operations, along with reduction in the number of supervisory and managerial positions, should be pursued where possible.

9) Contracting of services should be pursued in instances where private sector providers can offer services at a lesser cost than in-house operations.

10) In 1996, Council consideration of supplemental increases to the authorized budget will be considered in relation to:

- 1 Unforeseen changes not anticipated during the budget process
- 2 Increases necessary to maintain adopted levels of service
- 3 Costs related to maintaining safe conditions for citizens and staff
- 4 Replacement or repair of malfunctioning equipment
- 5 New services as a result of Council direction
- 6 Increased levels of service
- 7 11) In line with the recommendations of the Blue Ribbon Panel, emphasis should be given
- 8 to:
- 9 Strengthening Financial and Performance Measurements
- 10 Utilization of Citizen Groups in County processes and evaluations
- 11 Development of a stronger team approach between the Council and Executive, and
- 12 within the Administration