

## Communication Calendar for PP&R Budget Cycle A Focus on November - January

Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept
Calendar Year (CY)	2020			2021								
Fiscal Year (FY)	2020-2021				2021-2022							
Accounting Period (AP)	4	5	6	7	8	9	10	11	12	1	2	3
Quarter	Second			Third			Fourth			First		
Annual Budget	Execute Fiscal Year 20-21 Budget									Execute Fiscal Year 2021-22 Budget		
Bureau Work to be Completed	Budget Guidance and Priorities	Proposal development and SMT discussion					Spring BMP (Budget Monitoring Process)		Over Expenditure Ordinance	Fall BMP (Budget Monitoring Process)		
Stakeholder Input	BAC meetings 1 & 2		Budget update to Commissioner	Budget proposal due to council	BAC meeting #3 (TBD)			Mayor's Proposed Budget	Approved/Adopted Budget	BAC meeting #4	BAC meeting #5	
Levy Work	Scope for interfund loans and work on Supplemental Budget Ordinance Process			Interfund loan and supplemental budget proposals to council		Scope for Levy (determine levy budget) Process (Exact dates to TBD)						

We are here

### Where are we in the cycle?

Even though it has been anything but a typical year, we will be immersed in very typical budget cycle activities including scoping work related to the Parks Levy.

- We will continue to execute the fiscal year 2020-21 budget.
- We will begin taking steps toward building next year's (fiscal year 2021-22) budget.
- At the same time, we will be scoping needs for ramping up capacity to support upcoming work related to the recently passed Parks Levy. This will be achieved in the current year through an interfund loan from the System Development Charge (SDC) fund, which will be paid back when Levy proceeds are available in the fall.
- Budget guidance for the FY 21-22 budget and interfund loan was delivered from Director Long and includes the following emphasis areas for investment:
  - 1) Summer 2020-21 programming
  - 2) Building a ramp to support Parks Levy operations
  - 3) Addressing critical failure points
- Proposals should center BIPOC and refugee and immigrant communities and strive to ensure that cost is not a barrier to program participation
- Division Managers – there are busy times ahead as you work with Adena Long, Todd Lofgren, Kenya Williams, and Claudio Campuzano to discuss requested and supplemental budget priorities, build your proposals (assisted by the FP&A Team), and share your proposals with SMT.
- Also, during this time, we will have three BAC (Budget Advisory Committee) meetings and send our budget updates to Commission Fritz.
- The results of the interfund loan work will be provided to Council, along with our fiscal year 2021-22 budget proposal.

### What needs to be done during this time?

In nearly every part of the budget, the FP&A team will need your help to complete the FY 21-22 budget and scope the current year interfund loan. During this time, you will be working closely with your FP&A analyst to reach the following milestones. The list below includes high-level communications. There will be additional communications, such as FYIs and formal and informal engagement meetings to complete the milestones.

Milestone	Estimated Date	What You Need to Know About These Milestones
Budget Guidance	Nov 5	Budget guidance from Adena to learn about new proposal templates and find out timelines for SMT work.
	Nov 6-15	Adena, Todd, Kenya, and Claudio to meet with Division Managers to discuss requested and supplemental budget priorities
Proposal Work	November 16-Dec 6	Division Managers work in partnership with their budget division analyst liaison (from FP&A) to develop proposals – <b>All proposals will need Director Long's approval prior to sharing with SMT</b>
	December 8	Division Managers Budget Retreat
BAC Meetings	Dec 3	The purpose of meeting #1 is to establish planning framework, BAC values, budget and levy process
	Dec 16	The purpose of meeting #2 is to share proposals and provide feedback
	Late Jan/Early Feb	The purpose of meeting #3 is to share the requested budget proposals
Budget Update	TBD	Proposals to be shared with Commission Fritz
Materials to CBO	End of Jan	Budget proposal and interfund loan proposal due to council