

Council Budget Work Sessions Presentation Guidelines

Council budget work sessions for the FY 2020-21 budget will run from March 5th through March 19th. The work sessions will include the entire Council, community budget advisors, bureau staff, the Director of the Office of Equity and Human Rights, the Chief Administrative Officer, and the City Budget Office.

Bureau Presentations:

Bureau presentations should provide a brief, high level overview of your bureau's strategic issues and decision points *in order to* prompt informative and meaningful discussion. This year, bureau presentations are supplemented by group presentations in key mayoral priority areas. Bureaus should take care to not repeat material during these distinct presentations. The following topics should be covered in your brief bureau presentation:

1. Significant Issues

- a. Discuss your bureau's efforts vis-à-vis the Mayor's priority areas if those efforts are not discussed as part of a group presentation. What are key decisions the bureau has made in alignment with the guidance? Are there any key decision points for Council? Do not repeat material discussed in group presentations.
- b. Discuss your bureau's progress against strategic goals, key outcomes and service level targets. Specifically:
 1. What are your top strategic goals and what evidence suggest progress towards achieving those goals?
 2. If progress towards your goals is not demonstrated by evidence, what strategies will you pursue/do you recommend to address goal achievement?
 3. Describe any risks to your bureau's ability to achieve desired outcomes over the next several years and the steps that you recommend taking to mitigate those risks. Specifically highlight any budgetary or financial concerns/risks/liabilities.
 4. Discuss specific equity outcomes that are being achieved and the efforts the bureau is making within its existing operations and budgets to address equity.

2. Decision Packages

- a. Explain how your decision packages will influence your key outcomes and service level targets. What outcomes do they directly impact? What risks do they mitigate? If you have discussed your decision package(s) as part of a group presentation, do not repeat information already provided.

Bureau Work Session Time Limits

15 minute time slots

5 minutes	Bureau Presentation
10 minutes	Questions & discussion

45 minute time slots

20 minutes	Bureau Presentation
25 minutes	Questions & Discussion

30 minute time slots

10 minutes	Bureau Presentation
20 minutes	Questions & discussion

60 minute time slots

25 minutes	Bureau Presentation
35 minutes	Questions & Discussion

If a member of your Budget Advisory Committee would like to speak, please allow time for this during your bureau presentation.

Group Presentations:

This year, there is time allotted for several group presentations, in alignment with directed Mayor's priority area collaborative work. These include:

- Equity Managers Group Presentation (to be confirmed)
- Addressing Long Term and Citywide Liabilities
- Collaborative Public Safety Work Group and Budget
- Equitable Community Development/Mitigating Displacement
- Leadership Action on Climate Change

Each group is allotted between 30-40 minutes. It is expected that the group will allow at least 15 minutes for questions and discussion. Each presentation should include:

- a. Key goals that the group has identified, and an initial plan for measuring progress towards goal achievement and success
- b. Strategies the group proposes to achieve these goals – both within existing budget resources and through any additional budgetary requests
- c. Risks to achieving the stated goals and how the bureaus propose/recommend mitigating risks

Materials Submission Requirements

Given time limitations, slideshow presentations should range between 2 and 10 slides. CBO will be developing and including a 'dashboard' overview of each bureau's budget, including high level expenditures, revenues and FTE. CBO will highlight this information to begin each work session.

Please send your presentation materials **electronically** to your City Budget Office analyst, as follows:

- **Round 1:** Presentations scheduled for March 5th, 9th, 10 and 12th should send materials no later than **March 2nd at noon**.
- **Round 2:** Presentations scheduled for March 16th, 17th and 19th should send materials no later than **March 9th at noon**.

The City Budget Office will post the materials on the web for viewing by the public and will print (for you this year!) and distribute the paper copies to Elected Officials and the Community BAC. Bureaus should also bring at least five additional copies of the materials to the work session for distribution to audience members.