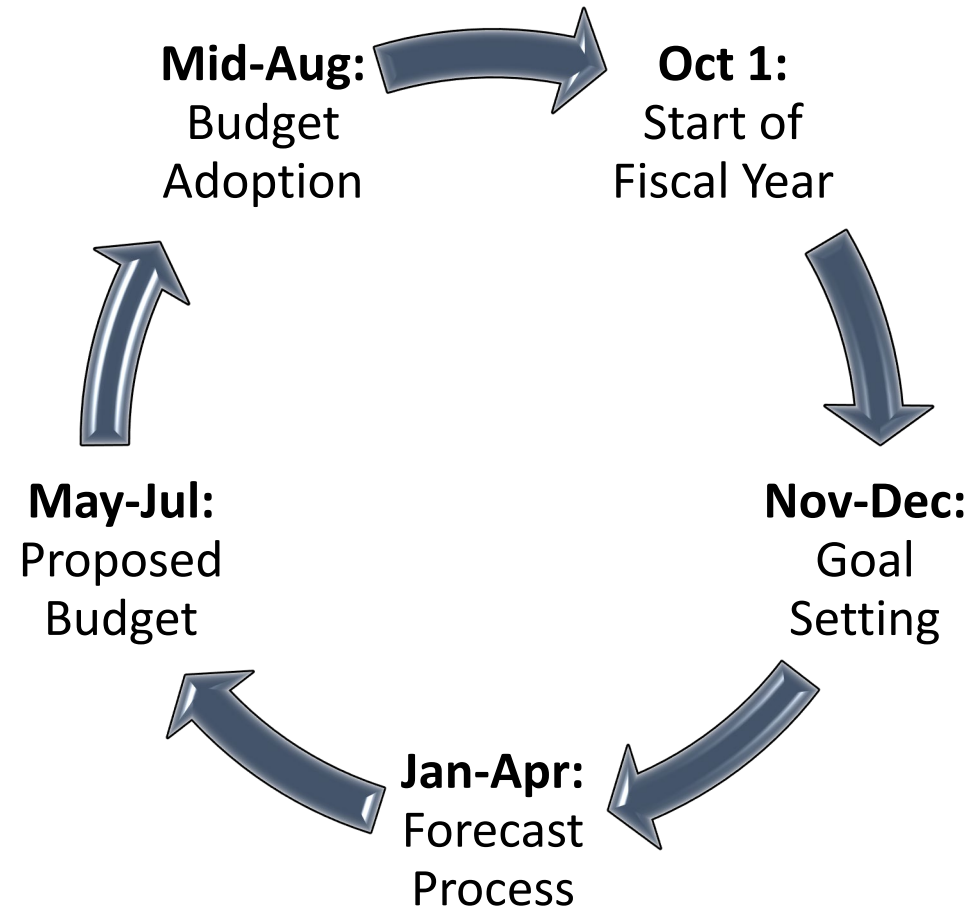


Austin Parks and Recreation Department  
Financial Services Division  
PARB Financial Committee Presentation  
November 18, 2021





# The Operating Budget Cycle



# FY 2023 BUDGET CALENDAR

(sample for illustration purposes only)

## SAMPLE FY2023 Budget Calendar

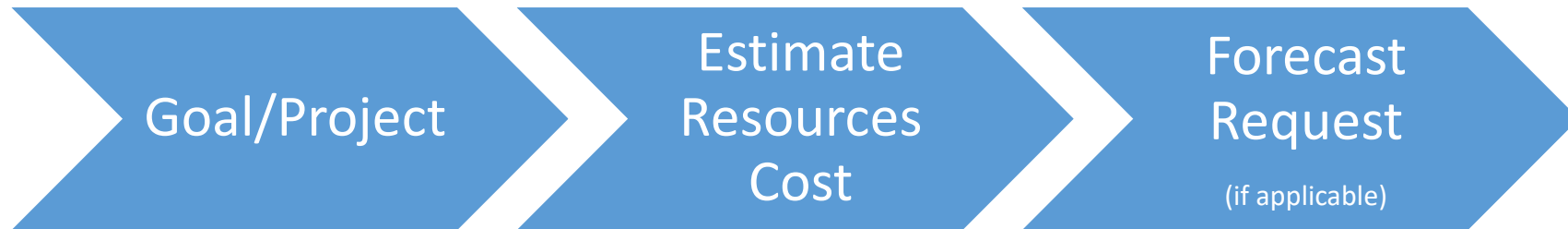
using FY2022 preparation timeline as guide

Date	Board/Finance Committee	Departments	Council
Tuesday, November 30, 2021	PARB Meeting		
Monday, January 10, 2022	Finance Committee Meeting		
Wednesday, January 19, 2022		Budget kickoff, Budget Manual released	
Friday, January 21, 2022		PARD Departmental budget kickoff	
Friday, January 21, 2022		Expenditure & revenue worksheets sent to departments	
Tuesday, January 25, 2022	PARB Meeting		
Friday, January 28, 2022		Critical IT list due to Budget Office	
Monday, February 7, 2022		PARD Division Submittals Due to PARD FSD	
Monday, February 7, 2022		PARD proposed Fee Changes/Additions Due to PARD FSD	
Monday, February 14, 2022	Finance Committee Meeting		
Monday, February 22, 2022	PARB Meeting		
Friday, March 04, 2022		Forecasts Due to Budget Office	
Monday, March 14, 2022	Finance Committee Meeting		
Tuesday, March 28, 2022	PARB Meeting		
Monday, April 6, 2022		PARD Propose Performance Measures Due to PARD FSD	
Monday, April 8, 2022	Boards and Commissions Recommendations Due		
Friday, April 15, 2022			Financial Forecast Report Delivered
Friday, May 06, 2022		All Budget Deliverables Due to Budget Office	
Wednesday, June 29, 2022			State homestead exemption deadline
Friday, July 08, 2022			Proposed Budget Presentation
Thursday, July 21, 2022			Budget Public Input Meeting (not required)
Tuesday, July 26, 2022			Budget work session
Thursday, July 28, 2022			Budget Public Input Meeting (not required)
Thursday, July 28, 2022			Set Max Tax Rate and budget & tax rate hearings
Tuesday, August 02, 2022			Budget work session
Wednesday, August 10, 2022			Public hearing on tax rate
Wednesday-Friday, August 10-12, 2022			Budget readings (10am); including ratify tax rate; adopt tax rate; call election, if necessary

# GOAL SETTING

## (Nov - Dec)

- FY2023 Goals and Objectives – Communication at all levels of the Department
- In Alignment with PARB Long Range Plan and COA Strategic Direction 2023
- Direction from City Leadership frames direction and capacity for growth





# FINANCIAL FORECAST

## (Jan – Apr)

**REQUESTS PARAMETERS:** General Fund and Support Services departments must develop a forecast with only baseline requirements. In other words, the only increases allowable are those necessary to accommodate items previously authorized by Council.

Examples of acceptable forecast items that increase the Department's budget are:

- Costs of a new facility that will be opened part-way through FY 2023
- Costs related to annexations or new facilities
- Lease increases, legislative directives, contractual commitments

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## Community Engagement – March and April

Budget Forums

Departmental Budget Presentations

# DIVISION SUBMITTAL FORM

## Divisions Submit Requests with the following:

- AS-IS State: What is the current situation?
- TO-BE STATE: Why do you need an increase in funding/staff?
- PARD Goals & SD23 impact
- Proposed estimated expenditures

**FY 2022 PARKS AND RECREATION DIVISION SUBMITTAL FORM**

**AUSTIN PARKS & RECREATION**

**Base Cost Driver Definition:** General Fund and Support Services departments must develop a forecast with only baseline requirements. In other words, the only increases allowable are those necessary to accommodate items previously authorized by Council or a new service location manager. Examples of acceptable forecast items that increase the department's budget are: the annualized cost of a new facility that will be opened partway through FY 2021; costs related to annexations or new facilities; and contractually mandated increases.

**INSERT TITLE OF SUBMISSION HERE**

Division Name (PARD): \_\_\_\_\_  
 New Facility or Expanded Facility? \_\_\_\_\_  
 eCAPRI's Subproject ID: \_\_\_\_\_  
 PARD Goal: \_\_\_\_\_

**Description of the issue - Please fully complete justification sections to support the request**

1. AS-IS STATE: What is the current situation?

2. TO-BE STATE: Why do you need an increase in funding/staff?

**Related Council Strategic Outcome**

3. **SD23 IMPACT:** How does this request align with an SD23 outcome, indicator or metric?

[Link to SD23 Website](#)

**No Data Entry Required Below This Line**

**Summary of Estimated Required Expenditures**

\$ \_\_\_\_\_

	FY22	FY23	FY24	FY25	FY26
# of new FTEs	-	-	-	-	-
new FTE cost	-	-	-	-	-
Temp Employee Cost	-	-	-	-	-
Personnel Subtotal	-	-	-	-	-
Contractuals	-	-	-	-	-
Commodities	-	-	-	-	-
Expense Refunds	-	-	-	-	-
One-time cost	-	-	-	-	-
<b>Total Estimated Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY2022 Division Submittal - TEMPLATE Protected2, Justification 1 of 1 2/11/2021

# PROPOSED BUDGET

## (May - July)

Components and other considerations of the Proposed Budget:

- City Manager/Budget Office approved Forecast Requests
- Fee Changes and/or Additions
- Capital Improvement Projects (CIP) 5-year Planning
- Boards and Commissions Recommendations
- Council initiatives



**QUESTIONS?**