

AFTER ACTION REPORT

TO: Patrick Lawton
FROM: Ralph Gabb, Kristen Geiger
DATE: September 22, 2011
RE: After Action Report – FY12 BUDGET DEVELOPMENT

- Purpose
 - What did we set out to do? Develop a balance budget for fiscal year 2012 (July 1, 2011 – June 30, 2012)
 - What was supposed to happen? During the Winter and Spring, gather information and resource requests from departments; compile, analyze and evaluate requests; prioritize requests; review draft budget with administration and Financial Advisory Commission; and present the proposed budget to the BMA during the budget process with adoption of the budget by the last meeting in June.
 - Is there a process or procedure in place for this activity? yes
- Executive Summary
 - What actually happened? A balanced FY12 budget was developed and presented to the FAC and BMA with adoption at the last BMA meeting in June.
 - What worked well that needs to be sustained? The processes and procedures currently in place; receiving input from departments/divisions; the CIP process
 - What did not work well and needs to be changed? Improving communication and mapping of milestones to minimize “fires”.
- Lessons Learned
 - What can we do better next time? Better define the direction of the Budget as it relates to new programs for the City. Receive input/direction from the elected officials. Continue to define the role of the FAC to minimize confusion during budget presentation.
- Action Items
 - Develop a list of the actions to fix specific needs, Examples: Retreat with the KBEs and department heads following the BMA Retreat with administration, develop an outline to distribute specific actions required by the departments; begin the process in December;
 - Timelines and responsibilities – Oct/Nov – schedule retreats (Admin); Nov/Dec – develop Budget calendar (R&B)