

## **Budget Advisory Commission Department Reviews: Learning Assignment**

*Purpose:* Educate BAC members about how Muni budgets translate into departments' operations. Understand the basics of a department's budget, high-level overview of staffing and other non-labor expenses (fleet vehicles, materials, etc.)

We want to deepen our understanding of the city's budget, and operations, by connecting the budget line items on paper to what work is actually being done, and what functions each department provide to the Muni.

*Meetings Overview:* Each BAC member has been assigned departments to learn from. For each, meet with the department director (and any other staff, at the discretion of the director) for ~1 hour to learn about the budget. Could include a facility or office tour, or virtual meeting. Use the current FY22 budget and department's organization chart as the basis for discussion.

*BAC Member Assignment:* Following department meetings, BAC members will share back (~5 minutes each) what they learned. Can be a verbal report, and if it's helpful, include a couple slides, or written notes. Sharing back helps educate the rest of the BAC, and communicating back what you learned individually is a great way to process and analyze what you learned.

*Suggested Discussion Questions* (to each Department Director)

1. What are your basic operations, functions and responsibilities?
2. How many staff are you responsible for, under which divisions or areas of work? (org chart)
3. What main non-personnel expenses do you have? (department-level budget summary)
4. What big initiatives or other projects are you working on, if any?
5. What do you anticipate as the biggest challenges for your department, budget-wise? (e.g. increasing cost of supplies, deferred maintenance, declining grant funding, etc.)