

Budget Request Form – Return on Investment (ROI) and Performance Justification

The **Budget Request Form** is designed to ensure that all funding requests are clearly aligned with organizational priorities, fiscally responsible, and supported by measurable outcomes. Each request must include the following components:

Priority #:

Assign a priority # to this request.

Purpose:

Describe the operational need being addressed, the objective of the request, and how it aligns with the City's strategic priorities. Identify whether the request is a one-time or ongoing expense.

Return on Investment (ROI):

Explain the anticipated financial, operational, risk mitigation, or community benefit. Please quantify cost savings, revenue generation, efficiencies, or service improvements. Be sure to include any offsetting revenue associated with this request.

Performance Metrics:

Identify specific, measurable metrics that will be used to evaluate success and provide accountability for results.

Consequences of Not Funding:

Outline the service, financial, operational, or compliance impacts that may occur if the request is not approved.

This structured approach **strengthens budget discipline** while ensuring resources are allocated to initiatives that deliver measurable value to the organization and community.

Priority#:

(Enter priority # in this box.)

Budget Request:

1. What is the **purpose** of this request?

Purpose and Strategic Alignment

The requesting department must clearly describe:

- The operational need or problem being addressed
- The objective of the request
- How the request supports the City's strategic goals, adopted budget priorities, or service delivery standards
- Whether the request is one-time or ongoing

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2. What are the **benefits gained** from this request?

Return on Investment (ROI) Analysis

Each request must include a measurable return on investment. ROI may be demonstrated through:

- **Financial Impact:** Cost savings, revenue generation, cost avoidance, efficiency improvements
- **Operational Impact:** Increased productivity, reduced processing time, improved service delivery
- **Risk Mitigation:** Reduction in legal, compliance, safety, or operational risks
- **Community Benefit:** Enhanced public safety, infrastructure longevity, service quality, or resident satisfaction

3. To ensure accountability, each request must identify **specific performance metrics** that will be used to evaluate success.

Metrics should be:

- Specific and measurable
- Directly tied to the stated objective
- Time-bound (e.g., within 12 months, 3 years, etc.)

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4. What are the **consequences of not funding** this request?

The request must also outline the potential impacts of non-funding, including:

- Service reductions or delays
- Increased long-term costs or deferred maintenance liabilities
- Increased safety or compliance risks
- Loss of revenue opportunities
- Negative impacts to residents or organizational performance