



DATE: March 18, 2020

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT: Review and Discuss the Proposed Mayor and City Council FY 2021 Budget and Recommend City Council Consideration and Adoption

RECOMMENDATION

That the Budget and Finance Committee reviews and comments on the proposed FY 2021 Mayor and City Council budget and narrative and recommends Council consideration and adoption.

SUMMARY

This report presents the proposed Mayor and City Council FY 2021 Budget. Staff requests that the Committee reviews and provides feedback on the goals and metrics established for FY 2021 and recommends to Council for consideration and adoption.

BACKGROUND & DISCUSSION

On May 9, 2020, the City Manager will present the proposed FY 2021 operating budget for Council consideration, with planned adoption on June 2, 2020. For FY 2021, the City Manager and Finance Director have requested that all departments develop a “status quo” budget with budget allocations equal to or below those of FY 2020, unless the increased allocation can be offset by new, verifiable revenues or a like reduction in expenditures. The proposed Mayor and Council budget was developed to comport with these guidelines.

In the FY 2020 adopted budget, an administrative error in the financial system resulted in a \$26,285 increase to the Mayor and City Council Supplies & Services budget. However, FY 2020 expenditures are aligned with and will not exceed the intended status quo budget of \$56,900. Staff have readjusted the proposed FY 2021 budget to the status quo allocation.

Annually, each department is asked to prepare a budget narrative identifying the department’s FY 2019 achievements, FY 2020 goals, and meaningful performance metrics to report on progress. The attached proposed budget narrative outlines achievements and goals suggested for inclusion in the FY 2021 budget document.

FISCAL IMPACT

Should the full Council adopt the Mayor and City Council budget as proposed in Attachment II, the FY 2021 Mayor and City Council discretionary budget will be reduced by 5.4% compared to FY 2020.

NEXT STEPS

Staff will incorporate the Committee's comments into the proposed FY 2021 budget document and present to the Council for consideration on May 9, 2020.

Prepared by: Laurel James, Management Analyst

Recommended by: Dustin Claussen, Director of Finance

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager