

City Council 2008-10 Budget Planning Schedule

Date	City Council
April 21	Adopt budget process schedule
April 28	Special City Council meeting to receive information and suggestions from: <ul style="list-style-type: none">• Staff, including staff report on issues and trends, expenditure proposals, service modifications, and revenue ideas.• City Councilmembers• Public
May 12	Priority setting workshop involving community opportunity to identify preferences in expenditures and revenues
May 19	City Council Regular meeting to provide direction to staff for draft budget preparation
June 2	Public hearing on draft budget
June 16	Adopt budget
June 30	Reserve for special meeting, if needed

City Council Budget Priority Setting Process Subcommittee
 March 14, 2008
 Notes

1. Subcommittee Framework

Purpose	To work with City staff on the Council priority setting process for the 2008-10 budget
Goal	To develop a priority setting process for the City Council to allocate available resources when there are more identified needs than there is funding to support them
Boundaries	a) Subcommittee is advisory, not decision making b) Purview is the process, not the content, of budget priorities
Resources	City staff, Commissions/Committees, Community
Timeline	Budget to be adopted by June 30, 2008. Recommended public hearing date: June 2, 2008
Constraints	Availability of staff and Council time; calendar

2. Review prior Council priority setting practices and outcomes.
 a) e.g. 2007-08 Work Plan process and outcome.

In 2007, as a mid-budget process, the City:

- *Staff prepared a report on issues/trends, suggested goals, and recommended objectives.*
- *Staff estimated the costs, the suggested priority (i.e. safety, liability, cost/benefit, opportunity, community desire), and beneficiaries to assist in the prioritization process*
- *Community members made comments and Councilmembers performed “dot voting”*
- *The outcome was a prioritized list of goals and objectives*

In prior years, staff prepared a draft budget that followed prior Council prioritization

3. Council Subcommittee concerns, issues, suggestions.

- *Sticking to priorities on an ongoing basis*
- *Not using discretionary funds for ongoing operations*
- *Critical vs. core services; needs vs. wants*
- *What costs more later if we delay; expenditure prioritization*
- *Community needs to understand constraints – can’t do everything*
- *Involving community in value choices*

Exhibit B

- *What activities could be switched to other services; ideas for saving costs*
- *Realize that sometimes expenditures on additional items are needed to maintain existing levels of service*
- *Using volunteers as opportunities arise for non-critical work*
- *Identifying potential new revenues*
- *Getting advice from a management consultant on new ways of doing things*
 - *For example, purchasing/inventory software*
 - *Developing a process that is meaningful and effective, but not too time-consuming or burdensome*

4. Discuss options for addressing concerns, issues, suggestions.

*Staff: Ideas for shifting and/or cutting activities and expenditures
Ideas for new revenues*

*Community: Understand constraints
Help Council identify values on which priorities are based*

Commissions: Are there priority needs (within their purview) that they want to see funded

5. Next steps and timeline for recommendation to City Council on priority setting process.

April 21 agenda: Report back from subcommittee and staff

Staff to identify:

- *Issues/trends in City operations*
- *Ideas for shifting activities and/or cutting expenditures*
- *New revenue ideas*
- *New expenditure ideas to maintain operations and to meet issues/trends*

Commissions to identify:

- *Recommendations for top priorities within their purview, if applicable and meeting schedule allows*

Community to identify:

- *Values/choices among priorities*
- *“Dot voting” format for public*

Council:

- *Consider recommendations from staff, commissions, and community to set priorities*
- *List new/changed expenditures in priority order; line drawn where funds end*

City Council Budget Priority Setting Process Subcommittee
April 7, 2008
Outline

Draft budget priority-setting process

April 21:

- City Council adopts budget process and schedule. Goal is to develop priorities that reflect the values of the community, concerns of the Council, and operational needs of the City, that are affordable and achievable, and to which changes are made deliberately rather than casually.

April 28:

- “State of the City” report on issues, trends, challenges, and opportunities
- Programs, projects, services for addition, change, deletion consideration
- Revenue enhancement ideas
- Council initial comments – additions or changes
- Public initial comments
- Website survey? (Depends on availability of new website)

May 12:

- Time period for public to cast “dot” votes on paper (e.g. 1 hour)
- Receive comments from members of committees and commissions
- Open up for public comment

May 19:

- Council ranks budget priorities (expenditures and revenues)

June 2:

- Public hearing on draft budget

June 16:

- Adopt budget

June 30:

- If needed