



Date: August 11, 2020
To: Mayor and Council
Copy: Pam Booker, City Attorney
From: Ken Cassel, City Manager
Subject: Budget Workshop Discussion

Memorandum

The revised budget information presented is based on comments from the Council to ensure we are looking a budget that will provide the proper level of service with the goal not requiring developer funding after the 2023 budget year. Keeping this in mind, I have reviewed each line item and proposed additional reductions in the line items where it will not adversely impact our ability to provide services to the residents.

The budget document is formatted with three columns for the 2021 budget year. The first column (2021 proposed) is the information presented at the last Council meeting. The second column (2021 revised) is the latest recommendations for where cuts can be made (highlighted in yellow). The last column (2021 Final) is final proposed budget with any changes the Council applies to the highlighted areas. This column will be the basis for completion of the overall budget presentation at the budget public hearing in September.

Also included is the comparison spreadsheet that was circulated at the last meeting which compares various municipalities departments with the City's proposed budget.

With a totally contracted city it is difficult to do a line by line comparison of other municipal budgets. My accounting staff has done the best they can in ferreting out the information from the other municipal budgets utilized for the comparison.

The one area where I have not proposed any changes is the City Attorney's department. The numbers in the City Attorney's lines are based on current invoicing and the proposed increase from the City Attorney. The City Attorney's budget line items are highlighted in blue with the revised and final budget columns for the Council to determine the appropriate numbers.

Under our current organizational structure, the City Manager has little or no ability to determine what the City Attorney is involved in. The City attorney is independent to determine what they are involved in. The City Attorney works directly for the City Council, as such the budget and what the attorney is involved in is the direct responsibility of the Council. Therefore, it is the Council's responsibility to set the budget and provide direction. The City Manager and accounting staff's responsibility is to ensure the invoices are paid and expenses tracked as part of the overall adopted budget.

I look forward to discussing the budget with the Council in preparation for the public hearing and upcoming year.