

## **BUDGET COMMITTEE**

### **REPORT OUT FOR: CITY COUNCIL MEETING OF JUNE 18, 2024**

Below is a recap of items discussed, recommendations, follow up and next meeting dates:

Discussed consideration for funding for:

- Assets such as: Office Furniture/Computers/Fixed Monitors for Meetings – Request was to review and create a plan similar to capital asset plan
- Next Steps: Staff to review/assess assets (Responsible Department: City Manager)

Public Works/Engineering Reorganization:

- Both committee members support the creation of the Public Works/City Engineer Job Description.
- Next Steps: Item to be forwarded to full Council for review (Responsible Department: City Manager/Assistant City Manager)

Community Center Budget Request: \$53,800 bridge request and \$70,000 for building repair

- Vice Mayor Zollman recommended this be part of the overall budget discussion
- Councilmember Maurer supported the request and recommended the Council hear the item earlier than overall budget discussion
- Next Steps: No Consensus from Committee Members; City Staff to bring the request forward to the agenda review committee (Responsible Department: City Manager and Public Works)

New Budget Form Format:

- Committee members requested a memo from City Manager outlining the reasons for the new memo
- Committee members requested additional narratives/explanations for each line item describing the item; and more detailed information

City Council Goals – City Manager stated that although he was not including additional funding for goals setting, a typical cost for goal setting may cost upwards to \$25,000

- Both Committee members were not supportive of \$25,000 for goals setting (it is currently proposed in the budget for \$10,000)
- Recommended a mini goals session
- Requested the City Manager provide information as to what would not be accomplished with a mini goals setting session

Park Village and other Contracts:

- Committee members requested if contracts were moved from one department to another (such as Park Village from non-departmental to a specific department (such as council) why was this change made; what is the merit in making this change; why is recommended to be in the Council budget; requires more narrative for items such as this

City Council conferences:

- Vice Mayor Zollman recommended all five councilmembers be funded for conferences; additional narrative as to the cost for each conference per person;
- Councilmember Maurer was supportive of three councilmembers to attend the League Conference for New Mayors and Councilmembers

Requests from Budget Committee:

All budgets to return to the budget committee for final review

Budgets reviewed today are not finalized by the committee and need to return for additional review

Additional and detailed narratives requires

Memo explaining format required in advance of the next budget committee meeting

Request cover sheet on the agenda that lists:

- Item
- List of the backup documentation
- Grid with detailed narratives
- Attachments labeled

**It is the goal of the Budget Committee to conduct Budget Hearings at the City Council Meeting of July 16, 2024.**

Dates for Future Budget Committee Meetings:

June 13th	10:00
June 24th	9:00
June 25th	9:00
June 26th	9:00
July 1st	9:00
July 2nd	9:00
July 8th	9:00
Jul 9th	9:00
July 10th	10:00

**Moving Forward; the City Budget Committee will provide a Written Recap of the Budget Meetings at each City Council Meeting**

**The Budget Committee strongly encourages all council members to review this recap, all subsequent report outs, and when all associated budget documents are provided (such as the transmittal letter with the final proposed budget along with associated materials in detail) prior to the meetings to facilitate a thorough and informed discussion. Please pay particular attention to the 'Explanation and Impacts' column, as it outlines the reasons behind budget changes and their potential effects on city operations. Understanding these details is crucial for maintaining transparency and making informed decisions that best serve our community.**

**If you have any questions or require further clarification on any section, please do not hesitate to contact Don Schwartz, City Manager and/or Mary and Ana**