

TO: City Council

FROM: James L. App, City Manager

SUBJECT: City Council's Biennial Goal Setting

DATE: February 1, 2011

NEEDS: For the City Council to confirm need and date for 2011 City Council goal setting.

- FACTS:**
1. The City Council meets every other year to establish goals for the future.
 2. The biennial goal setting follows each regular City Council election and precedes finalization of the City's 2-year budget/4-year financial plan.
 3. The Council's goal setting process typically is highly inclusive soliciting input from residents, community groups, Advisory Bodies, and City staff.
 4. Public participation involves many months of data accumulation and organization. The process typically begins in October.
 5. A number of reports presenting goal accomplishments, finances, resource availability, etc. are prepared to inform goal setting considerations.
 6. Goal setting is typically facilitated by an outside party.
 7. The process includes at least one day-long workshop and three public discussions/hearings.
 8. Historically, the goal setting process runs October through early March, requires hundreds of City staff hours, and approximately \$10,000 to complete.
 9. In October 2010 the City Council expressed interest in reviewing goals in the Spring of 2011, but directed it be only a one-day (Saturday) and unfacilitated workshop.
 10. Preliminary calendaring indicates Saturday March 12, 2011 is a viable option.

ANALYSIS &

CONCLUSION: Every two years the Council establishes short-to-mid-term goals for the City organization. The goals provide direction to the biennial budget and 4-year financial plan.

Extreme recession impacts required the City to modify its normal budget. Every six months a comprehensive multi-year financial forecast is presented documenting estimated revenues, operating losses, diminishing reserve balances, and reductions in

staff and services. The twice annual forecasting has supplanted the normal biennial budget process. More importantly, financial realities limit funding for new initiatives.

It is logical, therefore, to confirm the City Council's wishes to proceed with goal setting. And, if desired, to set a date

POLICY

REFERENCE: Council Goals; Fiscal Policy.

FISCAL

IMPACT: The Saturday workshop will require staff participation and support. Overtime costs will be kept at a minimum. Some minor costs for refreshments may also be incurred. Expenses would be appropriated from General Fund reserves.

- OPTIONS:**
- A. City Council Confirm Need and Date for Biennial Goal Setting.**
 - B. Amend, Modify, or Reject Option Above.**