



Agenda Statement

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Title: Discussion Item: Proposed Schedule for Department Reports to Council
Sponsors: City Council
Indexes:
Code sections:
Attachments: 1. 2020 Reporting Schedule

Date	Ver.	Action By	Action	Result
2/18/2020	1	City Council	received and filed	

ITEM TITLE:

Discussion Item: Proposed Schedule for Department Reports to Council

SUBMITTED BY: Mark Detter, City Manager

FISCAL NOTES:

Expenditure Required: n/a
Unencumbered Balance: n/a
Funding Source: n/a

RECOMMENDATION:

Review and provide feedback

SUMMARY STATEMENT:

- Management seeks to establish a schedule for regular, recurring operational and financial reporting to Council.
- Most departments currently present regular annual reports. This schedule formalizes the timing Citywide.
- The schedule includes projects-prioritization workshops (February) and Council goal-setting workshops (June-July).
 - There are four proposed workshops (excluding October budget workshops)
 - The remaining items are contemplated as regular-meeting agenda items

- **Purpose:**

- Improve Council's understanding of operations and provide a venue to establish service level objectives, analyze performance metrics, and articulate directives to management.
- Formalize reporting expectations for current and future management.
- Provide a venue outside of budget workshops for Directors to discuss accomplishments, goals, and issues, and to present programming initiatives and resource requests.
- Provide financial context to Director/Department reporting by including a quarterly discussion of internal financial statements
- Facilitate the transition to biennial budgeting