



## Legislation Text

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**File #:** 20-0076, **Version:** 1

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**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