

Commission Letter #: 019-11B

Commission Meeting: January 24, 2011

RE: **Establishment of City Commission Strategic Financial Planning (Goal Setting) Meeting**

January 20, 2011

The Honorable Mayor  
and  
Members of City Commission

When we initially proposed adopting a two year budget, one of the advantages touted was the time that would be saved by not going through a complete budget process every year. In a more stable economic environment, that may work. However, in these uncertain times, we find it necessary to approach the multi-year budget as a "rolling budget." That is, we adopted a 2010-2012 budget last June and we propose to adopt a new 2011-2013 budget this June and we propose to go through a complete budget process to develop the new plan. In fact, we will attempt to go further this year and develop a complete capital improvement plan as well.

The City Manager and I would like to start the budget process with a strategic financial planning session with the City Commission to guide the development of the budget. We are asking you to schedule a special meeting for this purpose.

It is recommended that a presentation and discussion of the economic outlook occur prior to the discussion on vision and mission statements, goals, objectives and policies. Because of the significant effort the City leaders contributed to the establishment of the vision and mission statements last year, I anticipate that the City Commission will merely review this year and not significantly change the statements. With the continuation of bad financial news and possibly changing expectations, I anticipate the Commission may spend some time reviewing and changing the current goals and objectives.

Additionally, I recommend that the City Commission review its financial related policies (budget document pages 31-38) during the strategic planning session. This will allow for the administration to incorporate any changes in policy into the proposed budget, as opposed to after the May budget workshops.

The administration must begin preparing the budget by early March, therefore it is requested that the City Commission adopt the City's vision statement, mission statement, goals, objectives and policies by February 28, 2011.

We would prefer to do this as a Saturday morning session away from City Hall because that environment has proven to be very conducive to an informal goal setting discussion but it could be done at an evening meeting if that is preferred. A calendar of other scheduled City meetings in February that may cause conflicts is attached.

Additionally, the tentative budget workshop dates are scheduled for May 9, May 11 and May 17, 2011. Should these dates not be suitable for the Commission, please advise as soon as possible so alternative dates can be established.

Respectfully submitted,



Julie Rudd  
Director of Finance

Approved,



Donald E. Johnson  
City Manager