

Budget Guiding Principles for 2020-21

1. The City Manager will present a 2020-21 budget that is structurally balanced and balances the City's delivery of essential services to the community with the resources available;
2. The budget will sustain essential services (Police, Fire, Public Works), as needed, to support the City's core mission;
3. Staff will analyze all existing services and target proposed service reductions or eliminations, if necessary, in those areas that are least essential;
4. The vacancy review program whereby the City Manager reviews and approves all requests for filling vacant positions prior to any recruitment efforts will remain throughout the year;
5. If needed, recommended reductions will seek to minimize service reductions, but when service reductions are required, the impact will be identified as accurately as possible;
6. Funding for training and professional development will be funded as necessary to fulfill job or grant requirements. Where practical, training will be provided on a rotational basis over multi-years. Training paid by grants or other funds not supported by the General Fund is unrestricted if budgeted;
7. Staff will actively pursue, at budget time and throughout the year, alternative service delivery methods, efficiency improvements, innovations, and elimination of service duplications;
8. Fees will be reviewed and revised based on full cost recovery where individuals/businesses rather than the community at-large are benefiting from City services. This preserves limited unrestricted resources for providing services that benefit the community as a whole;
9. One-time resources shall not be used for current or new ongoing operating expenses— one time revenue for one-time expense only, however, first consideration for the use of one-time revenue will be the restoration of fund balance to meet the Fund Balance Policy requirements;
10. New facilities or programs will only be considered if there is no new impact on the City's General Fund or for which a new funding source exists or an existing service is sufficiently reduced to cover the cost of the new facility or program;
11. If additional, ongoing resources are identified, the prioritization of use of these resources will be presented separately to the City Council. Staff recommendations will be consistent with the Fiscal Sustainability and Fund Balance policies and long-range planning;
12. Any purchase of property recommendation must identify and include funds for the maintenance and oversight of the property until the final use is achieved; and;
13. City staff shall seek out, apply for, and effectively administer federal, state, and other grants that address the City's priorities with emphasis on restoring reduced service levels.
14. Items 5 and 12 of Section IX (Capital Improvement Program and Asset Replacement) of the Fiscal Sustainability Policy requiring a dedication of General Fund revenue to the Capital Improvement Program and the initiation of a vehicle and major equipment Replacement Fund will be suspended only if the 17% General Fund Fund Balance Policy level has been achieved.