

## Legislation Details (With Text)

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<b>Title:</b>	2020-2021 Council Work Plan Update		
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Date	Ver.	Action By	Action	Result
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Agenda Date: 07/14/2020

Subject:  
2020-2021 Council Work Plan Update

Prepared By: Samma Fox, Assistant to the City Manager

### PURPOSE:

To update council on changes to the 2020-2021 Work Plan.

### PRESENTATIONS:

**Staff Presenter(s):** Mark Relph, City Manager and Samma Fox, Assistant to the City Manager

**Additional Presenter(s):** N/A

### SUMMARY:

Typically, the process for council to approve its annual goals and objectives starts with a workshop or retreat at the beginning of the year. Council had that workshop January 31 - February 1. Following the workshop, staff develops a work plan which includes action steps and a schedule. This work plan is then presented to council for review and approval with the last step being a resolution of adoption usually in April.

The city will see lasting impacts from the pandemic and will have significant work ahead to meet immediate needs and reallocate resources to maintain services in the longer term. As a result, staff has revised the work plan and provided an initial update in April. This presentation is a second update and will provide an opportunity for council to discuss short-term rentals and solid waste

### PRIOR ACTIONS OR DISCUSSIONS:

- The 2020-2021 Work Plan is a carryover from the 2019-2020 Work Plan
- The work plan was reviewed during the 2020 Council Workshop (Jan. 31- Feb. 1)

- The work plan was reviewed and discussed at the April 14, 2020 Study Session
- Council's 2020 -2021 Goals and Objectives were adopted April 21, 2020

## **ANALYSIS:**

### Staff Analysis

COVID-19 response, including maintaining core services in this new environment, is taking up significant staff capacity, and this demand will continue for some time as lasting impacts and financial scenarios are considered. Staff believes monthly monitoring of sales tax receipts is necessary in order to gain a better understanding of the city's financial future.

As a result, staff no longer has the capacity to complete the 2020-2021 Council Work Plan as originally proposed at the workshop earlier this year. This study session represents a second update to the work plan impacts and is a chance for council to re-confirm priorities. Staff will continue to evaluate capacity and bring forward items for discussion in both the budget process and the 2021 council workshop.

The normal budget preparation process for the development of the 2021 budget would have begun in May for staff, with council involvement in August and September. Due to the financial impacts of COVID-19, the fiscal triage of the pandemic will now blend into the 2021 budget process. Staff is currently working through a revised and compressed budget process, which further reduces the capacity of staff to accomplish the original work plan in the short term.

### Fiscal Impacts

Staff will continue to re-evaluate the work plan as additional financial information becomes available and provide an update to fiscal impacts during the 2021 budget process.

### Alternatives

N/A - This presentation is an informational and staff seeks council confirmation on work plan priorities. Staff asks council to consider resource limitations as potential additional priorities are considered.

## **STAFF RECOMMENDATION:**

N/A