



Administrative Report

F.3., File # BF20-1234

Meeting Date: 8/13/2020

To: BUDGET AND FINANCE COMMISSION
From: MARNI RUHLAND, FINANCE DIRECTOR

TITLE

RECEIVE AND FILE THE BUDGET AND FINANCE COMMISSION'S TENTATIVE CALENDAR FOR THE REMAINDER OF 2020

EXECUTIVE SUMMARY

Attached is a tentative 2020 calendar for the Budget and Finance Commission that lists the major topics to be discussed each month.

BACKGROUND

With the recent City Council direction for the Budget and Finance Commission to meet monthly, staff has prepared the attached tentative 2020 calendar. The major topics to be discussed each month include the outstanding referrals to staff made by both the City Council and the Commission.

Updates to the calendar are monthly subcommittee reports, the August 13, 2020 Commissioner biographies item, and the November 12, 2020 internal controls update.

COORDINATION

To keep the Commission abreast of the outstanding referral items, this calendar is now included on all Budget and Finance Commission agendas with updates as needed. However, it should be noted that with the FY 2020-21 budget's deauthorization of two positions in the Financial Services Department (Administrative Analyst and Office Specialist III), staff time available for additional Commission referrals will be limited as the Department strives to just complete the work required for its day-to-day operations. There may be times additional referrals will have to be declined.

FISCAL IMPACT

None.

ATTACHMENTS

Tentative 2020 Calendar