

**Lake City Common Council  
Retreat Workshop  
March 14, 2016  
Council Chambers  
5:00 p.m.**

Members Present: Mayor Joel Beckman, Andru Peters, Mary Lou Waltman, Greg Schreck  
Mark Spence, Russell Boe, Randy Klipfel (arrives 5:25)

Members Absent: None

Staff Present: City Administrator Mark Sievert, City Clerk Kari Schreck,

Mayor Beckman called the meeting to order at 5:00 p.m.

The budget process starts with approving the 2017 budget calendar. The 2017 budget calendar was approved at the February 8, 2016 Council meeting. The next step is for the members of the Council to establish the expectations for the revenues and expenditures for the 2017 calendar year by which the department heads can prepare recommended budgets for 2017 for their areas of responsibility. The Council establishing the 2017 budget directives is crucial to the budget process because it provides department heads with the framework to prepare budgets that are in line with the stated expectations.

Council discussed many areas for department managers to review some of those are:

Cost of normal operations

What should the city be doing/ cost of additional services- prioritize

Department heads identify if cuts are necessary, what would they cut?

Prioritize your department

Set aside money for a project

Keeping street projects up to date.

Layered project proposals

Staffing levels—explain the “why” organizational chart

FTE levels by department

**Motion Waltman, second Schreck to adjourn at 5:55p.m. All ayes 7-0-0.**

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Joel T. Beckman, Mayor

ATTEST:

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Kari Schreck, City Clerk