



## SHAKER HEIGHTS

**City Council Agenda  
Via Zoom Due to COVID-19  
Public Health Emergency  
Monday, August 10, 2020 at 7:00 pm**

**For the safety of staff and residents, in-person attendance is not permitted. Join the Zoom meeting as a viewer or listener from a PC, Mac, iPad, iPhone or Android device. Join online at <https://zoom.us/j/99521998623?pwd=elJwdTIqVDM1SkpwL1pXOVICRUZHQT09> Password: 33553400: Description: Joint Council/Finance Committee Work Session; or join by phone at 833-548-0282 (toll free); Webinar ID: 995 2199 8623; Password: 33553400. International numbers available at <https://zoom.us/u/ahwKbeuA>.**

### **Joint Council Work Session with Finance Committee**

1. 2021 Budget Process.  
-Finance Director John Potts

Documents:

[COUNCIL PRESENTATION - 2021 BUDGET PLAN.PDF](#)

2. Diversity, Equity and Inclusion Framework.  
-Mayor David E. Weiss

Documents:

[2020-08-04 SHAKER HTS DEI FRAMEWORK V 3 08-10-2020.PDF](#)

*To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.*



SHAKER HEIGHTS

# 2021 Budget Plan General Fund

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CITY COUNCIL WORK SESSION

JOHN POTTS, DIRECTOR OF FINANCE

AUGUST 10, 2020

# Issues & Considerations

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- The full COVID-19 impact to the current year income taxes, property taxes, and other significant revenue sources will not be determined until later in the year.
- In the past, a budget would have been prepared based on a starting point of the prior year actuals. What will make the 2021 Budget a bit more difficult is the uncertainty of our current financial condition as we continue to move through 2020.
- The national, state and local environments continue to be significantly impacted by the pandemic. It is very unclear when everything will truly begin to “normalize”.
- We will be moving through our typical budget season without all of the necessary answers to make informed and final decisions on one budget for next year due to the uncertainty with current City finances and the COVID environment.
- Building one budget and likely needing to start again multiple times will be too time consuming and resource intensive. Essentially we need a different approach this year.

# Preparation

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- There will be a need to prepare multiple revenue budgets (e.g. status quo, worst case scenario, etc.).
- Based on budgeted 2021 revenue scenarios, we will likely need multiple expenditure budgets (personnel, other, transfers) to mirror up to our revenue scenarios.
- The plan would be to build a revenue budget on higher level line items with three scenarios similar to how we drafted the Revenue COVID-19 impacts.
  - Scenario assumptions would be explained and up for discussion during the process.
- An expenditure budget would be built to correspond to the respective revenue budget.
  - Main concentration will be put on personal services (payroll/personnel).
- Transfers (capital, etc.) will also be an integral component of the budget and built into the three scenarios to match up with revenues.

# Capital

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- As a reminder, the 2021 Capital Plan is funded with 2020 revenues.
- There are capital projects that were paused this year. We will reassess those projects in conjunction with reviewing the 2021 capital projects from current 10 year Capital Plan. The more we learn about the impact to revenue later this year, the better we can plan 2021 capital.
- The 2021 capital budget will also need to be built based upon the revenue/expenditure scenarios.
- A final Capital budget will be selected near the end of the proposed budget timeline when the appropriate budget is selected.

# Proposed Timeline – Aug to Oct

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## **AUGUST 10<sup>TH</sup> COUNCIL WORK SESSION**

- Review the proposed budget plan methodology (with Finance Committee).
- Develop templates for the budgeted revenue scenarios and work on assumptions.
- Develop templates for the budgeted expenditure and transfer scenarios that should match revenues.

## **SEPTEMBER**

- Compile and refine assumptions and scenarios. Prepare all budgets.

## **OCTOBER 13<sup>TH</sup> COUNCIL WORK SESSION**

- Present all 2021 Budget scenarios (3 revenue, 3 expenditure, 3 capital) to Council.

# Proposed Timeline – Nov to Jan

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## **NOVEMBER**

- November 9<sup>th</sup> Council Work Session – **Select** one of the three proposed revenue scenarios along with the corresponding expenditure/transfer budget that will match.
- November 23<sup>rd</sup> Council Meeting – 1<sup>st</sup> Presentation of 2021 Budget (Operating & Capital).

## **DECEMBER**

- December 7<sup>th</sup> Council Work Session – 2<sup>nd</sup> Presentation
- December 21<sup>st</sup> Council Meeting – 3<sup>rd</sup> Presentation and Adoption of 2021 Budget Ordinances.
- Finance Department to push the adopted budget into the MUNIS financial system.

## **LATE DECEMBER/EARLY JANUARY**

- A condensed Budget Book will be compiled (2021 Bud with assumption versus 2020 Act).

# Other Funds

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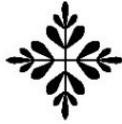
- All Other Fund Budgets (not General Fund) will be built in a similar fashion as prior years.
- There will not be multiple scenario budgets for the other funds.



SHAKER HEIGHTS

Questions?

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# SHAKER HEIGHTS

## Shaker Heights

### Diversity, Equity and Inclusion (DEI) Framework

- I. Goal / Vision.
  - a. Definitions.
  - b. Language.
  - c. Update Vision Statements
    - i. Police
    - ii. City
    - iii. Others
  - d. Integration of DEI with other City “Goals” (others include: Effective, Cost-Efficient Gov’t; Vibrant Commercial & Retail Development; High Quality, High Functioning Neighborhoods; Attractive, Desirable Quality of Life)
- II. Pillars
  - a. Community Engagement.
  - b. Equity Lens: Policing.
  - c. Equity Lens: Other City Services/Programs.
  - d. City Staff / Management Team / Council Engagement.
- III. Pillar Details.
  - a. Community Engagement.
    - i. Diverse Training/Learning/Input Opportunities.
    - ii. Engagement with Schools & Library.
    - iii. Resident Advisory Council.
    - iv. Engagement with Community Organizations
      1. (e.g., Human Relations Task Force Subcommittee; S.A.M.S.; New One Shaker; Neighborhood Ass’ns; Minorities Together Movement/S.H.A.R.C.; others).
    - v. Engagement of diverse and broad-base of community.
  - b. Equity Lens: Policing Policy Review.
    - i. Chief review.
    - ii. Supervisory Officer review.
    - iii. CALEA Standards review.
    - iv. Union Review (if applicable).
    - v. Law Dept. Review.
    - vi. Mayor/CAO review.
    - vii. Council Committee review (Safety & Public Works Committee).
    - viii. Community/Public Comment/Input.

- ix. Obama Pledge Process – Use of Force Policy (Review Existing Policy; Engage Community; Report Findings/Seek Feedback; Reform Policy)
- x. Topics:
  - 1. Governor’s Reform Proposals.
  - 2. Campaign Zero / 8 Can’t Wait.
  - 3. Just Society Proposal (Minorities Together Movement).
  - 4. Others.
- c. Equity Lens: Other City Services/Programs.
  - i. Topics (select examples).
    - 1. Mental Health Response Team.
      - a. Internal Team (CAO, Police, Fire, other).
      - b. Current Programs.
      - c. Regional Approach (e.g., HHCC, other)
    - 2. Hiring Practices.
      - a. Internal Team (HR, CAO, other)
    - 3. Procurement.
      - a. Internal Team
    - 4. Others.
  - ii. Director Review.
  - iii. Union Review (if applicable).
  - iv. Law Dept. Review.
  - v. Mayor/CAO Review.
  - vi. Applicable Council Committee Review.
    - 1. Administration Committee
    - 2. Other.
  - vii. Community/Public Comment/Input
- d. City Staff / Management Team / Council Engagement.
  - i. Retreat.
    - 1. August 2020.
    - 2. Future.
  - ii. Training.
    - 1. Type.
    - 2. Timing.
    - 3. Cost.
  - iii. Ongoing Engagement
    - 1. Community.
    - 2. Other.
  - iv. Undertake “Current Assessment.”
    - 1. Engage Consultant.
    - 2. Timing.
    - 3. Cost.
  - v. Engagement w/ Schools & Library.