FOR BUDGETING DURING A CRISIS

UNDERSTAND THE NEXT SIX TO 18 MONTHS
Forecast how revenues will be affected by the pandemic-induced economic downturn.
Develop a range of scenarios (i.e., no recession forecast; recession forecast) tied to assumptions (i.e., magnitude and duration of losses, by source by fiscal year; pre-recession growth rates by revenue source) about the downturn’s severity.
Determine how soon General Fund resources might be depleted.

REDUCE SPENDING
Reduce capital asset investments.
Defer some purchases.
Improve capital project management.
Reexamine maintenance and replacement standards

FIND NEW RESOURCES
Increase interfund charges where there is a case for it.
Reassess internal service fund and cost allocation formulas.
Redesignate general fund reserves.
Consider monetizing assets.
Implement new or revised, fees where appropriate.
Consider short-term borrowing.

REDUCE MATERIALS OR CONTRACTOR COSTS
Close facilities where social distancing isn’t possible.
Eliminate lower-value or no-use programs.
Review contractor costs and re-negotiate, if possible.

COMMUNICATE AND ENGAGE
Use video conferencing, Facebook Live, and other technology to keep your elected officials, employees, and community members informed and to receive feedback.
Technology allows new voices to participate.
Use social media and your community’s website to provide updates.

SUPPORT DECISION MAKING
Understanding impacts to revenues and possible scenarios is key to good decision-making.
Solutions supported by governing body form the basis action.