

## Jennifer Nolan

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**From:** Jennifer Nolan  
**Sent:** Monday, November 16, 2015 6:25 AM  
**To:** Ben Rector; bigsteward@gmail.com; cmcg216@gmail.com; Eric Keck; harveypratt1@MSN.com; 'jhmoore50@gmail.com'; Joe Jefferson; 'Linda Olson'; Michael Flaherty; Shelley Becker  
**Subject:** FW: Novmber 2n Srudty Session

Hi There,

I am forwarding the below email containing the minutes from the November 2<sup>nd</sup> City Council Study Session discussing the continuation and role of the Budget Advisory Committee.

Thanks,

Jenny

**From:** Harvey Pratt [mailto:harveypratt1@msn.com]  
**Sent:** Sunday, November 15, 2015 8:02 PM  
**To:** Jennifer Nolan  
**Cc:** Steven Ward  
**Subject:** Novmber 2n Srudty Session

Hi Jenny  
Steve had not made any correction. Please send out.

Thanks for your help.

Harvey

# NOVEMBER 2, 2015 CITY COUNCIL STUDY SESSION BUDGET ADVISORY COMMITTEE

Mayor Randy Penn led the Budget Advisory Committee (BAC) discussion and followed the outline in City Manager Keck's memo.

Mayor Penn asked Steve and myself for comments, I made a few comments and said that all members of the BAC were very interested in the City Council thoughts and were also concerned about the sunset provision in 2016.

Jill Wilson said the BAC input was invaluable and many other members agreed. Jill went on to say that she did not think a council liaison was necessary and the BAC should work closely with the financial services Director and staff.

Joe Jefferson, Linda Olson and Bob McCaslin disagreed and said the council liaison was important and Bob commented that all committees had a council member present.

Joe Jefferson said it was his opinion that the BAC report to the City Council should be done earlier, and there was general agreement that it would more helpful. Steve Ward said that it is almost impossible to do the report sooner as the BAC does not get the final Budget information until the BAC report to council is due. There was some discussion regarding the possible of providing the Budget sooner and although in the past the council did not want the BAC to have information before the council. I (Harvey) explained that if the BAC had prior Budget information it would not be held in confidence.

Sunset Extension: There seem to a general consciences that an extension would be appropriate and could be done by the current council. Steve Yates said that if the BAC was extended for 4 more years then he felt it would be time for the BAC to decide if the current structure was effective or if changes might be needed.

Public Education: Joe Jefferson spoke in favor and had suggestions of how it might work. I said the previous attempt with Englewood Citizen Budget was only marginally successful and with the BAC were to try again financial support from the council would be necessary. Steve Yates ask why a small section in every Englewood Citizen could not be devoted to the BAC comments.

Quarterly Updates: After some discussion it seemed as most council members were in favor, although at the start of the discussion Mayor Penn was not in favor. At the end of the discussion Mayor Penn changed his mind and supported the idea of quarterly reports.

Priorities: City Manager Keck addressed the council regarding the need for them to give the BAC what the council thought the priorities should be short and long term.

I hope this is helpful to understand what Steve and I understood from the study session.

Harvey

City of Englewood, Colorado  
2016 Budget Calendar

Time Frame	Task	Department(s)
January - April, 2015	Review and calculate revenue projections for General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds	FAS
April, 2015	Priority Based Budgeting completion of Fiscal Health and Program Inventory workbooks	All Departments
May-June, 2015	Update Department Service Enhancement and Capital Request Forms	All Departments
Week of May 11, 2015	Distribute Divisional Budget workbooks, budget pages in network folders.	FAS
Week of May 25, 2015	Budget Training on Completing the Excel Budget Workbooks and the Word Budget Pages	FAS
June , 2015	Information Technology Related Service Enhancement and Capital Request forms due to IT Manager	All Departments
June 29, 2015	2016 Budget Kickoff with City Council - Overview of Five Year Forecast, Long Term Asset Reserve (LTAR) and preliminary Budget Discussion	All Departments
July , 2015	Service Enhancement and Capital Request forms returned to Revenue and Budget Office	All Departments
July 6, 2015	Departments submit <b>proposed</b> budget workbooks and budget pages to Budget Office.	All Departments
July , 2015	Study Session-June 2015 Financial Report (Revenue and Expenditure Update) Study Session-Discuss status of 2015 and the Proposed 2016 Budget	FAS
Weeks of July 13, 2015 through July 27, 2015	Departments review budgets workbooks and budget pages with CMO	All Departments
August 10, 2015	Proposed Budget Discussed with City Council	All Departments
August 24, 2015	Follow-up of Proposed Budget Discussed with City Council	All Departments
August , 2015	Study Session-Discuss Proposed 2015 Budget	All Departments
Week of August , 2015	CMO finalizes PROPOSED BUDGET; Finalize Budget Pages for Proposed Budget	CMO/FAS
July - Aug 31, 2015	Proposed Budget document prepared, Budget Overview prepared. Provide the City Attorney's Office with DRAFT Ordinances for the Budget, Appropriation and the Mill Levy	FAS
August 26, 2015	Publish on Official City Website the time & place of Budget Hearing (Charter Article X Part I Budget §87)	FAS
August 28, September 4 and 11, 2015	<i>Publish in the Herald the time &amp; place of Budget Hearing (Charter Article X Part I Budget §87)</i>	FAS
September 8, 2015	<i>Proposed budget to Council (legally required by September 15 - Charter Article X Part I Budget §82)</i>	FAS
September, 2015	Study Session Preliminary Budget Review 6-9pm (Tentative)	All Departments
September 14, 2015	Budget Advisory Committee Delivers to City Council an Annual Report regarding its findings and recommendation of the Proposed Budget	BAC
September 21, 2015	<i>Public Hearing (Charter Article X Part I Budget §87)</i>	CMO
September 28, 2015	Budget Workshop - 6:00pm to 9:30pm	All Departments
Oct 1 - Dec 31, 2015	Produce and Distribute Budget Document (including the Colorado Department of Local Government and GFOA)	FAS
October 5, 2015	First Reading: Introduce bills for ordinances-Mill Levy, Budget and Appropriations (Charter Article X Part I Budget §89-90)	FAS
October 19, 2015	Second Reading: Introduce bills for ordinances-Mill Levy, Budget and Appropriations (Charter Article X Part I Budget §89-90)	FAS
December 8, 2015	Final Assessed Valuation from Arapahoe County	FAS
December 15, 2015	<i>Certify Mill Levy to Arapahoe County</i>	FAS

PLEASE NOTE: Bold/Italic dates are legal requirements by Charter or State Statute.

BAC - Budget Advisory Committee

CMO - City Manager's Office

FAS - Finance and Administrative Services

