



WORK SESSION MEMORANDUM

Work Session Date: August 06, 2018 at 6 p.m.
City Council Chambers
448 East 1st Street, Room 190
City of Salida, Colorado

To: Mayor and City Council

Re: City Council Work Session

- I. **Update on Future 50: Revision the Rainbow** (Bud Tymczyszyn)
- II. **City Administrator Hiring Process** (Harry Brull)
- III. **Budget Retreat Discussion** (Theresa Casey)



To: Mayor Wood and City Council
From: Theresa Casey, Interim City Administrator
Date: August 6, 2018
Re: Administrator Hiring Process, 2019 Budget Retreat

Administrator Hiring Process:

Attached you will find a candidate rating sheet. Please rate your top four candidates with a 1 through 4. If you wish to go deeper than four please do so. During the meeting we will tabulate the top several candidates and determine whom to invite for interviews.

Please remember to refer to candidates only as numbers, no names.

The top several will be invited to interview on August 21 and 22. Attached is the proposed interview schedule for up to 8 candidates. The City, as a matter of course, does pay the travel expenses of those invited to interview.

2019 Budget Discussion:

Staff is trying to determine a date for a City Council/Staff Budget Retreat. Please bring your calendars.

Dates to consider:

Thursday, August 23 9:00-1:00

Friday, August 24 9:00-1:00

Tuesday, August 28 9:00-1:00

Tuesday, September 4 9:00-1:00 (Worksession at 3 or 4:00 and Council at 6:00pm)

Tuesday, September 11 9:00-1:00

Monday, September 17 9:00-1:00 (Worksession at 6, Draft Budget will be presented to Council)

Other dates?

Attachments:

Administrator Interview Schedule

Council Spreadsheet

Proposed Budget Calendar

City Administrator Interviews

Tuesday, August 21

TIME	Mayor/Council	Department Heads	Staff
9:00	Orientation		
10:00	1	Orientation	
11:00	2	1	Orientation
1:00	6	2	1
2:00		6	2
3:00			6

Wednesday, August 22

9:00	3	4	5
10:00	4	5	3
11:15	5	3	4
1:00	7	8	
2:00	8	7	
3:00			7
4:00			8

City Administrator Selection
August 6, 2018

	1	2	3	4	5	6	7	Total
Candidate								
#1								
#2								
#3								
#4								
#5								
#6								
#7								
#8								
#9								
#10								
#11								
#12								
#13								
#14								
#15								
#16								
#17								
#18								
#19								
#20								
#21								
#22								
Council, please rate your top four candidates by number. If you wish to rate further than four, please do so.								

2019 Budget Calendar

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 Add location of
spreadsheets to box #1

Meeting #1	July 19, 2018 Thursday 10am - noon	Budget kick-off meeting – All departments <ul style="list-style-type: none"> ➤ Budget worksheets handed out – numbers through June 30, 2018 ➤ Total of 4 initial work sessions scheduled – all may not be needed ➤ Denman Benefit Consulting ➤ Discuss across the board increase to budget ➤ Personnel, Operating, and 5-yr Capital ➤ Finance will fill in salaries, wages, taxes, and benefits
Worksheets Due	August 2, 2018 Thursday	Worksheets due back to Finance. <ul style="list-style-type: none"> ➤ Capital, operating, and staff
	August 3, 2018 Thursday	Finance begins to code in the budget requests <ul style="list-style-type: none"> ➤ Working with Theresa and individual department heads
Meeting #2	August 9, 2018 Thursday 10am – noon	Budget meeting – All departments <ul style="list-style-type: none"> ➤ Review Capital items, ➤ operating, and ➤ staff requests
Meeting #3	August 16, 2018 10am - noon	Budget meeting – All departments
	September 12, 2018 Thursday	Jodi meets with Theresa <ul style="list-style-type: none"> ➤ Specific review of the budget as a whole ➤ Follow-ups with departments as needed in the following days
	September 17, 2018 Monday	Work Session <ul style="list-style-type: none"> ➤ Working Rough Draft handed out to the council
Meeting #4	September 27, 2018 Thursday	Budget meeting <ul style="list-style-type: none"> ➤ Follow-up with results, comments, questions
	October 2, 2018 Tuesday (Regular council meeting)	<u>PRESENTATION to the Council – 1st Council Meeting</u> <ul style="list-style-type: none"> ➤ Directors are requested to be at the council meeting
	October 13-22, 2018 Saturday through the next Monday	Theresa is out of the office and unavailable
	November 9, 2018 Friday	Finance: <ul style="list-style-type: none"> ➤ Update budget with current actual numbers through October 31, 2018 ➤ Update budget with council's feedback from the October 2, 2018 council meeting
	November 16, 2018 Friday (Regular council meeting)	<u>PUBLIC HEARING – 2nd Council Meeting</u> <ul style="list-style-type: none"> ➤ Budgets returned to department heads for final review
	November 15, 2018 Thursday	Departments: <ul style="list-style-type: none"> ➤ Budgets returned to finance with any last minute changes
	November 30, 2018 Friday	Finance: Budget message written
	December 4th or 18th Tuesday	Council approval of the 2019 budget
	January 31, 2019 Thursday	Finance: Budget submitted to the State