



City of Woodland Park
City Council Worksession
September 10, 2020
6:00 – 9:00 PM

Due to COVID -19 practices the City will be practicing social distancing and limiting the public to the first 17 people in attendance to include staff and Council in the City Council Chambers. Please wear a face covering. Thank you. For those who would like to participate at home please go to the calendar on the City's website.

The Woodland Park City Council is pleased to have residents of the community take time to attend City Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will generally be limited to five (5) minutes in order to allow everyone the opportunity to be heard. **PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE.** Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research.

PLEASE SIGN IN TO SPEAK ON A PARTICULAR AGENDA ITEM

Written comments are welcome and should be given to the City Clerk prior to the start of the meeting. Written materials will not be accepted

1. CALL TO ORDER AND ROLL CALL

2. COUNCIL WORKSESSION

A. MOVING FORWARD 2021 BUDGET

3. Executive Session

Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Check-In with the City Manager including discussion of the ACM position.

CITY OF WOODLAND PARK

2021 BUDGET CALENDAR

Date Due:	Who	Action
August 25, 2020	Finance Director	<input type="checkbox"/> CM's budget worksheets distributed to Departments and Capital Outlay Forms distributed
TBD	Finance Director	<input type="checkbox"/> Long Term Financial Plan (suspended until further guidance provided by City Council).
August 17, 2020	Department Heads	<input type="checkbox"/> Budget worksheets & CM's Quad Charts due back to Finance
August 17, 2020	City Engineer/Deputy Public Works Director	<input type="checkbox"/> Capital Improvement Plan (In progress with City Engineer)
August 19, 2020	Staff	<input type="checkbox"/> Staff Submits City Manager's City Programs/Services to City Council
August 25, 2020	Finance Department	<input type="checkbox"/> Department Budget Worksheets distributed to Department Heads.
August 26, 2020	Finance Department	<input type="checkbox"/> Mill Levy valuation received
TBD – August 28?	Directors/Dept. heads	<input type="checkbox"/> June 1 requested top 5-10 Functional priorities/dept. received by Council (not provided)
Sept. 3	City Council	<input type="checkbox"/> Preliminary budget organization Work Session – schedule, initial priorities & efficiencies
Sept. 10 & 17?	City Council	<input type="checkbox"/> Merges & Reprioritizes collective functional priorities & Council's efficiency goals
TBD – Sept 18?	Directors/Dept. heads	<input type="checkbox"/> Work preliminary Budget estimates and strategies from Council prioritization definitions
TBD – Sept. 24?	City Council	<input type="checkbox"/> Work Session – Goals and Objectives #1 (sets initial goals and limitations for staff)
TBD – Sept. 30?	Directors/Dept. heads	<input type="checkbox"/> Second draft of budget estimates and strategies from Council's G&O #1 guidance
TBD – Oct. 1?	City Council	<input type="checkbox"/> Work Session – Goals and Objectives #2 <input type="checkbox"/> Mill Levy Briefing
TBD – Oct. 7?	City Council	<input type="checkbox"/> Work Session #3 – Refining budget guidance & limitations
TBD – Oct. 13?	City Council	<input type="checkbox"/> Work Session #4 - Refining budget guidance & limitations (if necessary) <input type="checkbox"/> Mill Levy finalization by Council to City staff
TBD – Oct. 15?	Directors/Dept. heads	<input type="checkbox"/> Final budget refinements from Council direction
October 15, 2020	City Manager	<input type="checkbox"/> City Manager's recommended 2021 Annual Budget and budget messages (City Charter)
October 15, 2020	City Manager	<input type="checkbox"/> City Manager's recommended Capital Program and message (City Charter)
TBD - October 29?	City Council	<input type="checkbox"/> Work Session #5 - Refining budget guidance & limitations (if necessary)
November 5, 2020	City Council	<input type="checkbox"/> Resolution to levy property taxes for 2021 budget year.
November 19, 2020	Finance Director	<input type="checkbox"/> City Council Meeting – First reading and set Public Hearing 2021 Budget Ordinance
December 3, 2020	Finance Director	<input type="checkbox"/> City Council Meeting – Public Hearing and final reading of 2021 Annual Budget Ordinance.
December 3, 2020	Finance Director	<input type="checkbox"/> Certification of City's property tax mill levy to Teller County (State Statute by Dec. 16)
December 3 or 10 or 17, 2020	City Council	<input type="checkbox"/> City Council Meeting - adoption 2021 Annual Budget (City Charter goal – 2019 Operations m/m prorated budget less capital expenditures continues past 12/31/2020 if NOT adopted)
March 30, 2021	City Council	<input type="checkbox"/> City Council Meeting - adoption 2021 Annual Budget (If Council decides to delay past COVID and new members' education-involvement)

Table with columns: Line Item #, Description, Quantity, Unit Price, Total Price, Status, etc. Includes various items like 'Surgical Kit', 'Suture Kit', 'Surgical Glove', etc. with their respective quantities and prices.

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