

**From:** Roger Stancil  
**Sent:** Tuesday, June 12, 2018 8:37 PM  
**To:** Allen Buansi; Donna Bell; Hongbin Gu; Jeanne Brown; Jess Anderson; Karen Stegman; Town Council; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Roger Stancil; Ross Tompkins  
**Cc:** Ken Pennoyer; Amy Oland; Matthew Brinkley; Sara Hancock; David Finley; Amy Harvey; Beth Vazquez; Carolyn Worsley; Catherine Lazorko; Christina Strauch; Dwight Bassett; Flo Miller; Lindsey Bineau; Mary Jane Nirdlinger; Rae Buckley; Ralph Karpinos; Ran Northam; Roger Stancil; Sabrina Oliver  
**Subject:** Proposed Resolution: Budget Development  
**Attachments:** budget and strategic planning systems enhancement; Budget Resolution - 06.13.18 Council Meeting - FINAL rls0612182033.docx

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I propose to remove Item 3 from your agenda tomorrow night and introduce the attached resolution as a component of Item 9 to document discussions and direction from your budget review.

On June 1, I sent the attached email, which I have also pasted below. Your feedback indicates you concur this is the right path forward. To document this path, I plan to introduce the attached resolution for your consideration tomorrow night documenting what we heard during your budget discussions and providing formal guidance to the Town Manager in developing a new way to develop the Town budget and facilitate the transition to a new Town Manager. With your adoption of the proposed resolution, we can begin this work during the summer.

I also propose this resolution to replace Item 3 on your Consent Agenda, "Adopt Strategic Plan Goals and Objectives to Build a Strategic Plan Framework". Mayor Pro Tem Anderson requested pulling this item. I concur in her request. This item is framed as adoption of a Plan you have not yet discussed in detail as goals/indicators/work plans. Adoption of the attached resolution affirms the work you accomplished at the Retreat as the starting point for more refinement. The actions in the resolution will inform your discussions about priorities and strategies with your new Manager.

I apologize for the lateness of this proposal. My thinking emerged after the request from Mayor Pro Tem Anderson to pull Item 3.

---

**June 1 EMAIL:**

During my final comments at your work session, I spoke about changes we would make to the budget and strategic planning systems to address your requests for no surprises in the Manager's recommended budget. The budget should be an affirmation of your policy direction and we are adding opportunities throughout the fiscal year to receive your guidance on strategic and core business priorities. The attached presentation offers some visual support to the steps I propose below.

1. **Strategic Policies:** Continue to build-out strategic plan goals and integrate that system with departmental business plans. This will provide Council and the new Town Manager a connected performance management system to work with in the fall.

- **Goal build-out** will follow the affordable housing prototype and include outcome metrics, a work plan and funding options. Please see our first draft of the Connected Community strategic goal for an example of how we'll apply this to each goal area.
- **Departmental Business Plans** will be reorganized by goal areas and objectives so that there is linkage between the two systems and a way for the Council and the public to see the whole strategic planning system.
- *Does this meet your interests? We will bring the Strategic Goal and Objectives forward to you for adoption as a consent item to affirm this direction. If this approach does not work for you please let me know.*

**2. Budget Policies:** Add a 5 year forecasting model to have early and frequent Council discussions about budget throughout the fiscal year.

- **5 year Forecasting Model:** The Town Budget includes five year revenue and cost projections for major operating expenses.
- **Early Discussion:** Staff will use Council direction on policy topics to build financial scenarios to help discuss financial issues earlier in the year. Important topics to discuss are the Council's interests s OPEB, Fund Balance Target, Compensation Philosophy, Transit Future and your Debt Strategy.
- *Are there other ways we can meet your interest in having more information about budget priorities during the fiscal year?*