

**CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**  
**Tommy Knockers**  
**1401 Miner Street, Idaho Springs CO 80452**  
**MEETING AGENDA**

**April 17, 2023**

**BUDGET RETREAT**

8:30 a.m. Public Comment

*Members of the audience have three minutes to present a matter of concern to the Board. No official action may be taken at this time.*

8:35 a.m. FY2023 and FY2024 Budget Discussions - Commissioners



# Board Agenda Background

**Date:** 4/17/2022  
**To:** Board of County Commissioners  
**From:** Brian D. Bosshardt, County Manager  
**Subject:** Board of County Commissioners Budget Retreat

---

## BACKGROUND

The Board of County Commissioners and the staff Executive Leadership Team are scheduled to meet in a retreat setting Monday, April 17 at Tommy Knockers in Idaho Springs. The meeting will officially begin at 8:30am. The main topic of conversation is the County's long-term financial situation, its impact on and a discussion of the Board's direction for the FY2024 Budget development process and the review of a draft budget-related organizational/community outreach plan.

The agenda will include the following:

- Update of the County's long-term financial forecast
- Overview of staff-implemented FY2023 Budget cuts and operational changes
- Demonstration of Balancing Act, a budget simulation tool that will engage the public in assisting the County with making its difficult financial decisions
- Direction on FY2024 Budget development
- Review of a draft budget-specific internal County organization/public engagement process

Staff is prepared to walk through the County's financial forecast which will provide the Board an opportunity to change variables that would impact the outcomes generated by the budget model. This will provide a picture for how cost of living increases or changes in revenue streams might impact the County's financial sustainability moving forward.

## CONCLUSION

The County is confronted with a troubling financial outlook that will force the Board and staff to make real and difficult budget decisions in the near-term. The lack of new or additional revenue streams will require impactful expense-related cuts that will have a dramatic impact on the County's service delivery. Staff recognizes it cannot rely on new or additional revenue streams, which is prompting the cuts already underway, the decision to purchase the budget simulation tool and the recognition of the need to engage the public in making these tough choices.

Staff would view this day as a success, if the following outcomes were able to be achieved:

- Concurrence with the FY2023 Budget cuts and operational changes already underway
- Consensus with the proper use of the Balancing Act budget simulation tool
- Clear direction of FY2024 Budget development
- Support for the internal organization and public engagement process

## ATTACHMENTS

1. Budget Forecast Presentation
2. Staff-implemented FY2023 Budget Cuts and Operational Changes
3. DRAFT County Organization/Public Engagement Process

**FY2023 Budget Cuts Operational Changes**

<i><b>Division</b></i>	<i><b>Savings</b></i>
<hr/> <b>Finance &amp; HR</b>	
Rebid stop loss insurance	\$ 100,000.00
Active benefits administration	\$ 150,000.00
New payroll software	\$ 100,000.00
New benefits broker	\$ 100,000.00
Reconfigure benefits offered	\$ 50,000.00
<b>Total</b>	<hr/> <b>\$ 500,000.00</b>
<hr/>	
<b>Animal Shelter</b>	
Explore providing services for Grand	\$ 40,000.00
<b>Total</b>	<hr/> <b>\$ 40,000.00</b>
<hr/>	
<b>Roundabout</b>	
Cut Evergreen route	\$ 25,000.00
<b>Total</b>	<hr/> <b>\$ 25,000.00</b>
<hr/>	
<b>IT</b>	
Fully consolidate all IT county-wide	\$ 400,000.00
<b>Total</b>	<hr/> <b>\$ 400,000.00</b>
<hr/>	
<b>Housing Programs</b>	
Absorb Housing Coordinator duties in MJHA	\$ 39,000.00
<b>Total</b>	<hr/> <b>\$ 39,000.00</b>
<hr/>	
<b>TOTAL</b>	<b>\$ 1,004,000.00</b>



## Budget Communication Outreach Outline

### Introduction

As Clear Creek County tackles its budget challenges, it is important to keep its employees and the public informed on process. Below is an outline of a plan to communicate with employees and residents of Clear Creek County.

### Internal Communications

#### A. All Employee Meeting

- County will hold an all staff meeting for employees to attend in person or online. The goal of this meeting is to inform employees of the County's long-term financial situation, answer questions, put rumors to bed, and create an open dialogue. This is planned for sometime within the next few weeks after Board of County Commissioners' (BoCC) approval of this communication strategy and prior to any external efforts surrounding the County's budget situation.

#### B. Individual Department Meetings

- Each department/division will meet with its employees to inform them of how the budget situation could affect their department. These meetings will be ongoing.

#### C. Consistent Email Blasts

- Consistent email communications will keep everyone updated. These will include budget updates, scheduled meetings, BoCC meeting reminders, and more.
- Established communication avenues for employee ideas and input will provide staff the opportunity to participate in solving the County's financial dilemma.

### External Communication

#### A. Budget Roadshow/In-Person Outreach

- County will embark on a "Budget Roadshow" to inform the community. This will consist of proactive community outreach to inform the public of the current budget situation, a training demonstration on the Balancing Act software, soliciting feedback, and answering questions.

## Proactive Neighborhood Group Outreach

- Reach out to contacts on list of 23 HOA and homeowner groups (EMERGE, St. Mary's, etc.). Consolidate them into area meetings.

## Proactive Stakeholder Group Outreach

- Clear Creek Rotary Club
- Elks Club
- COMBA Trails
- Clear Creek EDC
- CCMRD
- Georgetown VOA Luncheons
- Project Support Senior Center
- Georgetown Business Promotions Commission
- Evergreen Area Chamber of Commerce
- Friends of Charlie's Place
- Clear Creek Library District
- Clear Creek County Connectors
- Idaho Springs Marketing Alliance
- Idaho Springs Chamber

## B. Press Release/News Stories About Balancing Act

- Distribution of press releases highlighting upcoming meetings.
- Audio Information Network of Colorado (AINC) Podcast-proactive outreach to those without internet, cell phones, and other barriers to traditional news sources.

## C. Social Media

- Consistent and regular posting of meeting notices, the budget video, and updates. Events will be made on social media sites so people can RSVP and get updates on their phones of when they will start.
- Hosting of a Facebook Live event will walk attendees through the budget situation and demonstrate how to use the Balancing Act software. Residents can ask questions as they complete the simulation.

## D. County Website

- Current webpage ([www.clearcreekcounty.us/1444/Budget-Challenges](http://www.clearcreekcounty.us/1444/Budget-Challenges)) about the state of the budget in the County.

- This is/will be updated as the situation progresses.

#### E. Budget Video

- Introductory video to explain the budget situation, options, and will explain step-by-step instructions on how to use the Balancing Act software.

#### F. Flyers Around Buildings and Businesses

- Flyers with QR codes to the budget video and the Balancing Act simulation will be posted around county buildings and will be handed out to local business.

#### G. Radio

- Will appear on KYGT The Goat several times to explain budget situation and new Balancing Act Software.