



## Agenda Item Summary

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### **Submitted By**

Lisa Shelley, Deputy Village Manager

### **Agenda Item Title**

**Preliminary Discussion with Department Directors Regarding Proposed FY 2019 Budget Priorities**

### **Overview**

The Village Board requested a preliminary budget presentation with the Department Directors in advance of the Village Manager presenting a draft recommended FY19 budget in late September. This session is an opportunity for each Director to present a quick overview as to what they see as priorities in their Department in FY 19.

### **Anticipated Future Actions/Commitments**

Finance Committees of the Village Board will be scheduled in September and October.

Special Meetings of the Village Board to review the proposed budget as a whole will be scheduled in November.

Public Hearings on the budget as well as first and second readings of any fee changes are scheduled for November.

Budget adoption is scheduled for December.

### **Report**

Chapter 2 of the Municipal Code establishes the foundation for the Municipal Budget and provides:

- The Village fiscal year is January 1 - December 31 annually.
- The Board of Trustees must adopt the annual budget prior to the start of the Fiscal Year and passage of the annual budget shall be in lieu of passage of the appropriation ordinance.
- On or before the Village Board of Trustees' first regular meeting in November of each year, the Village Manager shall submit to the Board of Trustees an annual Municipal budget which contains estimates of revenues together with recommended expenditures in conformity with good fiscal management practice.

Earlier this year, the Village Board requested of the Village Manager a presentation by Department Directors in advance of receiving the draft FY19 budget in late September, highlighting their proposed priorities for the next fiscal year. Aside from the priorities, the Department Director's identified their core services as a baseline understanding of the services they are expected to provide annually aside from their specific priorities for the next fiscal year.

Typically Departments will use a variety of resources when identifying priorities for the next fiscal year. These

include the Village Board Goals, the Citizen Survey, the 5-Year Capital Plan, the Village's operating Guiding Principals & Values, core services (those required by Code or a community value), and unique issues specific to the Department's operations.

**Alternatives**

N/A.