



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 2020 Budget Priorities

Overview

As part of the annual budget process, the Village Board requests a preliminary budget meeting with the Department Directors in advance of the Village Manager presenting a draft recommended FY20 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 20 and review items or issues under discussion with Village Manager and Chief Financial Officer in advance of drafting a recommended budget for the next fiscal year. This meeting was held last year on August 27, 2018.

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

This discussion with the Department Directors was requested last year by the Village Board as a first step in the budget process. This meeting will be an opportunity for the Village Board to hear from Department Directors on priorities for the budget from their perspective and prior to any final decisions on funding for FY 20. The next step is for the Village Manager to meet with each individual Director on their priorities along with the Chief Financial Officer. The Village Manager will then submit a recommended draft budget to the Village Board. The Finance Committee will review the recommendations and then the full Village Board will meet to discuss. The Village Clerk's Office also participates in this presentation and submitted priorities for the next fiscal year.

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.

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 Principles & Values, core services (those required by Code or a community value), and unique issues specific to the Department's operations.

Alternatives

N/A.