



## Agenda Item Summary

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### **Submitted By**

Lisa Shelley, Deputy Village Manager

### **Agenda Item Title**

**Preliminary Discussion with Department Directors Regarding FY 2022 Budget**

### **Overview**

As part of the annual budget process, the Village Board holds preliminary budget meeting with the Department Directors in advance of the Village Manager presenting a draft recommended FY22 budget in late September. This session is an opportunity for the Chief Financial Officer to provide historical property tax information, each Director to present a quick overview as to their core services and for the Village Manager to review a tentative calendar for budget development in advance of presentation of a recommended budget for the next fiscal year.

### **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 has traditionally been held each year with 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 their core services which inform development of the budget requests from their perspective. Over the next month, the Village Manager to meets are reviews with each individual Director their priorities along with the Chief Financial Officer. In accordance with the form of government and Chapter 2 of the Municipal Code, 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 process as a department.

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.

The Department Director's identified their core services provide a baseline understanding of the services they are expected to provide annually *aside from* their specific Board Goals identified for the next fiscal year.

Typically the Village Manager will use a variety of resources when identifying priorities for the next fiscal year to be recommended in the draft Budget. These include the Village Board Goals, the most recent Annual Citizen Survey, the 5-Year Capital Plan, Police and Fire Pension Actuarial Report, 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. A number of the documents are attached for reference but will be specifically reviewed as part of this presentation.

### **Alternatives**

This is a presentation only.