AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
JUNE 6, 2016
6:00 PM

1. **Call to Order**
2. **Present**
3. **Discussion Items**
   - A. **Fiscal Year 2017 Budget Process**

Posted on City Hall Bulletin Board this 2nd day of June 2016

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Kim Hubbard, City Clerk

The Board of Aldermen Work Session is open to the public but is not a meeting of the public

Publish

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Marcella McCoy, Supervisor**

DATE: **June 1, 2016**

SUBJECT: **Fiscal Year 2017 Budget Process**

Type of Item: *Report*

INTRODUCTION

The purpose of this memo is to outline the recommended budget development process for Fiscal Year 2017. Budget development provides an opportunity for the organization to review the City's Mission, Core Values, and Organizational Goals. It also provides an opportunity for the Board to define priorities, policies, and management strategies. I will outline the process I recommend to follow for budget development. The calendar is designed to achieve final adoption prior to the 2016 holidays.

DISCUSSION

The budget framework has four principles that cycle each year:

1) Establish Broad Goals to Guide Decision Making
2) Develop Approaches to Achieve Goals.
3) Develop a Budget Consistent with Approaches to Achieve Goals
4) Evaluate Performance and Make Adjustment

The first two principles to establish broad goals and develop approaches to achieve those goals is usually accomplished through a Board retreat. In 2015 as part of the preparation for the 2016 budget, the Board met in a retreat to review and make any appropriate changes to the Mission, Core Values and Organizational Goals. I have included what has been adopted. So this leads to a question of the Board that will take us through the first two principles listed above.

1. Does the Board wish to meet in retreat to review operation and processes?
   a. If so, when and what do you see as the objective to achieve during this process?

A few of the things I see could happen through a retreat would include:

i. An opportunity to discuss and identify specific Harrisonville community needs, priorities, challenges and opportunities.

ii. Identify opportunities and challenges for Services that Harrisonville provides along with specific Capital needs and how to better manage those items, such as streets and water/sewer service pipes and electrical service.

iii. Develop or revise Harrisonville policies for programs, operations and capital.

iv. Develop or revise programs and services that are consistent with policies identified in item iii.

v. Develop or revise management strategies

Next is the actual budget development principle. Based on the direction received in the retreat, staff will begin to compile objectives and budget requests will be presented. There are numerous steps staff takes in preparation of division budgets. Meetings with Interim City Administrator and myself will take place prior to each presentation. The division presentations are designed to provide information on each function of the City and the costs to provide the services. The revenue that provides that service will be outlined as well.

The following is an outline of Board calendar events to complete budget adoption prior to the 2016 holiday season. This calendar is the set board meeting schedule at this time. It include the 5th Mondays available in August and October as available dates. The Board may wish to consolidate this schedule into only two or three longer budget work sessions, separate and apart from regularly scheduled meetings. By consolidating the schedule into longer sessions, it shortens the length of time necessary to complete the budget process.

FY 2017 Budget Preparation Schedule

6/6 Board work session - Present budget process to Board of Alderman

TBD Board of Alderman Budget retreat including Staff.

a. Complete a review of Mission, Core Values, and Organizational Goals; update if appropriate. Identify Objectives for next year, what are our priorities.

6/20 Department Heads to meet with City Administrator and City Engineer to review Five Year CIP and Equipment Replacement Schedule. City Hall, 9:00 a.m.

7/5 Board work session - joint session with Park Board

7/18 Board work session - present Mid-Year review. Update 5-year Capital Plan and proposed Equipment replacement

8/1 Board work session - Report on Street Infrastructure

8/1 Board meeting - Adopt Mid-Year 2016 Budget amendment. Notice of Public hearing for tax rate certification posted no less than seven days prior to hearing in three named places (Public Hearing to be held at the beginning of the **08/15/16** Board Meeting).

8/15 Board work session - present revenue projections (user fee analysis for all funds) - fixed costs (personnel, debt, utilities, insurance).

8/29 Board work session - General Fund (Administration, Finance, Community Development, Police, Public Works) - staff to present summary of division processes and operational costs.

9/6 Board work session (Tuesday meeting due to Holiday) - Emergency Services Fund - staff to present summary of division processes and operational costs.

9/19 Board work session - Enterprise Funds (Electric, Water/Sewer, Refuse) - staff to present summary of division processes and operational costs.

10/3 Board work session - Park Funds (Community Center, Aquatic Center, Park Fund)

10/17 Board work session - Complete budget summary before 1st reading

Board meeting - 1st reading - Budget adoption

10/31 Special meeting if needed for any revisions - 5th Monday in October

11/7 Board meeting - Final reading - Fiscal Year 2017 Budget adoption

The final principle of the budget framework in some ways is the first principle. Because this is a circular event, the mid-year review and revision evaluates the performance of the current budget. Additionally, this becomes a tool to help project what will happen in the next fiscal year.

RECOMMENDATION/ACTION REQUIRED

Staff recommends the Board schedule a retreat as outlined to achieve specific objections and follow the calendar of events outlined. Option to consolidate the calendar so that more information is shared at one time instead of short intervals of information over a longer period.

Mission

*The **Mission** of the City of Harrisonville is to objectively serve the citizens, provide the services necessary to ensure the safety and well-being of all, and provide the quality of life expected by the Community.*

Organizational Goals

Enhance Communication and Engagement with the Community *- by expanding opportunities to inform and engage citizens in an open and participatory manner.*

Improve Community Assets *- through timely maintenance and replacement as well as improving assets to modern standards.*

Keep Our Community Safe *& Secure - for all citizens, businesses, and visitors.*

Provide Great Customer Service *- with professional, timely and friendly staff.*

Cultivate a Rewarding Work Environment- *where creativity, efficiency and productivity are continuous pursuits.*

Encourage Investment in Our Community *- whether it be redevelopment, new development or maintenance.*

Core Values

Utilized by the Board of Aldermen and staff in striving to achieve our Mission and Goals

Transparency Honesty Accessibility Impartiality Efficiency Courtesy

A. Discussion Item (ID # 2213)

Fiscal Year 2017 Budget Process