



Meeting: Village Board
Meeting Date: 02/25/13
Agenda Item: 5f

Mission Statement

Delivering quality services in a courteous, cost-effective and efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Paul Evert, Village Administrator

AGENDA ITEM: Review and take action on the proposed 2014 budget schedule

ACTION REQUESTED: Ordinance Resolution Motion Receive/File

POLICY ISSUE

When should the Village Board begin 2014 budget discussions?

BACKGROUND INFORMATION

Last year, the first draft 2013 budget was presented to the Village Board on September 10, 2012. Trustee Steffen indicated at the January 28, 2013 Board meeting that he would like the 2014 budget discussions to begin earlier in this year. From the standpoint of needing to know how much state aid the Village is going to receive and what the Village's levy limit and new value will be for budgeting purposes, the earliest any of that information was available for the 2013 budget was September 14, 2012 when the Village received the State Shared Revenue notice. The Village was notified of its State Transportation Aids on September 23, received the State Levy Limit worksheet on October 9, and received the State Manufacturing Roll on November 8.

Without this information, it is still possible to begin to look at the budget in terms of priorities and strategic planning. Governor Walker's budget address on February 20, 2013 indicated that funding for municipalities will not be increased in his two-year budget, but will also not decrease as it had for the last 10 years. Levy increases will be limited to the amount of new construction, so there will be little money for new items.

There also will be at least two new members on the Village Board in April of 2013.

The first large staff project in 2013, with 2014 budget implications, will be the revision of the Personnel Manual. With the expiration of the two union contracts occurring at the end of 2013, many of the rules and procedures that are contained in the collective bargaining agreements need to be studied and addressed in the Personnel Manual. There will be a shift back to the Village of management rights that had been negotiated away in the past. In addition, the contract the Village has for health insurance will expire in the spring of 2014 and that will need to be addressed, as it affects a significant portion of the Village's budget.

The Village Board should consider revising its Strategic Plan and Vision and Mission Statement before moving forward with the budget, so the budget can be crafted to implement the Strategic Plan and be consistent with the Vision and Mission Statements. When this kind of process is done well, budget decisions become much clearer. The Board should decide how much time it wishes to dedicate to this undertaking. Staff could revise the Strategic Plan and Vision and Mission Statements

and bring it to the Board for approval. However, I believe the Board should consider a more active role in this process in order to become invested in the final product.

PRIOR ACTION/REVIEW

This issue was referred by Trustee Steffen at the January 28, 2013 meeting.

FISCAL IMPACT:

- | | |
|------------------------------|-----------------|
| 1. Is There A Fiscal Impact? | <u>Possibly</u> |
| 2. Is it Currently Budgeted? | <u>No</u> |
| 3. If Budgeted, Which Line? | <u>No</u> |

RECOMMENDED ACTION

Village staff recommends the Village Board:

- Direct staff to bring forward revisions to the Personnel Policy for discussion in June and July of 2013
- Direct staff to initiate and complete strategic planning sessions in July and August with Board involvement
- Begin review of the draft 2014 Village Budget on September 9, 2013.

“Motion to approve the schedule for revision of the Personnel Policy, revision of the Strategic Plan, and 2014 budget process as outlined above.”

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve with revisions
- Deny the suggested motion
- Table the suggested motion and request additional information