

## MEMORANDUM

To: Board of Commissioners  
From: Ron Scott, City Manager  
Date: January 12, 2015  
Re: Recommended FY 2015-16 Budget Schedule (And Other Significant Dates)

The Board of Commissioners is required by law to approve an annual budget through levy of taxes and appropriation of funds sufficient for the proper functioning of the City. The City Manager is required by law to prepare and present a proposed balanced budget and budget message to the City Commission not later than thirty (30) days prior to the beginning of the fiscal year it covers. After final adoption, the City Manager is required to administer the budget.

This memo outlines a recommended process and schedule to meet these requirements. I recommend you adopt it on January 26, 2015 (as amended if necessary or advisable) in order that the FY 2015-16 City of Danville Budget can be prepared and adopted in a timely manner.

The recommended process and schedule provides opportunities for:

- citizens to provide input regarding the value of existing or requested services, both in a public meeting and through a professionally-conducted National Citizens Survey;
- city commissioners to individually request information on community programs, city services, and other issues of interest;
- currently funded (or new) community agencies/entities to request funding by providing information on a city application;
- city commissioners to consider funding city/community needs as presented by the city manager in a preliminary budget; and
- all the foregoing being considered prior to development/approval of a final budget.

An open, effective process will assist in meeting our respective obligations in a timely way. That suggested process and schedule is outlined below.

### Recommended FY 2015-16 Budget Schedule (and Other Calendar Items)

**January.** *A month to begin organizational and information gathering efforts.*

1. **January 8** – City Commission Orientation, 9:00-11:00 AM, City Hall.
2. **January 12** – **Regular City Commission Meeting.** Recommended Budget Schedule is on Meeting Agenda for discussion.
3. **January 15** – **Joint City-County “Pipeline Awareness Meeting”**, 5:30-7:00 PM, Inter-County Energy Community Meeting Room, 4<sup>th</sup> Street, Danville.

4. **January 21-23** – KLC City Officials Academy, Embassy Suites, Lexington
5. **January 26 - Regular City Commission Meeting.** City Commission adopts the Recommended FY 2015-16 Budget Schedule (as amended if necessary). Funding applications will be mailed by January 30 to all city-county or community agencies now funded or requesting funding next year. Requests for funding applications will include questions to obtain information regarding the cost and benefit of services now provided or proposed to be provided by the agency.

**February.** *A month to provide information to the city commission and to hear the public.*

1. **February 5 - Special Called Meeting** at 5:30 PM. The City Manager/Department Heads will provide an overview of current city services by department to the City Commission (and to answer questions). Citizens may provide input (“Hear the Public”) regarding existing services or desired new service priorities. This is not a time for community agencies or joint city-county agencies to make proposals or seek funding. All agencies now funded or seeking funding will have an opportunity at a later time (April 23) to make their requests for funding before the city commission.
2. **February 9 – Regular City Commission Meeting.** Agenda will feature one or more agencies that receive significant funding to discuss services they currently provide.
3. **February 11-13 - KLC Legislative Day and Night in Frankfort (11<sup>th</sup>); Kentucky City Managers Winter Meeting, Frankfort (February 12-13).**
4. **February 23 – Regular City Commission Meeting.** Agenda will feature one or more agencies that receive significant funding to discuss services they currently provide.

**March.** *The City Commission may continue to ask questions regarding city government operations and continue to review currently funded city agencies. Results of the National Citizens Survey will be presented. Potential revenue and expense items will be discussed.*

1. **March 9 - Regular City Commission Meeting.** Agenda will feature one or more agencies that receive significant funding to discuss current services they provide.
2. **Special Called Meeting on Thursday March 19** at 5:30 PM. Review National Citizens Survey for Danville. Primary service goals, potential revenue sources will be discussed.
3. **March 23 - Regular City Commission Meeting.** Agenda will feature one or more agencies that receive significant funding to discuss current services they provide.

**April.** *A month for receiving/reviewing a preliminary budget and thereafter hearing requests for funding from community agencies. A preliminary budget for operational and capital purchase will be presented to the Commission for review that will include personnel/benefit cost changes (if any) as may be recommended by the city manager. Following review, the commission may give direction to the city manager on priorities/goals to be incorporated into a proposed budget.*

1. **April 13 – Regular City Commission Meeting.**

2. **April 15** – City Volunteer Appreciation Luncheon (part of National Volunteer Week)
3. **April 23** – **Special Call Meeting** beginning at 9:00 AM and continuing for most of the day to consider requests/review budget proposals of city-county agencies and community agencies requesting funding assistance by the City.
4. **April 24** – National Arbor Day Celebration (KY's Celebration *may be* in Danville).
5. **April 27** – **Regular City Commission Meeting.**
6. **April 30** – **Special Call Meeting** at 5:30 PM. A preliminary budget will be presented by the city manager for discussion with the city commission.

**May.** *A month for deciding funding allocations to agencies and finalizing a proposed budget.*

1. **May 11** – **Regular City Commission Meeting.** Questions, if any, regarding the preliminary budget (as presented April 30) will be addressed by the city manager.
2. **May 14** - A **Special Called Meeting** will be held on Thursday May 8 at 9:00 AM wherein the city commission will make funding allocations to agencies.
3. **May 26** – **Regular City Commission Meeting (Following May 25 Memorial Day).** The City Manager will present the Proposed FY 2014-15 Budget and transmittal letter to the City Commission.

**June.** *A month for giving first and second readings to the ordinance establishing the FY 2015-16 Budget for the City of Danville..*

1. **June 4-7** – Great American Brass Band Festival, Danville.
2. **June 8** – **Regular City Commission Meeting.** Anticipated first reading of the Proposed FY 2015-16 Budget Ordinance.
3. **June 22** – **Regular City Commission Meeting.** Anticipated second reading and final adoption of the Proposed FY 2015-16 Budget Ordinance.

Thank you for your consideration of both this recommended process and timeline. I and the city staff look forward to working with you on this important matter during the months ahead.

-End-