

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: May 13, 2016
RE: Budget Workshops – Proposed 2016/2017 Budget

For the Agenda of May 16, 2016

Background. The second of two budget workshops to review the remaining portion (*see copy of att'd schedule*) of the proposed 2016/2017 City budget is scheduled for the meeting of May 16th. This will provide the City Commission an opportunity to direct changes or amendments to the proposed budget prior to the adoption of the budget at the scheduled June 6th City Commission meeting. The proposed budget was presented to the Commission's Fiscal & Oversight Committee on May 2nd. We have posted notice (*copy att'd*) of the Workshops and adoption of the proposed budget. The City's Planning Commission has, subsequent to a noticed hearing on April 13, reviewed the proposed capital improvements schedule included in the budget proposals and has recommended approval of the schedule.

Issues & Questions Specified. Should the City Commission participate in the second of two scheduled budget workshops?

Alternatives.

1. Participate in the proposed budget workshop.
2. Direct that a different workshop schedule or different budget process be used this year.
3. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. The City is required by City Charter to adopt an annual budget to continue normal municipal operations.

Recommendation. I recommend that the City Commission participate in the second of two scheduled budget workshops and direct any changes to the proposed 2016/2017 budget to allow adoption of the budget on June 6th.

Attachments.

1. Budget Workshop Schedule.
2. Budget Public Notice.

**City of Clare
Fiscal Year 2016-17 Budget**

Planning Commission

April 13, 2016 at 5:30 p.m. – Capital Improvements

Fiscal and Budget Committee Meetings

Monday, May 2, 2016

9:00 a.m. Al Jessup – Local Streets Fund
Major Streets Fund
Parks Activity of the Parks & Recreation Fund
Sidewalk Replacement Fund
Mobile Equipment Fund
Water Distribution Activity
Sewer Collection Activity

10:00 a.m. Dale Clark – Sewer Fund and
Water Fund
Landfill Activity

10:30 a.m. Fire Chief James Chapman – Fire Department Fund

11:00 a.m. Police Chief Brian Gregory – Police Department Activity and
Drug Law Enforcement Fund

11:30 a.m. Gary Todd – Airport Activity

Noon - Break for lunch.

1:00 p.m. Joy Simmer – Recreation Activity of the Parks & Recreation Fund
Ken Hibl, Al Jessup, – Remaining Components
Diane Lyon and Steve Kingsbury of the General Fund

1:30 p.m. Ken Hibl – Downtown Development Authority (DDA) Fund

2:00 p.m. Steve Kingsbury – Cemetery Perpetual Care Fund
Public Safety Building Debt Service Fund
Facade Improvement Fund
Data Processing Fund
Cost Allocation Plan

3:00 p.m. Ken Hibl and Steve Kingsbury
Reconciliation of Interfund activity
Review of the entire budget

**City of Clare
Fiscal Year 2016-17 Budget**

Presentations to the City Commission

May 2nd

Ken Hibl and Steve Kingsbury

- Overview of the Budget Process

Al Jessup

- Local Streets Fund
- Major Streets Fund
- Sidewalk Replacement Fund
- Mobile Equipment Fund (Operating and Capital Improvement)
- Water Distribution and Sewer Collection Activities

Dale Clark

- Sewer Fund (Operating and Capital)
- Water Fund (Operating and Capital)
- Landfill Activity

May 16th

Al Jessup and Joy Simmer

- Parks and Recreation Fund

Gary Todd

- Airport Activity (A component of the General Fund)

Police Chief Brian Gregory

- Police Department Activity (A component of the General Fund)
- Drug Law Enforcement Fund

Fire Chief James Chapman

- Fire Department Fund

Ken Hibl, Al Jessup and Steve Kingsbury

- General Fund (Remaining Components)

Ken Hibl

- Downtown Development Authority (DDA) Fund

Steve Kingsbury

- Cemetery Perpetual Care Fund
- Public Safety Building Debt Service Fund
- Facade Improvement Fund
- Cost Allocation Plan
- Data Processing Fund (Operating and Capital)

Ken Hibl and Steve Kingsbury

- Reconciliation of Interfund activity
- Presentation of the city-wide 2016/17 Budget

June 6th – Public Hearing and Adoption of the 2016/17 Budget

**CITY OF CLARE
SCHEDULE OF BUDGET WORKSHOPS AND
NOTICE OF PUBLIC HEARING ON
PROPOSED 2016-2017 BUDGET**

The City will be conducting budget workshops for the Fiscal Year 2016-17 at the regularly scheduled May 2nd and May 16th, 2016 City Commission meetings. Department heads will be reviewing their various departmental needs and the City Commission will give guidance for capital improvements projects. The public is encouraged to attend or if you have input you would like considered, you may submit written communication to the City Clerk at 202 W. Fifth St., Clare, MI 48617 or verbal communication by calling (989) 386-7541 ext. 106.

PLEASE TAKE NOTICE that on June 6th, 2016, at 6:00 p.m. at the Clare City Hall Commission Chambers, 202 W. Fifth Street, Clare, Michigan, the Clare City Commission will hold a public hearing to consider adoption of the City's 2016-2017 budget. A copy of the proposed 2016-2017 budget is available for public inspection during normal business hours in the Office of the City Treasurer, 202 W. Fifth St., Clare, Michigan.

The City of Clare is an equal opportunity provider and employer.

Diane Lyon
City Clerk

