



Memorandum

Office of the Village Manager

TO: Honorable President Narsh, Village Council, and Department Directors
FROM: Darwin D. P. McClary, Village Manager
DATE: April 7, 2024

RE: **FY 2023-24 PROPOSED BUDGET SUBMITTAL AND WORK SESSION SCHEDULE**

The village council will be receiving the Village Manager's Proposed FY 2023-24 Budget at your regular meeting on April 8, 2024. Council has already scheduled budget work sessions for the following dates and times and will be receiving presentations from department directors and reviewing the following budgetary funds and departments at those times:

Wednesday, April 10, 2023 – 6:30 PM – 9:30 PM

- **General Fund**
 - Revenues – Village Manager
 - Village Council – Village Manager
 - Village Manager – Village Manager
 - Village Clerk – Clerk/Treasurer
 - Information Technology – Village Manager
 - Treasurer – Clerk/Treasurer
 - Community Development – Village Manager
 - General Activities – Village Manager and Clerk/Treasurer
 - Planning and Zoning – Village Manager
 - Insurance and Bonds – Village Manager
 - Contractual Services – Legal/Accounting/Engineering – Village Manager
 - Transfers Out – Village Manager
- **Police Fund – Police chief**
 - Revenues
 - Police Expenditures
- **Parking Meter/System Fund – Police Chief and Village Manager**
 - Revenues
 - Parking Enforcement Expenditures
- **Escrow Fund – Village Manager**
- **OPEB Trust Fund – Village Manager**

Thursday, April 11, 2023 – 6:30 AM – 9:30 PM

- **General Fund**
 - Parks and Recreation – Public Works Director
- **Public Works Fund – Public Works Director**
 - Revenues
 - Cemetery
 - Public Works
 - Phase II Stormwater
- **Cemetery Perpetual Care Fund – Public Works Director and Village Manager**
 - Revenues
 - Cemetery Expenditures
- **Major Streets Fund – Public Works Director**
 - Revenues
 - General Activities
 - Routine Maintenance
 - Traffic Services
 - Winter Maintenance
 - Construction
- **Local Streets – Public Works Director**
 - Revenues
 - General Activities
 - Routine Maintenance
 - Traffic Services
 - Winter Maintenance
 - Construction
- **Water and Sewer Fund – Public Works Director and Village Manager**
 - Revenues
 - Sewer Activities
 - Water Activities
 - Depreciation
- **Discussion on Creation of Motor Pool Fund – Village Manager**
- **Capital Projects Fund – Village Manager**

Monday, April 15, 2024 – 6:30 PM – 9:30 PM

- **Downtown Development Authority Fund – DDA Executive Director**
 - Revenues
 - General Activities
 - Organization Activities
 - Design Activities
 - Economic Development Activities
 - Promotion Activities
 - Capital Projects
 - Capital Improvement Set-Aside (75%)

- **DDA Property Acquisition Fund** – DDA Executive Director
 - Revenues
 - Capital Outlay
- **DDA Downtown Development Bond Project Fund** – DDA Executive Director
 - Revenues
 - Expenditures
- **Discussion on Creation of Public Infrastructure Fund** – Village Manager

Please note that additional work sessions will be scheduled to discuss the FY 2024-2030 Capital Improvement Plan, FY 2024-25 municipal fee schedule, and FY 2024-25 water and sewer rates.