

Date: January 22, 2025

To: Buchanan City Commission

From: Tony McGhee, City Manager

Subject: City Commission Goal Setting and Budget Schedule

Background

The City Commission plays a pivotal role in shaping the fiscal direction of our City, ensuring the effective allocation of resources to meet the community's needs. To maintain transparency, accountability, and long-term sustainability, it is essential to establish a structured process for annual goal setting and budget development. This process allows the Commission to prioritize key initiatives, align funding with strategic objectives, and ensure that the community's needs are met within the constraints of available resources. The purpose of this memo is to begin the formal planning for the upcoming fiscal year by initiating the goal-setting process and developing a timeline for the creation, review, and approval of the City's budget. This will provide a clear framework for decision-making, facilitate collaboration among departments, and ensure the timely completion of all necessary budgetary actions.

On Wednesday, November 23, 2024, the City Commission held a work session to establish goals for the future. Attached are the meeting minutes with the goals established in that meeting. Additionally, I have included the strategic goals from four other communities I have previously worked with including the City of Allegan, City of South Haven, City of Grand Haven, and the Village of Decatur.

Requested Action

The first requested action for the City Commission meeting on January 27th is to discuss the goals from the City Commission work session of November 23rd and determine if there is alignment that those remain the goals to focus on as we enter the FY2025/26 budget planning cycle or if an additional work session is desired to refine and finalize the goals. The second action is to establish a budget schedule for the development and approval of the FY2025/26 budget. The following proposed schedule is presented for your consideration and approval to begin our upcoming budget planning process:

- February 12th: Strategic Planning Session - 9:00AM (placeholder if City Commission wants to have a second strategic planning session as a follow-up to the November 23rd meeting)
 - March 12th: Budget Workshop - 9:00AM
 - April 28th: Draft Budget Presentation (regular City Commission Meeting)
 - May 26th: Final Budget Adoption (regular City Commission Meeting)
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