

STATE OF WISCONSIN MILWAUKEE COUNTY VILLAGE OF RIVER HILLS

RESOLUTION NO. 2021 – 04

RESOLUTION TO ESTABLISH BUDGET DEVELOPMENT POLICY

WHEREAS, the Village of River Hills, Milwaukee County, State of Wisconsin (Village) desires to implement the Financial policies to outline policy and procedures related to financial matters; and

WHEREAS, the Village of River Hills, Milwaukee County, State of Wisconsin (Village) has proposed to establish a Budget Development Policy.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of River Hills, Milwaukee County, State of Wisconsin that:

BUDGET DEVELOPMENT POLICY

The process for the publication and legislative consideration of the annual budget for the Village of River Hills is prescribed by Wisconsin Statutes (sections 62.12 and 65.90) and Section 1.03 of the River Hills Code of Ordinances. Those legislative pronouncements provide the overall framework and minimum legal requirements for the Village budget process. This policy outlines the process to be followed by Village staff and the Village Board in developing and presenting the annual operating and capital budgets for all Village operations, including utilities for review and adoption.

Procedures:

1. The annual budget for the Village developed for presentation to the Village Board will include all operations of the Village, including utilities, and will include both the operating budget for the ensuing fiscal year and a capital budget based upon a ten-year capital improvement plan. Boards, committees, or commissions should review such budgets with the applicable department head before submission to the Village Manager, and preferably before the annual budget is finalized.
2. Before commencement of the annual budget process, the Village Manager will develop recommended budget parameters and the budget calendar. Budget parameters will include allowable increases in operating budgets, projected wage increases, targets for borrowing, anticipated changes in revenue sources or tax base growth, and other factors.
3. Certain elements of budgets that are common across departments will be calculated and/or monitored on a centralized basis to ensure comparability and budgetary control. These areas, including the authority responsible for oversight, include:

Salaries and Benefits – Village Manager/Clerk/Treasurer

4. The Village Manager is responsible for coordination and initial review of department budget submissions. Following initial review, the Village Manager will develop a budget. Meetings will be held with departments to review their budget requests prior to finalizing the budget.
5. The budget, consisting of the Personnel Committee, Public Works Committee and Finance Committee and Village Manager's recommendations on department requests shall be submitted to the Village Board for its consideration. Along with the executive budget submission, the following information will be reported to the Village Board:
 - All budget requests by departments, whether recommended for funding or not in the budget
 - All budget recommendations from the Committees

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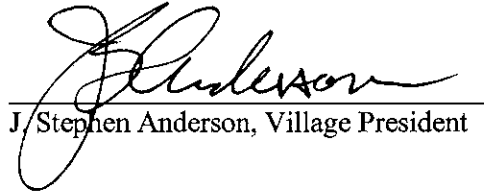
- A report from the Village Manager as to whether the budget falls within the initial parameters established by the Village Board and areas in which changes/adjustments could be considered
 - Any and all documentation pertaining to revenues and expenditures anticipated in the proposed budget
6. Village Board deliberations on the budget will include consideration of the budget, and department head consultation as determined by the Village Board. The annual operating and capital budgets will be submitted to the Village Board for adoption as provided in the Village Code of Ordinances and Wisconsin Statutes.

This policy will be reviewed by the Village Board every three years following adoption or sooner at their discretion.

Section 4. Effective Date. This Resolution shall be effective upon its adoption and approval.


PASSED AND ADOPTED by the Village Board of the Village of River Hills, Milwaukee County, State of Wisconsin on this 10th day of March, 2021.

VILLAGE OF RIVER HILLS



J. Stephen Anderson, Village President

Countersigned:



Tammy LaBorde
Village Manager/Clerk/Treasurer