

# BOARD OF ALDERMEN

ITEM NO. D(3)

## AGENDA ITEM ABSTRACT

**MEETING DATE: September 3, 2002**

**TITLE: A Request to Adopt the 2003-2004 Budget Calendar**

<b>DEPARTMENT:</b> Manager's Office	<b>PUBLIC HEARING:</b> NO _X_
<b>ATTACHMENTS:</b> A. Resolution Budget Calendar	<b>FOR INFORMATION CONTACT:</b> Robert W. Morgan, 918-7315 Bing Roenigk, 918-7300

### PURPOSE

Each year, the Board of Aldermen adopts a budget calendar that establishes the process and timeline for developing next year's budget. A budget calendar has been prepared for the Board's consideration.

### INFORMATION

Annually, the Board of Aldermen adopts a budget calendar. Attachment B represents the proposed calendar. In putting this year's budget together, staff has attempted to identify all policy issues that need to be addressed, a retreat process, and information that the Board has requested.

The calendar includes a two-step retreat process as suggested by the Board at its regular meeting of August 27, 2002. The proposed dates are Sunday, December 1 for the first retreat and January 26 or 27 for the second retreat. Staff is recommending that both retreats be held at the Century Center.

A new endeavor will be conducting a more formal citizen input survey. The Town, during the previous budget year, posted an online survey and got a lot of citizen comments but the design of the survey was limited in terms of representation and limited in terms of information that it provided. In refining the survey, our goal with the survey is to:

1. Design a survey that can be produced online and mailed out to residents in a way that captures all segments of the community (demographically...) and be done annually and used for assessment and evaluation purposes.
2. Create baseline performance and data trends for developing our community assessment (a short and long term view of how service delivery is affected by changes/trends in community) by providing useful "data" to back up our assessment; and,
3. Use the survey as a tool that provides insightful and meaningful information for our board retreats and agenda setting (this drives departments' work plans and resource allocation over a 2 year period).

The Management Services Department is working with the Institute of Government to refine and deliver a survey that will represent all demographic segments of the community. A presentation on this survey is tentatively planned for October 1. Ultimately, the survey should be a tool to educate residents about the services provided by the Town and to guide change.

**FISCAL IMPACT:** Producing the survey will not add costs, however, a slight cost for mailings will occur. Sufficient funds exist within the Management Services Department to conduct the survey.

### ADMINISTRATION'S RECOMMENDATION

The Town Administration recommends that the Board adopt the attached resolution.