

Megan Clark

From: starhnus@aol.com
Sent: Thursday, November 16, 2017 1:51 PM
To: mayortob@gmail.com; rbyrdtob@gmail.com; tdavistob@gmail.com; ckauffmantob@gmail.com; marileekerns@myactv.net; bschmidtob@gmail.com; jsolbergtob@gmail.com; town.manager@myactv.net
Cc: ribeall@myactv.net; ckauff6254@aol.com; humpyigy@aol.com; paul.loeber@verizon.net; geomessner@yahoo.com; janeen@thesolbergs.org; rolandleng@aol.com
Subject: Budget Task Force (BTF) Mayor and Council Workshop Agenda Item Information for Discussion
Attachments: Recommended Budget Practices.pdf

Good Afternoon Mayor, Assistant Mayor, Council Members, and Town Manager;

The following is a summary of previous Budget Task Force (BTF) communications with the Mayor and Council to date:

After spending some time to make sure everyone on the Budget Task Force was generally on common ground relative to the current situation and the expectations and plan so, we could move forward more effectively and efficiently as a group, we moved into the Town specifics relative to recommendations on the Budget Process. During those initial discussions, the Task Force reiterated that as a group we were keenly aware of the challenges and timing constraints in being prepared for a more transparent and collegial budget process with a resulting budget that is based on and prepared to reflect the Town of Boonsboro stakeholders needs and priorities for next year. This reality has been factored into the evolving particulars that we have been and are adopting to implement our plan. As part of the process, the BTF identified the following stakeholder groups: residents, businesses, employees, commissions/boards, and of course the Mayor and Council. We also decided that getting information out as we proceed, instead of waiting until the end of the process, was critical to maximizing the benefits of this BTF effort. To that end, the first communication transmitted the document the BTF decided to use as the basis for efforts to improve the budget process through a combination of setting goals and expectations, improving documentation and communication, and promoting transparency all of which, will result in a Team effort on finalizing a budget during the next cycle.

The document selected was the Recommended Budget Practices - A Framework for Improved State and Local Government Budgeting prepared by the National Advisory Council on State and Local Budgeting - Government Finance Officers Association. A file of the document is attached to this e-mail for your convenience and the following is a link to the document which, is also being provided for your convenience:

<http://www.gfoa.org/sites/default/files/RecommendedBudgetPractices.pdf>

We provided this document so you could begin to familiarize yourself with the content and four (4) Principles and twelve (12) Elements of the budget process in this document so as we continue to send out information and requests in the future, you are better prepared to participate in a more informed and engaging manner.

There was a follow-on communication requesting your list, based on the best information you currently have available, of the top five (5) to ten (10) stakeholder/community needs, priorities, challenges, and opportunities. Specifically, the BTF requested that the Mayor, Assistant Mayor, and Council Members provide both their personal input and also their inputs as representatives of the town residents, the Mayor and Council

Liaisons to solicit input from the businesses and commissions and boards, and the Town Manager to solicit input from the town employees.

To assist in that request, the following guidance was provided:

Principle (1) - Establish Broad Goals to Guide Government Decision Making

These goals are based on:

Combined Elements (1 through 3) - Identified and assessed stakeholder and community needs, priorities, challenges, and opportunities and communicating the defined goals to stakeholders

A more detailed discussion of the applicable Principal and associated Elements to further assist you in developing your lists can be found on pages 10 through 16 of the document transmitted as an attachment to this e-mail.

To date the following inputs have been provided:

- A municipal government and volunteer base that is dedicated to providing public service and improving the quality of life for current and future residents of Boonsboro.
- Vibrant indoor and outdoor community spaces and events that encourage positive social and intellectual engagement.
- Consistently clean, healthy drinking water.
- Strong economic business center that serves residents and visitors, promoting healthy, welcoming interactions, as well as opportunities for employment.
- Cultivating tenured staff that are loyal, hard working and dedicated to the safety and well-being of our Town and its residents.
- Reliable infrastructure that is gradually and consistently being improved.
- A community that is not only aesthetically appealing, but creates an atmosphere that is welcoming to visitors and newcomers.
- A community-wide dedication to environmental stewardship.
- Fiscal responsibility, while moving the Town forward through positive growth and continual improvement of Town property and parkland.
- Town Indebtedness
- Traffic
- Growth
- Park/Field Expansion
- Infrastructure - Water and Sewer/Roads

In addition to the above previous communications' information, the following is an additional consideration request relative to critical policies that should be considered for development as determined to be applicable to the Town of Boonsboro's characteristics and situations:

Stabilization Funds

Fees and Charges

Debt Issuance and Management

Debt Level and Capacity

Use of One-Time Revenues

Use of Unpredictable Revenues

Balancing the Operating Budget

Revenue Diversification

Contingency Planning

A more detailed discussion of the particulars associated with each of the following polices to further assist you in developing your lists can be found on pages 16 through 26 of the document transmitted as an attachment to this e-mail.

The above will be the basis for the next newly added standing BTF agenda item to the Mayor and Council Workshops and Regular Meetings for the duration BTF effort.

As always, please feel free to contact me or any of the BTF members if you have any questions, need additional information, or would like to discuss any aspects of the BTF effort.

Enjoy the remainder of your week!

Respectfully,
The Budget Task Force

Ernie Harr - Chairperson
Rick Beall
Megan Clark
Roland England
Todd Kennedy
Cindy Kauffman
Marilee Kerns
Paul Loeber
George Messner
Janeen Solberg