



Special Meeting of the Board of Trustees - Work Session - July 27

July 27, 2021

- 1. Opening of Meeting**
- 2. Pledge of Allegiance 6:00 PM**
- 3. Presentations**
 - a. Discussion of Trustees' Priorities for the 2022 Strategic Plan and Budget
- 4. Adjournment**

COLERAIN

PRESENTATIONS

Department: Administration
Department Director: Geoff Milz, Administrator

Discussion of Trustees' Priorities for the 2022 Strategic Plan and Budget

No action is requested of the Board.

Rationale:

One goal of this administration is to align our financial resources with the work we want to accomplish. This means that we must understand the priorities of our trustees and residents, articulate those priorities clearly in the form of a strategic plan, and then align the financial resources of the Township to accomplish the priorities through development of a budget. The process for establishing our strategic plan is built around the three-step process dictated by the Ohio Revised Code for developing a Township budget.

Step 1: The Tax Budget - July

Each year in July, the Township prepares a Tax budget for the next fiscal year. The purpose of the tax budget is to let the County Budget Commission know that they will need to collect the voted tax levies for the following year for Colerain Township. The tax budget is a very general financial plan for the operations of the next calendar year that identifies how much money is expected from local, state, and federal sources; the anticipated carryover fund balances; and how much is needed to carry out governmental functions in the following year. After a public hearing on the Tax Budget, the budget gets submitted to the county budget commission, which then uses it to fix property tax rates. This was completed at the June 22nd Board Meeting this year.

Step 2: Temporary Appropriations – August through December (We are here!)

Once the Tax Budget is submitted to the County Budget Commission, the administration begins to organize the strategic priorities for the coming year.

The Township will typically start by holding a leadership retreat where Department Directors will spend several days together discussing each department's needs for the up-coming year. This retreat is a time to reflect on the work of the current year and to course-correct if necessary. It also allows the leadership team to revisit the organization's mission, vision and values while strengthening the interconnections between the departments that can get lost in the regular day-to-day running of their individual departments. As the Township's leadership team prepares for its retreat, it is necessary to know what the Trustees priorities will be for the 2022 Strategic Plan and Budget. That is the purpose of this discussion.

After the retreat, the Township circles back to the community for their input. COVID disrupted the traditional community engagement process in 2020 and the Town Hall meetings that had become the hallmark of the process to prioritize and develop initiatives could not take place. As with all things 2020, staff had to find a new way to involve residents and conducted two surveys to gather feedback on the big theme for 2021 and to get input on specific initiative priorities.

The community feedback helped to determine the big picture theme for 2021 of Prosperous, Green and Clean and to finalize strategic initiatives. The highest priority is providing exceptional service within the limitations of our revenue sources. Budget meetings between our administration and department directors lasted through October as the Township honed in on the budget necessary to provide the level of service demanded by our residents.

Prior to finalizing the budget, the Township Trustees will individually review the proposed budget with staff. The Trustees will then formally adopt a set of policy priorities at the end of October. The feedback received from individual Trustees combined with the policy priorities were then incorporated into the final budget. All the

while staff was concurrently working to produce the Strategic Plan and Budget Book for 2022.

The effort will culminate in the adoption of the Temporary Appropriations at the December Trustee's meeting. The Temporary Appropriations represents the official budget for 2022 and will allow us to legally open purchase orders on January 1st.

Step 3: Final Appropriations – March

Three months into the new year, the Township has the opportunity to review how revenues and expenditures are trending and make final adjustments to the Temporary Appropriations. At the March Meeting of the Board of Trustees, they will be presented with the Final Appropriations for adoption.

Ongoing Process: Amended Appropriations

Try as we may, it is impossible to see too far into the future. Major projects come up, non-tax revenues like grants come in, and it becomes necessary to amend the Final Appropriations throughout the year.

Colerain Township leaders are committed to providing a safe, fiscally responsible and innovative place to live, work and grow businesses through proactive collaboration and communication.