

STAFF REPORT

DATE: May 2, 2017

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CONSENT ITEM #:

AGENDA ITEM: 2018 Budget Schedule

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Brian Swanson, Finance Director

BACKGROUND:

Similar to last year, the City Council is asked to accept the proposed 2018 budget key dates for planning purposes.

ISSUE BEFORE COUNCIL:

What should the schedule be for developing the 2018 budget?

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a proposed schedule. Staff has already begun working on the CIP. The CIP will be brought to committees/commission first then followed by the operating budgets. The finance committee and council will hold a joint session in August. Then Council will have another work session to review the proposed budget prior to certifying the maximum levy in September. Last year the council used the November work session to discuss further changes to the proposed budget so staff is including that as an optional meeting again this year. The final budget would be adopted and certified to the County in December.

FISCAL IMPACT:

NA

OPTIONS:

- 1) Approve the proposed schedule
- 2) Amend and then approve a schedule

RECOMMENDATION:

If removed from the consent agenda:

Motion to approve the 2018 Budget Schedule

ATTACHMENTS:

• 2018 Budget Schedule

CITY OF LAKE ELMO 2018 Proposed Budget Calendar

As of 4/26/2017

4/19/2017	Draft CIP Package Distributed to Departments
5/12/2017	Proposed CIP listings to Administrator and Finance Director
5/22/2017	Proposed Parks CIP to Parks Commission
5/23/2017	Proposed CIP from MAC and Public Safety
6/8/2017	Proposed 5 year CIP presented to Finance Committee
6/12/2017	Revenue and expense budget detail to Dept heads (actuals through May) for use to project balance of 2017 and 2018 budget
6/19/2017	Detailed 2017/2018 budget worksheets due back to Finance
6/26-6/30	Budget review with Dept. Heads, Administrator & Finance Department
7/6/2017	Departmental changes completed by Finance
7/7/2017	Proposed Budget to Dept. Supervisors for Final Comments
7/13/2017	Proposed 2018 budgets to FC
8/10/2017	Finance and Council Workshop – Proposed Budget
8/22/2017	Council Workshop – Proposed Budget
9/19/2017	Proposed Budget to City Council For Adoption by Resolution & Property Tax Levy
9/29/2017	Proposed Budget (adopted by Resolution) & Proposed Property Tax Levy Certified to the County. Certify Hearing(s) Dates.
11/14/2017	Council Workshop – Proposed Budget (optional)
12/5/2017	Final Budget & Levy determination Public Hearing 7:00PM City Hall
12/19/2017	Final Budget & Levy Determination (if necessary) 7:00PM City Hall
12/28/2017	Final Levy certified to the County & Adopt Final Budget
	CRITICAL DATES