



STAFF REPORT

DATE: May 1, 2018
CONSENT #9

AGENDA ITEM: 2019 Budget Schedule

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Sue Iverson, Finance Director

BACKGROUND:

Similar to last year, the City Council is asked to accept the proposed 2019 budget key dates for planning purposes.

ISSUE BEFORE COUNCIL:

What should the schedule be for developing the 2019 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 will work on the budgets in June, July and August. Then Council will have a 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 2019 Budget Schedule

ATTACHMENTS:

- 2019 Budget Schedule

**CITY OF LAKE ELMO
2019 Proposed Budget Calendar**

As of 4/23/18

4/23/2018	Draft CIP Package Distributed to Departments
5/11/2018	Proposed CIP listings to Administrator and Finance Director
5/21/2018	Proposed Parks CIP to Parks Commission
5/22/2018	Proposed CIP from MAC and Public Safety
6/19/2018	Proposed 5 year CIP presented to Finance Committee
6/11/2018	Revenue and expense budget detail to Dept heads (actuals through May) for use to project balance of 2018 and 2019 budget
6/18/2018	Detailed 2018/2019 budget worksheets due back to Finance
6/25-6/29	Budget review with Dept. Heads, Administrator & Finance Department
7/9/2018	Departmental changes completed by Finance
7/9 or 10/2018	Proposed Budget to Dept. Supervisors for Final Comments
7/17/2018	Proposed 2019 budgets to FC
8/21/2018	Finance Committee Recommendations on Proposed 2019 Budget
8/28/2018	Council Workshop – Proposed Budget
9/18/2018	Proposed Budget to City Council For Adoption by Resolution & Property Tax Levy
9/28/2018	Proposed Budget (adopted by Resolution) & Proposed Property Tax Levy Certified to the County. Certify Hearing(s) Dates.
11/9/2018	Council Workshop – Proposed Budget (optional)
12/4/2018	Final Budget & Levy determination Public Hearing 7:00PM City Hall
12/18/2018	Final Budget & Levy Determination (if necessary) 7:00PM City Hall
12/31/2018	Final Levy certified to the County & Adopt Final Budget
	CRITICAL DATES