



## STAFF REPORT

DATE: February 5, 2019  
CONSENT #9

**AGENDA ITEM:** 2020 Budget Calendar

**SUBMITTED BY:** Sue Iverson, Finance Director

**REVIEWED BY:** Kristina Handt, City Administrator

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**BACKGROUND:**

Similar to last year, the City Council is asked to accept the proposed 2020 budget key dates for planning purposes.

**ISSUE BEFORE COUNCIL:**

What should the schedule be for developing the 2020 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 2020 Budget Calendar.*

**ATTACHMENTS:**

- 2020 Budget Calendar

**CITY OF LAKE ELMO**  
**2020 Proposed Budget Calendar**

As of 2/5/2019

|                         |  |
|-------------------------|--|
| <b>4/15/2019</b>        | <b>Draft CIP Package Distributed to Departments</b>  |
|                         |  |
| <b>5/3/2019</b>         | <b>Proposed CIP listings to Administrator and Finance Director</b>   |
| <b>5/20/2019</b>        | <b>Proposed Parks CIP to Parks Commission</b>  |
| <b>5/28/2019</b>        | <b>Proposed CIP from MAC and Public Safety</b>   |
| <b>6/18/2019</b>        | <b>Proposed 5 year CIP presented to Finance Committee</b>  |
| <b>6/10/2019</b>        | <b>Revenue and expense budget detail to Dept heads (actuals through May) for use to project balance of 2019 and 2020 budget</b>    |
| <b>6/17/2019</b>        | <b>Detailed 2018/2019 budget worksheets due back to Finance</b>  |
| <b>6/24/19 -6/28/19</b> | <b>Budget review with Dept. Heads, Administrator &amp; Finance Department</b>  |
| <b>7/8/2019</b>         | <b>Departmental changes completed by Finance</b>   |
| <b>7/8/2019</b>         | <b>Proposed Budget to Dept. Supervisors for Final Comments</b>   |
| <b>7/16/2019</b>        | <b>Proposed 2019 budgets to FC</b>   |
| <b>8/20/2019</b>        | <b>Finance Committee Recommendations on Proposed 2019 Budget</b>   |
| <b>8/27/2019</b>        | <b>Council Workshop – Proposed Budget</b>  |
| <b>9/17/2019</b>        | <b>Proposed Budget to City Council For Adoption by Resolution &amp; Property Tax Levy</b>  |
| <b>9/30/2019</b>        | <b>Proposed Budget (adopted by Resolution) &amp; Proposed Property Tax Levy Certified to the County. Certify Hearing(s) Dates.</b> |
| <b>11/12/2019</b>       | <b>Council Workshop – Proposed Budget (optional)</b>   |
| <b>12/3/2019</b>        | <b>Final Budget &amp; Levy determination Public Hearing 7:00PM City Hall</b>   |
| <b>12/17/2019</b>       | <b>Final Budget &amp; Levy Determination (if necessary) 7:00PM City Hall</b>   |
| <b>12/31/2019</b>       | <b>Final Levy certified to the County &amp; Adopt Final Budget</b>   |
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|                         | <b>CRITICAL DATES</b>  |