

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2023
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Establishing the 2024 Budget Process Calendar

BACKGROUND

In the last several budget cycles, the City Council established a general process and timeline (calendar) for setting the following year’s budget, property tax levy, utility rates, and fee schedule. Given the significance of the budget process and the substantial amount of time and resources it commands, the Council is encouraged to establish a calendar early in the process to demonstrate a commitment to:

- Defining program and service outcomes
- Identifying the associated property taxes & fees necessary to achieve those outcomes
- Providing opportunities for public participation

Discussion on Budget Calendar

While the discussion of these and other key elements of the budget process may require some scheduling flexibility, there are a few statutory dates that the Council will need to adhere to including the setting of preliminary and final property tax levy as well as holding a final budget hearing.

With these statutory dates in mind and inconsideration of the steps used in last year’s process, Staff is tentatively suggesting the following budget calendar:

2024 Budget Process Timeline	Date
Discussion on <i>Preliminary</i> Cash Reserve Levels	3/13/2023
Establish 2023 Budget Process Calendar	5/8/2023
Discussion on 2022-2023 City Council Priorities & any Legislative Impacts	6/20/2023
Presentation of the 2023-2042 Capital Improvement Plan	7/17/2023
EDA Budget & Tax Levy Discussion	7/17/2023
Receive the 2023 City Manager Recommended Budget to include- Tax Base Changes	8/21/2023
Receive Budget Recommendations from the Finance Commission	9/18/2023
Adopt Preliminary 2023 Budget, Tax Levy, & EDA Levy	9/25/2023
Review 2023 Proposed Utility Rates	11/6/2023
Review 2023 Fee Schedule	11/6/2023
Final Budget Hearing (Truth-in-Taxation Hearing)	11/27/2023
Adopt Final 2023 EDA Tax Levy	12/4/2023
Adopt Final 2023 Budget, Tax Levy, Utility Rates, & Fee Schedule	12/4/2023

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In conjunction with this same calendar, the Finance Commission has several budget-related discussions tentatively scheduled on their upcoming 2023 Workplan. They include:

- June 13, July 11: Review Proposed 2024-2043 CIP
- August 23: Review 2024 City Manager Recommended Budget & Tax Levy
- September 12: Establish Recommendation on 2024 City Manager Recommended Budget & Tax Levy and recommendation on 2024-2043 CIP
- October 10: Review Proposed 2024 Utility Rates

POLICY OBJECTIVE

It is recommended that the City continue to adhere to budgeting best practices including a commitment to formally incorporate the public’s input, understanding long-term budget impacts, and communicating the City’s intentions early and throughout the budget process.

BUDGET IMPLICATIONS

Not applicable.

RACIAL EQUITY IMPACT SUMMARY

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

The Council is asked to provide guidance on the 2024 Budget calendar.

Prepared by: Michelle Pietrick, Finance Director
Attachments: N/A