

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 12, 2021
Item No.: 9.g

Department Approval



City Manager Approval



Item Description: Establishing the 2022 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:

2022 Budget Process Timeline	Date
Discussion on 2021-2022 City Council Priorities	3/8/2021
Discussion on <i>Preliminary</i> Cash Reserve Levels	3/22/2021
Establish 2022 Budget Process Calendar	4/12/2021
Presentation of the 2022-2041 Capital Improvement Plan	7/19/2021
Discussion on City Council Budgetary Goals	7/19/2021
EDA Budget & Tax Levy Discussion	7/19/2021
Receive the 2022 City Manager Recommended Budget	8/23/2021
Receive Budget Recommendations from the Finance Commission	9/20/2021
Adopt Preliminary 2022 Budget, Tax Levy, & EDA Levy	9/27/2021
Review 2022 Proposed Utility Rates	11/8/2021
Review 2022 Fee Schedule	11/8/2021
Final Budget Hearing (Truth-in-Taxation Hearing)	11/29/2021
Adopt Final 2022 EDA Tax Levy	12/6/2021
Adopt Final 2022 Budget, Tax Levy, Utility Rates, & Fee Schedule	12/6/2021

In conjunction with this same calendar, the Finance Commission has several budget-related discussions

22 tentatively scheduled on their upcoming 2021 Workplan. They include:
23

- 24 ▪ May 11, June 8: Review Proposed 2022-2041 CIP
- 25 ▪ July 13: Review 2022 Budgetary Impacts and City Council Priorities
- 26 ▪ August 17: Review 2022 City Manager Recommended Budget & Tax Levy
- 27 ▪ September 14: Establish Recommendation on 2022 City Manager Recommended Budget & Tax
28 Levy and recommendation on 2022-2041 CIP
- 29 ▪ October 13: Review Proposed 2022 Utility Rates
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31 **POLICY OBJECTIVE**

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

35 **FINANCIAL IMPACTS**

36 Not applicable.

37 **STAFF RECOMMENDATION**

38 Not applicable.

39 **REQUESTED COUNCIL ACTION**

40 The Council is asked to provide guidance on the 2022 Budget calendar.
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Attachments: N/A