



**LE SUEUR PERSONNEL AND
BUDGET COMMITTEE AGENDA**
Wednesday, July 19, 2017
203 South Second Street
10:00 A.M.

1. Call to Order
2. Review Budget Calendar
3. Review Budget Priorities
4. Levy Range for Preliminary Budget Resolution
5. Future Meetings
6. Adjourn



CITY OF LE SUEUR
PERSONNEL AND BUDGET COMMITTEE

TO: Personnel and Budget Committee

FROM: Jasper Kruggel, City Administrator
Zach Doud, Finance Director

SUBJECT: Review Budget Calendar

DATE: For the Personnel & Budget Committee Meeting of Wednesday, July 19, 2017

PURPOSE/ACTION REQUESTED

Review the 2018 Budget Calendar

SUMMARY

Please see the attached calendar timeline and Gantt chart showing the 2018 budget process.

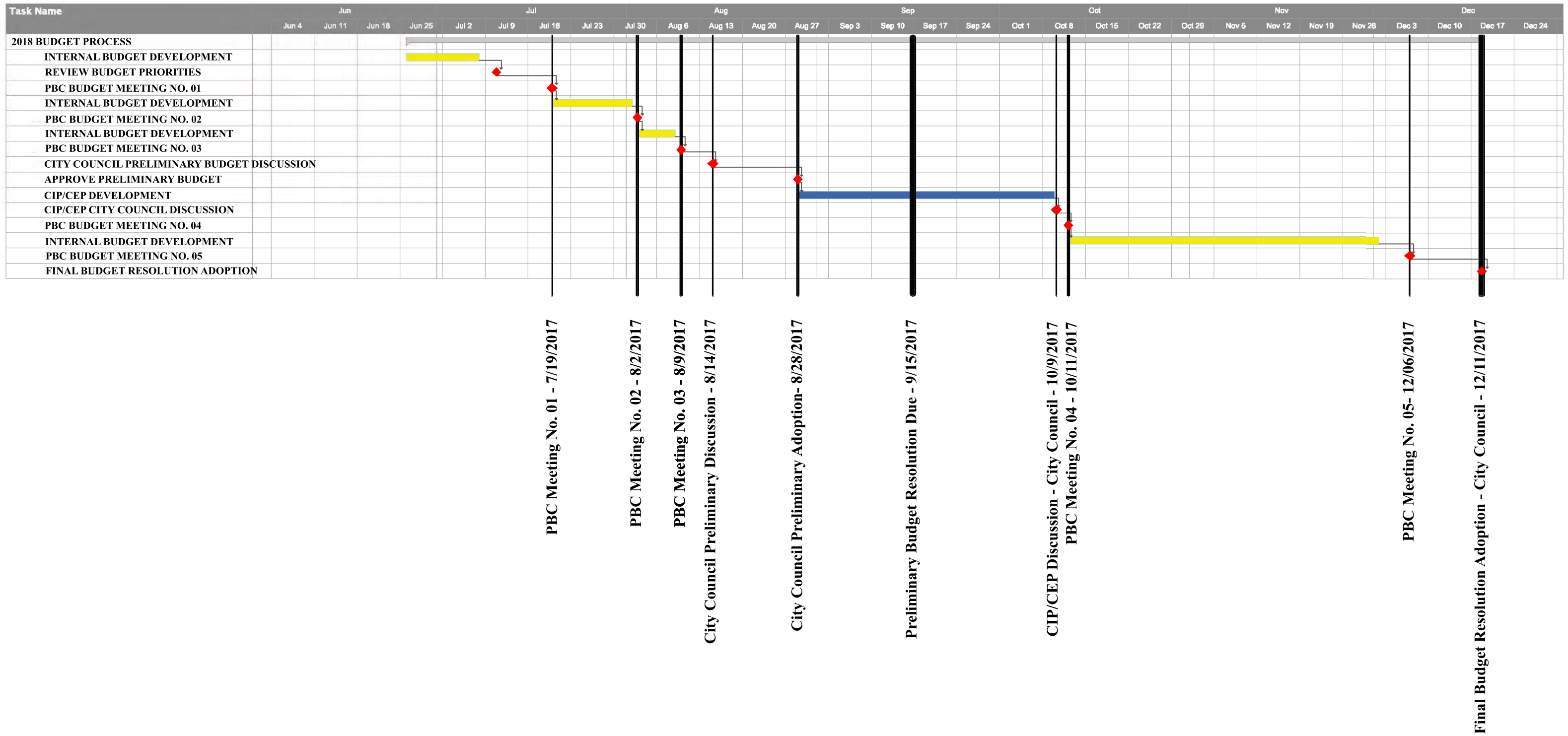
LE SUEUR BUDGET CALENDAR

BUDGET YEAR 2018

By June 9 th	Distribution of draft budget reports from AEM to directors
By June 15 th	Distribution of May 2017 financial reports
By June 23 rd	Department directors complete budget work papers and submit to AEM
June 27 th /28 th	Initial review of departmental budgets with department staff, CA and AEM
July 10 th	Review budget priorities at City Council Meeting
August 14 th /28 st	Preliminary budget to Council – Staff presents draft department budget requests City Council will adopt a proposed budget and certify a proposed property tax levy to the County Auditor for taxes payable in 2017 City Council will establish initial and continuation public hearing dates and publish as required to meet compliance with Truth in Taxation legislation
By September 15 th	City Clerk sends certified copy of proposed budget resolution and tax levy to Le Sueur County
October 2 nd /16 th	Council amends general fund budgets with city administrator; dept. heads, and AEM Review enterprise programs and rates, discuss enterprise and utility fund budgets
November 13 th	Projected budgets to Council and get information on future years'
November	County mails notices of proposed property taxes to the owner of each individual parcel of property. The dates for 2017 activity will be adjusted by pending legislative action
Prior to Public Hearing	City Clerk publishes notice of public hearings City will advertise the proposed budget and property tax levy in official newspaper
By December 1	AEM to work with CA to revise budget resolution, as needed
December 11 th	City will hold public hearings in accordance with dates established previously Council adoption of budget and resolutions
By December 29	City Clerk certifies copy of budget resolution to Le Sueur County
Late December	Summary of adopted budget available for public inspection
Early January	Publish summary budget data in paper (<u>or</u> utility inserts)



2018 BUDGET ADOPTION PROCESS





CITY OF LE SUEUR
PERSONNEL AND BUDGET COMMITTEE

TO: Personnel and Budget Committee

FROM: Jasper Kruggel, City Administrator
Zach Doud, Finance Director

SUBJECT: Review Budget Priorities

DATE: For the Personnel & Budget Committee Meeting of Wednesday, July 19, 2017

PURPOSE/ACTION REQUESTED

Review the 2018 Budget Priorities

SUMMARY

At the City Council meeting on July 10th, staff described the following priorities to be incorporated into the 2018 budget process. The intent of this item is to solicit additional discussion from the group about other priorities that should be added.

1. Develop a revenue neutral budget
2. Incorporate 2017-2018 City Council priorities into the budget
3. Incorporate CIP/CEP measures into the budget
4. Evaluate utility rates and structures to ensure proper maintenance of infrastructure
5. Establish a Stormwater Utility to create dedicated funding for stormwater related projects
6. Establish an investment policy with goals for the City

Items for this exercise at this stage should be focused on general fund operations.



CITY OF LE SUEUR
PERSONNEL AND BUDGET COMMITTEE

TO: Personnel and Budget Committee

FROM: Jasper Kruggel, City Administrator
Zach Doud, Finance Director

SUBJECT: Levy Range for Preliminary Budget Resolution

DATE: For the Personnel & Budget Committee Meeting of Wednesday, July 19, 2017

PURPOSE/ACTION REQUESTED

Discuss the preliminary budget process and gather feedback regarding the preliminary budget levy.

SUMMARY

The City of Le Sueur is required to provide Le Sueur County our preliminary tax levy resolution by September 15th, 2017. Staff is working on compiling the needs of the different division of the city and will provide that information as it becomes available.

The preliminary budget will be a planning number which contains a levy increase number likely around 8% - 10%. We can always back down off this number, but we can never exceed. For example, the preliminary 2016 budget had a levy increase of 10%, but the final budget had a levy increase of 5.5%.

The other terminology that you should be aware of is the "levy tax impact." The levy tax impact is self-explanatory, as it is the increase in the City's levy portion of the property taxes. The 2016 levy tax impact was 1.3%. This is the number that affects the residents, so we will watch this number closely as we develop the budget.

The preliminary tax levy that is submitted to the county only involves general fund activities.

As a note, the City of Le Sueur has land located in Sibley County, but that land is entirely owned by the City of Le Sueur and is tax-exempt. If there is a privately-owned parcel in Sibley County, we would have to also provide them a preliminary levy statement.



CITY OF LE SUEUR
PERSONNEL AND BUDGET COMMITTEE

TO: Personnel and Budget Committee

FROM: Jasper Kruggel, City Administrator
Zach Doud, Finance Director

SUBJECT: Future Meeting Schedule

DATE: For the Personnel & Budget Committee Meeting of Wednesday, July 19, 2017

PURPOSE/ACTION REQUESTED

Describe the future meetings of the Personnel & Budget Committee and City Council related to the 2018 budget formation process.

SUMMARY

Below is a summary of the Personnel & Budget Committee meeting schedule:

PBC Meeting No. 01 – **7/19/2017, 10:00 AM**

PCB Meeting No. 02 – **8/2/2017, 10:00 AM**

PCB Meeting No. 03 – **8/9/2017, 10:00 AM**

City Council Meeting – **8/14/2017, 6:30 PM**

City Council Meeting – **8/28/2017, 6:30 PM**

City Council Meeting – **10/9/2017, 6:30 PM**

PCB Meeting No. 04 – **10/11/2017, 10:00 AM**

PCB Meeting No. 05 – **12/6/2017, 10:00 AM**

City Council Meeting – **12/11/2017, 6:30 PM**