



## Legislation Details (With Text)

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<b>Attachments:</b>	1. Council Communication, 2. Presentation, 3. 2023 Budget Request Summary, 4. 2023 Budget Request Forms				

Date	Ver.	Action By	Action	Result
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### 2023 Preliminary Budget Session

#### Summary and Background Information:

The 2023 Budget process is well underway. Over the past few months, the following key steps have occurred:

- 1) A thorough base budget analysis, following a well established framework, was completed in April and May.
- 2) The deadline for 2023 Capital Improvement and Preservation Plan (CIPP) requests passed on April 14th. Since this deadline, a cross-departmental CIPP Process Team evaluated and scored project requests and completed a draft 5-Year CIPP for 2023-2027.
- 3) The deadline for 2023 Budget Requests passed on May 9th. Since this deadline, Finance and City Manager's Office staff reviewed requests and met with departments to discuss base budgets, CIPP requests, and budget requests.

During this study session, City Manager Tinklenberg will provide his initial 2023 budget recommendations in preparation for the 2023 City Council Budget Retreat to be held on September 12th. The projections provided during this presentation are estimates and are subject to change as the next couple months of the budget process unfold. Revenue figures will be adjusted as warranted, based upon additional information gleaned from July and August revenue receipts and expenditure figures will be adjusted based upon final updates of salary/benefit, internal service fund allocations for IT, Fleet, and Facilities, and the incorporation of additional feedback from the City Manager and City Council. City Council will have an opportunity to ask questions about the budget process and initial recommendations, in addition to providing staff with feedback and direction about the relative priority of the work described.

To aid this discussion, a detailed presentation, 2023 budget request summary, and packet containing all of the 2023 budget requests received from departments are attached. It is important to note, that budget requests undergo a thorough review by Finance and City Manager's Office staff and are also reviewed by HR (verification of salary/benefit amounts), IT (verification of IT cost estimates), and

Fleet/Facilities (verification of vehicle and facility related cost estimates). Due to these extensive review measures, the original request amounts frequently change to incorporate feedback from reviewers. The 2023 budget request summary shows the final post-review amounts, many of which differ from the original amounts requested by departments that are shown on the request forms.

**Staff Responsible (Department Head):** Roger Tinklenberg, City Manager

**Staff Member Presenting:** Roger Tinklenberg, Jason Rogers, Cathy Blakeman and Sheryl Carstens

**Financial Impact:** None at this time in the process

**Staff Recommendation:** Provide feedback and direction to City Staff on the initial budget recommendations.