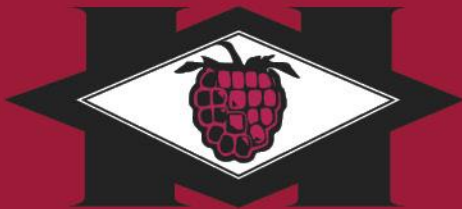


Finance Update

January 19, 2021



City of
Hopkins
Minnesota

Finance Department

Finance Director
(Nick)

Accounting
Technician –
Assessing
(Melanie)

Accounting
Technician –
Utility Billing
(Jackie)

Accounting
Analyst –
Accounting
(Katelyn)

Accounting
Analyst – HR,
Payroll, Elections
(Laura)



Finance Department

- Primary Functions
 - Accounting
 - Payroll
 - Utility Billing
 - Assessing
 - Debt Administration
 - TIF Administration



Finance Department

- Document Prepared
 - Comprehensive Annual Financial Report
 - City Budget & Property Tax Levy
 - Capital Improvement Plan
 - Equipment Replacement Plan



2022 Budget Process

Meeting Date	Meeting Type	Subject	Details
January 19	Regular Meeting	Finance Update	<ul style="list-style-type: none">-Review 2021 Budget Process-Overview of Community Engagement Plan and Budget Preparation Schedule for 2022 Budget
January-February	Regular Meetings & Work Sessions	Department Updates	<ul style="list-style-type: none">-Planning and Development (Jan. 12)-Police-Fire-Public Works-Recreation-Community Services and Administration



2022 Budget Process

Meeting Date	Meeting Type	Subject	Details
March 9	Work Session	Financial Management Plan	<ul style="list-style-type: none">-Presentation on FMP-Decision on Infrastructure Projects in 2022-Decision on Burnes Park Debt Service in 2022
April-July	N/A	Internal Preparations	<ul style="list-style-type: none">-2020 Audit Ongoing-Departments Prepare Budgets, Equipment Replacement and Capital Improvement Plans
July 13	Work Session	Review 2022 Tax Levy and General Fund Budget	<ul style="list-style-type: none">-First Draft



2022 Budget Process

Meeting Date	Meeting Type	Subject	Details
August 10	Work Session	Review Capital Improvement Plan and Equipment Replacement Plans	-Park Dedication Fund -Permanent Improvement Revolving Fund (Street Projects) -Equipment Replacement Levy
August 16	Community Event	Review 2022 Tax Levy and General Fund Budget	-Presentation -Question and Answer Session
September 7	Regular Meeting	Review 2022 Tax Levy and General Fund Budget	-Preliminary for approval on September 21
September 21	Regular Meeting	Approve Preliminary Tax Levy and General Fund Budget	-Must be approved by September 30



2022 Budget Process

Meeting Date	Meeting Type	Subject	Details
October 12	Work Session	Review Enterprise Fund Budgets and Utility Rates	-Water -Sewer -Storm Sewer -Refuse -Pavilion
November 3	Regular Meeting	Approve CIP, ERP and Utility Rates	
November 9	Work Session	Review Special Revenue Budgets and Activity Center Budget	-Chemical Assessment -Economic Development -Communications -Parking -Depot -Arts Center -Activity Center



2022 Budget Process

Meeting Date	Meeting Type	Subject	Details
November 30 or December 6 (Monday) TBD	Regular Meeting	Truth in Taxation Hearing	-Overview of 2022 Budget and Tax Levy -Public Comment
December 7	Regular Meeting	Approve Final Budget and Tax Levy	
December 14	Regular Meeting	Approve Final Budget and Tax Levy	-Last scheduled meeting to approve



