



NOTICE:

ROMULUS CITY COUNCIL

SPECIAL MEETING – STUDY SESSION

Monday, April 3, 2023

The Romulus City Council will hold a Special Meeting – Study Session on **Monday, April 3, 2023 at 6:00 p.m.** in the Romulus City Hall Council Chambers located at 11111 Wayne Road, Romulus, MI 48174 for the purpose of discussing the proposed 2023-24 City Budgets.

The Special Meeting-Study Session Agenda is as follows:

1. Roll Call
2. Agenda
3. Discussion: Proposed 2023-24 City Budgets – 34th District Court & Romulus Public Library
4. Public Comment
5. Adjournment

Ellen L. Craig-Bragg, City Clerk
City of Romulus

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCL 15.263a et. seq., and the Americans with Disabilities Act. (ADA).

THIS IS A OPEN SESSION MEETING

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to participate in the meeting effectively should contact the City Clerk or send an email by 12:00 p.m. the day of the meeting to request assistance at:

Ellen L. Craig-Bragg, City Clerk, 11111 Wayne Rd., Romulus, MI 48174, (734) 942-7540,
clerk@romulusgov.com



City Council Special Meeting

Study Session Agenda

April 3, 2023

6:00 PM

1. Roll Call
2. Agenda - Motion to accept Study Session Agenda as presented
3. Discussion: Proposed 2023-24 City Budgets – 34th District Court & Romulus Public Library
4. Public Comment
5. Adjournment - Motion to adjourn the Special Meeting



MEMORANDUM

To: Honorable City Council
From: Ellen L. Craig-Bragg, City Clerk
Cc: D’Sjonaun Hockenhull, Deputy City Clerk
Date: March 30, 2023
Re: Special Meetings

There is one (1) special meeting scheduled for Monday, April 3, 2023:

- | | | |
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| 1. 6:00 p.m. | Study Session | FY 23/24 Budget Presentations |
| | | 34th District Court & Romulus Public Library |

MEMORANDUM

DATE: March 30, 2023

TO: Honorable City Council,
Honorable Mayor Robert A. McCraight
Ellen L. Craig-Bragg, Clerk
Stacy A. Paige, Treasurer

FROM: Maria Farris, Finance Director
Victoria Trush, Assistant Finance Director

RE: Preliminary Budget – FY2023/24

Enclosed for your review is the Fiscal Year 2023/2024 Preliminary Budget prepared for the City of Romulus.

As a reminder, the Council budget study sessions are scheduled for April 3, 2023 and April 10, 2023 from 6:00 p.m. - 7:15 p.m. On April 3, 2023, Patty Braden the Romulus Library Director, will be presenting the Library's portion of the budget. Also included is the FY23/24 Preliminary budget that was provided by the 34th District Court. On April 3, 2023, the 34th District Court's financial representatives will be there to present and answer any questions relative to the 34th District Court's budget.

City Department Heads will be present on the April 10, 2023 study session to answer questions relative to their respective budgets and/or department operations.

The public hearing is scheduled for May1, 2023 at 6:30 p.m. with official adoption and tax levy authorization on May 8th, 2023 at the regular Council meeting. The FY23/24 Budget becomes effective July 1, 2023.

If you should have any questions or require additional information, please feel free to contact myself or the Assistant Finance Director, Victoria Trush. We would be happy to address your specific concerns by e-mail at mfarris@romulusgov.com or vtrush@romulusgov.com.

CITY OF ROMULUS

BUDGET CALENDAR

FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024

<u>DATE</u>	<u>DESCRIPTION</u>
<i>January 11, 2023</i>	Administrative Staff meeting – Discuss general guidelines for FY2023/2024 budget preparation including a review of budget manual. Departments are able to begin entering department budgets into BS&A this week for FY2022-23 projections and FY2023/24 Department Requested. <i>All departments that charge for services must begin their fee schedule analysis to determine any necessary changes. These are due to the Clerk's Office by February 10, 2023.</i>
<i>January 13, 2023</i>	Budget requests for FY2023-24 to be submitted to the Department of Public works relative to Building & Grounds (equipment, maintenance and grounds) requests and Motor Vehicle & Equipment requests. Appropriate forms are located on the public drive, Finance Department, Annual Budget Information. Capital Outlay requests are to be submitted to Chief of Staff, Finance Director and Assistant Finance Director.
<i>January 13, 2023</i>	As part of the annual review process, Department Heads are to submit any requests for changes in staffing for the FY2023-24 Budget, such as additions and/or requested salary changes for both full-time and part-time to the Human Resources Department (Service Improvement form available on public drive).
<i>January 13, 2023</i>	Budget request submittals due to Technology Services department (equipment, software, maintenance, supplies, etc.). Forms to be completed with appropriate accounts numbers, equipment and any associated maintenance costs. The form is available on public drive
<i>January 20, 2023</i>	FY2022-23 Budget projections are to be completed for department specific revenues, overtime, part-time and applicable line item expenditures
<i>February 3, 2023</i>	Budget requests for FY2023-24 relative to staffing that have been reviewed and approved by the Mayor and Chief of Staff will be submitted to the Finance Department for inclusion in the preliminary budget. Please note that these are still subject to change.
<i>February 13, 2023</i>	BS&A System – Department Requested budgets uploaded to the Finance Department and budget review initiated. All budgeted items must be justified, particularly if there is a variance from one year to the next. Departments without budget figures will be left up to the discretion of the Director of Financial Services. All associated forms should be completed and amounts equal. Specific line items are to include a detail list of estimated and proposed expenditures.

CITY OF ROMULUS

BUDGET CALENDAR

FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024

<u>DATE</u>	<u>DESCRIPTION</u>
<i>Feb 21 – Mar 9, 2023</i>	The Mayor, Chief of Staff and Finance Department review current year projections and proposed budgets with Department Heads. Please refer to Department Head schedule in public folder.
<i>March 9 – 31, 2023</i>	Preliminary Budget document is prepared by the Finance Department incorporating changes approved by the Mayor and Chief of Staff necessary to meet fund balance expectations.
<i>April 1, 2023</i>	According to Section 9.2 of the City Charter, a recommended budget is to be submitted to City Council on or before the 1st day of April. Clerk to publish required notices for the FY2023-24 Budget Public Hearing.
<i>April 3 & 10, 2023</i>	Study sessions to be held for the 34 th District Court and City budgets with City Council, Mayor and City Department Heads. Each meeting to begin at 6:00 p.m.
<i>May 1, 2023</i>	Public Hearing to be held on the Preliminary Budget @ 6:30 p.m.
<i>May 8, 2023</i>	FY2023–24 Final Budget Adoption, in accordance with Section 9.4 of the City Charter, and tax levy authorization proposed to support the proposed budget.
<i>July 1, 2023</i>	The FY2023-24 Budget becomes effective.