

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: 2024 Budget Calendar
DATE: June 5, 2023



As the calendar turns over to June, it is time to officially kick-off the 2024 budget process. For the 2024 Budget, staff is recommending the following budget calendar:

- June
 - o Department Heads submit 2024 capital requests.
 - o City Administrator and Finance Specialist begin drafting 2024 operating budgets.
- July
 - o Budget Kick-off Workshop with City Council
 - July 18 @ 1:00pm.
 - o Staff revise draft budget.
- August
 - o Preliminary Budget Workshop with City Council
 - August 15 @ 1:00pm.
 - o Staff finalized preliminary budget and levy and issue public notice.
- September
 - o Preliminary Budget & Levy Public Hearing & Adoption
 - Regular City Council Meeting September 5 @ 6:30pm.
- October/November
 - o Final Budget Workshop with City Council (if necessary)
 - October 17 @ 1:00pm.
 - o Staff finalize 2024 Budget and issue public notice.
- December
 - o Final Budget & Levy Public Hearing & Adoption
 - Regular City Council Meeting December 4 @ 6:30pm.

The budget kick-off workshop will be centered around discussion on overall budget goals and expectations, initial projected operating budget changes, department capital requests, and potential projects with significant attention being given to discussion on City Hall and Buschmann Road.

At the preliminary budget workshop, staff will present a draft of the full preliminary budget & levy ahead of the public hearing and adoption scheduled for the regular City Council meeting on September 5. Per State Statute, every municipality must set a preliminary budget & levy and provide it to the county auditor no later than September 30. The final budget & levy will then be set on December 4. The final levy can be lower than the preliminary levy, but it cannot be higher.

Council Action

Staff recommends approval of the provided 2024 Budget Calendar, setting workshops as listed.