

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: 2025 Budget Calendar
DATE: June 3, 2024



As the calendar turns over to June, it is time to officially kick-off the 2025 budget process. For the 2025 Budget, staff is recommending the following budget calendar:

- June
 - o Department Heads submit 2025 capital requests.
 - o City Administrator and Finance Specialist begin drafting 2025 operating budgets.
- July
 - o Budget Kick-off Workshop with City Council
 - Date and Time TBD
 - o Staff revise draft budget.
- August
 - o Preliminary Budget Workshop with City Council
 - Date and Time TBD
 - o Staff finalized preliminary budget and levy and issue public notice.
- September
 - o Preliminary Budget & Levy Public Hearing & Adoption
 - Regular City Council Meeting September 3 @ 6:30pm.
- October/November
 - o Final Budget Workshop with City Council (if necessary)
 - Date and Time TBD
 - o Staff finalize 2025 Budget and issue public notice.
- December
 - o Final Budget & Levy Public Hearing & Adoption
 - Regular City Council Meeting December 2 @ 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. Staff also anticipates presenting a draft of the comprehensive capital improvement plan (CIP) at that time.

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 3. 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 2. The final levy can be lower than the preliminary levy, but it cannot be higher.