



CITY COUNCIL MEMORANDUM

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer

DATE OF MEETING: December 8, 2025

ITEM TITLE: Set a public hearing for Fiscal Year 2026 Budget Amendment #1

BACKGROUND:

This is for grants, insurance claims, and other unexpected revenues received in Fiscal Year 2026, and projects and unexpected expenses that have occurred already in Fiscal Year 2026. The timeline is as follows:

- December 8th – Set the Public Hearing for January 12.
- January 12th – Hold the Public Hearing.
- January 26th – Approve budget amendment #1.

The hearing and approval cannot be held at the same meeting.

Publication requirements are no less than 4 days and no more than 20 days before the hearing date.

DISCUSSION:

N/A

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **efficient and effective planning and prioritizing of all available resources**. This item helps achieve that vision by supporting staff to follow the State of Iowa code, following budget requirements, as well as allowing for modifications of the budget to facilitate changes in work throughout the year.

FINANCIAL CONSIDERATION:

This will not impact the mill levy set by the City, as that cannot be modified after it is set. This only allows for additional spending authority to be provided so that Staff can meet the needs of the City.

RECOMMENDATION:

Staff recommends a motion to set a public hearing date of January 12, 2026, at 5:30 pm for the Fiscal Year 2026 Budget Amendment #1.