



CITY COUNCIL MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

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

DATE OF MEETING: November 25, 2024

ITEM TITLE: Set a public hearing for Fiscal Year 2025 Budget Amendment #1

BACKGROUND:

This is for grants, insurance claims, and other unexpected revenues received in Fiscal Year 2025, and projects and unexpected expenses that have occurred already in Fiscal Year 2025. The timeline is as follows:

- November 25th – Set the Public Hearing for December 9th.
- December 9th – Hold the Public Hearing.
- January 13th – Approve budget amendment #1.

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

Publication requirements are no less than 10 days (11/29/2024) and no more than 20 days (11/19/2024) before the hearing date (12/9/2024). I have requested the notice be published in the Bulletin Journal on 11/27/2024. I have also sent the notice to them on 11/21/24 to meet their required submission deadline.

DISCUSSION:

N/A

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Support and Empower Workforce. 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 to Staff so that Staff can meet the needs of the City.

RECOMMENDATION:

Staff recommends a motion to set a public hearing date of December 9, 2024, at 5:00 pm for the Fiscal Year 2025 Budget Amendment #1.