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MEMORANDUM

TO: EDA PRESIDENT AND BOARDMEMBERS
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2024 BUDGET
DATE: OCTOBER 5, 2023

Attached is my proposed budget for the EDA for 2024. Similar to 2023, I am recommending that \$75,000 be levied to go towards EDA activities. The major change from 2023 is the salary/benefits portion. While monetarily the amount is similar, the employee those numbers are attached to has changed.

For 2023, half of the new City Planner position was paid for using the EDA budget. With the work the Planner is doing, little to know time is being spent on EDA activities, though the presence of the planner has allowed other staff members to spend additional time on EDA activities. Because of this, the amount the EDA is paying towards salary and benefits now represents 30% of the City Administrator's compensation instead of 50% of the Planner compensation. Other than that, the budget remains similar to 2023's budget.

Recommendation

I recommend approval of the 2024 budget, requesting the City levy \$75,000 for the EDA's activities.