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R. O. No. 24 - 23 - 24. By FINANCE DIRECTOR. July 3, 2023.

Submitting for your information the proposed 2024 Budget Schedule and 2024 preliminary budget fiscal factors for guidance prior to departmental budget preparation.

2024 City of Sheboygan Budget Schedule

July 3, 2023	Finance Director submits 2024 Budget Schedule and preliminary budget fiscal factors to Common Council.
July 10, 2023	Finance Director communicates to Management Team the parameters for 2024 Budget submittals.
July 10, 2023	Finance Director discusses budget parameters with Finance and Personnel Committee.
July 12, 2023	Finance Director provides budget entry training to staff.
July 17, 2023	Finance Director provides year-to-date 2023 Budget update and high-level 2024 budget outlook to Common Council.
August 15, 2023	Department Heads submit preliminary departmental operating and capital budget submittals.
August 17, 2023	Staff completes Salary and Benefit Projections, merges data into the 2024 Budget Projection.
August 22, 2023	Department Head budget workshop to review 2024 preliminary budget requests.
September 5, 2023	Committee of the Whole Budget Workshop
Week of September 11	Committee of the Whole Budget Workshop (if needed)
September 18, 2023	Common Council refers 2024-2028 Capital Improvement Plan to City Plan Commission.
September 26, 2023	City Plan Commission reviews and adopts 2024-2028 Capital Improvement Plan.

October 2, 2023	City Administrator submits Budget Resolution to Common Council for referral to Committee of the Whole. Common Council to adopt 2024-2028 Capital Improvement Plan.
October 6, 2023	Staff publishes Notice of Public Hearing on 2024 Proposed Budget.
October 16, 2023	Additional Committee of the Whole Budget Review and Discussion (if needed)
October 23, 2023	Committee of the Whole reviews and refers final 2024 Proposed Budget to Common Council. Public Hearing on 2024 Proposed Budget.
November 6, 2023	Common Council to adopt the Budget Resolution.

Submitting the 2024 preliminary budget fiscal factors for guidance prior to departmental budget submittals as follows:

1. General Fund Budget - retains eligibility for Wisconsin's Expenditure Restraint Program.
2. Equalized tax rate to increase no more than inflationary levels.
3. Maintain city services with no decrease in service level.
4. Leverage city resources through partnerships and shared services/facilities with other entities.
5. Leverage intergovernmental funding to help offset city cost for projects or programs that promote the City of Sheboygan Strategic Plan Focus Areas.
6. Funding for anticipated wage/benefit increase for the city workforce due to union contracts and inflationary factors.
7. Review user fees including utility rates.
8. Identify planned borrowed funds to assist in maintenance of the City's current Aa2 bond rating and remain consistent with Debt Management plan.
9. Balance all Fund budgets, if necessary utilize applied fund balance or planned borrowed fund proceeds.
10. Incorporate 2024 projects, equipment and vehicles identified in the 2023 - 2027 Capital Improvement Program.
11. Continue Garbage, Recycling, and Vehicle Registrations at their current amounts.
12. Maintain a minimum of 25% unassigned Fund Balance in the General Fund budget.

Kaitlyn Krueger, Finance Director