

**CITY OF SHEBOYGAN
R. O. 19-24-25**

BY CITY ADMINISTRATOR.

JUNE 17, 2024.

Submitting for your information the proposed 2025 Budget Schedule and 2025 preliminary budget fiscal factors for guidance prior to departmental budget preparation.

June 17, 2024	City Administrator submits 2025 budget schedule and preliminary budget fiscal factors to Common Council.
June 24, 2024	City Administrator communicates to department heads the parameters for 2025 budget submittals. City Administrator presents budget parameters to Finance & Personnel Committee.
June 26, 2024	Finance Department provides budget entry training to staff.
August 5, 2024	Finance Director provides year-to-date 2024 budget update and high-level 2025 budget outlook to Common Council.
August 14, 2024	Department heads submit preliminary departmental operating and capital budget submittals.
August 16, 2024	Finance Department completes salary and benefit projections.
August 22, 2024	Department heads budget workshop to review 2025 preliminary budget requests.
August 26-30, 2024	Department head one-on-one meetings with Administration and Finance Departments to review budget requests.
September 9, 2024	Department head review of budget as proposed to Council by City Administrator Committee of the Whole Budget Workshop
September 16, 2024	Committee of the Whole Budget Workshop
October 2, 2024	Staff publishes Notice of Public Hearing on 2025 Proposed Budget.

October 7, 2024	City Administrator submits Budget Resolution to Common Council for referral to Committee of the Whole. Common Council refers 2025-2029 Capital Plan to City Plan Commission
October 15, 2024	City Plan Commission reviews and adopts 2025-2029 Capital Plan
October 21, 2024	Committee of the Whole reviews and refers final 2025 Proposed Budget and 2025-2029 Capital Plan to Common Council. Public Hearing on 2025 Proposed Budget.
November 4, 2024	Common Council adopt Budget Resolution and 2025-2029 Capital Plan

Submitting the 2025 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 2025 projects, equipment and vehicles identified in the 2025 – 2029 Capital Plan.
11. Maintain a minimum of 25% unassigned Fund Balance in the General Fund budget.