

Statutory Deadlines for Preparing 2025 City/Town Budgets

Pre-Budget Items (Spring/Summer 2024)	Council retreat; Adopt/update financial policies; Public hearings for capital facility plan updates; Public forums or community outreach (ex: community priorities); Mayor/manager communicates budget objectives to staff
Sept. 9	Budget request to all department heads
Sept. 9-22	Department heads prepare estimates of revenues and expenditures; Clerk prepares estimates for debt service and all other estimates
Sept. 23	Budget estimates from department heads filed with clerk
Sept. 25	Implicit price deflator calculated (only applies to cities of 10,000+ population)
Oct. 1	Clerk provides estimates filed by department heads to mayor/manager showing complete financial program
Oct. 7	Mayor/manager provides council with estimates of revenues from all sources, including estimates prepared by clerk, for consideration of setting property tax levy
Mid-October to mid-November (approx.)	Public hearing on revenue sources including possible increases in property tax
Nov. 2	Mayor/manager prepares preliminary budget and budget message; files with clerk and council
Nov. 1-18 (approx.)	Publication notice of preliminary budget and final hearing
Nov. 1-25 (approx.)	Public hearing(s) on preliminary budget
Nov. 21	Copies of budget available to public
Nov. 30	Property tax levies set by ordinance and filed with county
Dec. 2	Final budget hearing
Dec. 31	Budget adoption deadline