

Watertown 2024 Budget and Tax Calculation Timeline

Date	Participants	Activity
May 2 (LT mtg)	Leadership Team	Update Capital Improvements Projects (CIP) 5-Year Requests List
May 15	Leadership Team	CIP due to Finance Director
May 25	Leadership Team	Review CIP requests
May 31	Leadership Team	Submit requests for position additions and any dept reorganization to Mayor
June 26 (2nd FinCom mtg)	Finance Com	Initial CIP 5-Year Requests List presented
June 26 (2nd FinCom mtg)	Finance Com	Dept heads submit requests for position additions and any dept reorganization approved by Mayor to Finance Committee. (Approved changes will be sent to Carlson Dettmen for grade rating for inclusion in payroll estimates.)
June Weeks 3-4	Mayor, Finance Dir	Review & modify annual goals
July 11 (LT mtg)	Leadership Team	Review & modify annual goals
Aug 1 (LT mtg)	Leadership Team	Finance Director distributes budget submission forms with direction for creation expectations
Aug 7 (1st FinCom mtg)	Finance Com	Review annual goals, initial compensation estimates, guidance on COLA/pay table changes
Aug Weeks 2-3	Dept Head, Mayor, Finance Director	Department discussion: highlights, new initiatives, changes in process, capital outlay requests
Aug 15	WI DOR	Final equalized values, TID values, net new construction, personal property aid estimates released
Sept Week 1	Finance Department	Issue payroll estimates (incorporating personnel additions, pay table & COLA, known benefits changes)
Sept 5	WI DOR	Levy limit worksheet is posted
Sept 8	Leadership Team	Budget submissions due to Finance Director
Sept 14	Finance Director	Initial budget provided to Mayor
Sept 15	WI DOR	Shared Revenue estimate is posted
Sept 20	WI DOR	State certifies CPI percent change for calculation of Expenditure Restraint
Sept Week 3-4	WI ETF	Health insurance premium rates released
Sept 15-22	Mayor	Reviews and modifies budget
Sept 26	Finance Director	Initial budget delivered to Finance Com and Common Council
Sept 29	WI DOR	Expenditure restraint budget limit notice, Computer Aid, and Video Service Provider Aid released
Oct 3 (before Council mtg)	Finance Com	Mayor presents budget proposal
Oct 4-6	Finance Com	Submit questions to Dept Heads (cc Finance Director) for information to be presented in dept presentation
Oct Week 2	WI DOR	Transportation Aid estimate issued
Oct 9, 11, 12	Dept Head, FinCom	Department presentations to Finance Committee
Oct 16	FinCom	Department follow-up; finalize decisions
Oct Week 4	Finance Director	Proposed city portion of tax rate calculated
Oct 26	City Clerk	Published budget sent to newspaper for 11/1 publication
Oct 31	Madison College	MATC certifies its levy
Nov 1	WI DOR	ERP budget limit notice issued
Nov 7 (1st Council mtg)	Common Council	Budget Public Hearing
Nov 10	WUSD, Counties	Taxing entities provide levies
Nov 20	WI DOR	School levy tax credit, lottery credit, and first dollar credit information released
Nov 21 (2nd Council mtg)	Common Council	Final budget is adopted
Dec no later than 12/18	Finance Department	Tax rates including all taxing entities and credits are calculated; bills are created and mailed

2024 Budget Presentation Schedule

Mtg	Date	Time	Topics
1	10/03 Tues	6:00	Budget Proposal with Changes Highlighted Debt [04] Capital Improvements [05] TIDs
2	10/09 Mon	4:30	General Government Common Council, Human Resources, Employee Benefits Cable TV IT Municipal Court, Attorney Finance, Elections, Assessor, Audit, Prop/Liab Ins Misc Other Funds Economic Development [60] Non-recurring Grants (incl ARPA) [24], CDB Housing [65], Fiber Optic [25], Transit [13] Tourism [22]
3	10/11 Wed	4:30	Health Public Health Environmental Hlth [14], Health ER Preparedness [15], Seal-a-Smile [18] Humane Society Public Safety Police, Crossing Guards, Dispatch Center Municipal Building, master planning Fire, Emergency Gov't Culture, Education, Recreation Library, Library Operations [11], Library Trust [20] Recreation, Pools, Senior/Com Ctr, Parks Forestry Parks Development [7], Town Square Future Fund [26]
4	10/12 Thur	4:30	Public Works Bldg/Safety/Zoning Engineering Annual Infrastructure [part of 05] Street Division Solid Waste Division [17] Stormwater Utility [16] Airport Water Utility [3] Wastewater Utility [2]
5	10/16	5:00	Follow-up

Mon

Finalize Decisions