

2024 Municipal Budget Calendar	Stage	Finance Staff	Section Start	Section Complete	Meeting Time (Hrs)	Finance Committee	Common Council	Who	Target Budget Timeline	Work Time
Finance Committee								FC	Mon, May 22, 2023	
Create 2024 Master Budget Workbook	Planning / Prep							K Dieter	Thu, Jun 1, 2023	
Create 2024 Master Payroll File	Planning / Prep							K Dieter	Thu, Jun 1, 2023	
Create 2023-2033 CIP File	Planning / Prep							S Hatton	Fri, Apr 21, 2023	
Update for staff changes, WRS, Health Ins., wage rates	Planning / Prep							K Dieter	Thu, Jun 1, 2023	
Dept. Directors Meeting - Budget Kick-off	Process				1.5			MT	Thu, Jun 15, 2023	
Departments #1: 2024-2033 CIP, review for changes	CIP		Thursday, June 15, 2023	Thursday, July 6, 2023	4.0			MT	Thu, Jul 6, 2023	21
Departments #2: Review projections for revenues, payroll, and personnel	Revenue/Payroll		Thursday, July 6, 2023	Thursday, July 20, 2023	n/a			MT	Thu, Jul 20, 2023	14
Departments #3: Complete Operating Budget sections along with 2024 Operating Projects/Initiatives.	Operating Rev / Exp / Initiatives		Thursday, July 20, 2023	Thursday, August 10, 2023					Thu, Aug 10, 2023	21
Departments #4: Complete Budget Section Narrative, Metrics, Goals Template	Narrative / Goals		Thursday, August 10, 2023	Thursday, August 24, 2023				MT	Thu, Aug 24, 2023	14
Fin. Dir. Meetings w/ Dept Heads - Guidance/Questions	Operating Rev / Exp / Initiatives		Thursday, July 20, 2023	Thursday, August 17, 2023				MT	Thu, Aug 17, 2023	28
Finance Committee								FC	Tue, Aug 22, 2023	
Fin. Dir. Prepare initial budget - Map needed changes to balance w/ CM, DPW Dir	Operating Rev / Exp / Initiatives		Thursday, August 10, 2023	Thursday, August 24, 2023				MT	Thu, Aug 24, 2023	14
Review of department budgets by the city manager.	Draft		Thursday, August 24, 2023	Thursday, August 31, 2023				MT	Thu, Aug 31, 2023	7
Common Council Meeting								Council	Tue, Sep 5, 2023	
Common Council Meeting								Council	Tue, Sep 19, 2023	
Staff drafts document narrative, budget summary, and budget graphics.	Draft		Thursday, August 24, 2023	Thursday, September 21, 2023				MT	Thu, Sep 21, 2023	28
Finance Committee	Draft							FC	Tue, Sep 26, 2023	
Produce DRAFT Budget Document - Distribute for review/corrections, updates			Thursday, September 21, 2023	Thursday, September 28, 2023				MT	Thu, Sep 28, 2023	7
Produce Budget Update Document - Distribute in Council Packet			Thursday, September 28, 2023	Friday, September 29, 2023				MT	Fri, Sep 29, 2023	1
City Manager provides budget presentation to the Common Council along with the complete budget document.	Recommended							Council	Tue, Oct 3, 2023	
Post Notice of Public Hearing								MT	Tue, Oct 3, 2023	
Finance Committee Review, Department Q&A: Public Safety	Recommended							FC	Thu, Oct 5, 2023	
Finance Committee Review, Department Q&A: Public Works, Utilities	Recommended							FC	Tue, Oct 10, 2023	
Finance Committee Review, Department Q&A: Park & Rec, Aquatic Center	Recommended							FC	Thu, Oct 12, 2023	
Common Council Meeting	Proposed							Council	Tue, Oct 17, 2023	
Staff assembles and presents draft budget for final internal review.	Draft		Thursday, September 21, 2023	Saturday, October 21, 2023				MT	Sat, Oct 21, 2023	30
Common Council Meeting - Distribution of Final amended 2023 Budget Document	Proposed							Council	Tue, Nov 7, 2023	
Public hearing and Possible adoption of the amended municipal budget and establishment of Municipal Levy for 2023	Adopted							Council	Tue, Nov 21, 2023	
CC = Common Council MT = Management Team FC = Finance Committee										