|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **City Timeline** | **State law time limitations** |  |  |
| June | 6/12/23 |  | Mayor - Request to Dept. Heads. Mayor requests baseline budget and any requests for new items including capital purchases, new expenditures and proposed new staffing. Include funding sources to pay for capital purchases. |  |
| June – Sept |  |  | CA/CT begins the preparation for the budget. A review of salary, salary allocations, benefits, expenditures, and general revenue forecasts is conducted. |  |
| August | 8/1/23 | On or before the second Monday in September 14th | CA/CT issues “Call for 2024 Budget” to Dept. Heads and Agency requests; Due Friday, September 4, 2023 |  |
| September | 9/25/23 | By Fourth Monday in September 28 | 2024 Department Budget estimates & Agency Requests Due to Mayor, City Administrator/Clerk-Treasurer  The overall budget proposal, including new requests and capital projects, is presented to the Clerk-Treasurer & Mayor for modifications, revisions or additions. |  |
| October | 10/2/23 | On or before the first business day in the third month prior (October) to the beginning of the fiscal year | CA/CT 2023 Estimated PRELIM Budget with Mayor with any detailed changes approved or requested by the Mayor. |  |
| October | By 10/2/23 | No later than the first  Monday in October.  At least 60 days before the ensuing fiscal year (11/01). | CC regular meeting   * Mayor provides council with current information on estimates of revenues (2023) from all sources as adopted in the budget for the current year. * Mayor provides council with the proposed 2024 preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed (2024 Revenue & Expenditures.) * Mayor prepares preliminary budget and budget message and files with the city legislative body and CA/CT. |  |
| October | 10/9/23 |  | CC-Special Workshop/ 2024 Budget |  |
| October | 10/23/23 |  | CC-Special Workshop / 2024 Budget |  |
| October | 10/12 to paper | 10/18/23 and 10/25/23 (Published) | CA/CT publishes notice of public hearing for property tax levy 11/6/23 |  |
| October | 10/21 to paper | 10/26/2022 and 11/2/2022 (Published) | CA/CT publishes notice that preliminary budget has been filed and publishes notice of public hearing on final budget once a week for two consecutive weeks. |  |
| October | 10/30/23 |  | CC-Special Workshop / 2024 Budget |  |
| November | 11/13/23 |  | CC Special meeting/2024 Budget   * Council comments and requests for additions and/or changes to 2024 Budget |  |
| November | 11/17/23 | No later than six weeks before January 1st; = 11/20/2023 | Prelim Budget made available to the Public |  |
| November | 11/6/23 & 11/20/23 | Nov 6 &20 Public Hearings-preliminary | CA/CT makes changes to Prelim Budget for council review and First Reading at 11/20/23 meeting  OR >>set Special Meeting for 11/27/23  OR >>at 12/4/23 CC meeting |  |
| November | 11/13/23 | \*By 11/27/23  \*\*12/4/23  \*\*On or before first Monday of December, and may be continued  from day-to-day but no later than the 25th day prior to next fiscal year | CC regular meeting & 2024 Budget Public Hearing  \*2024 Property Tax Levy Ord (Final Reading); and  \*\*Public Hearing on 2024 Final Budget /Ordinance (First Reading) |  |
| November | 11/27/23 |  | CC Special meeting/Workshop (4th Monday) 2024 Budget Workshop ***\*If needed*** |  |
| December | 12/5/23 | Adopt by 12/31/23 | CC regular meeting: Adopt Ordinance for 2024 Budget (Final Reading) |  |
| December | 12/11/23 |  | *CC-Special 2024 Budget workshop****\*\*if needed*** |  |
| December | 12/18/23 |  | CC regular meeting |  |
| December | 12/14 or 12/21 to paper | 12/20/23(Published) or 12/27/23 | Send Ordinance on 2024 Budget to legal newspaper of record (The Reflector); copy to State Auditor, AWC and MRSC |  |