

2023 Budget Timeline

| Date | Time | Responsible Party | 2023-2027 CIP | 2023 Operating |
|-------------|----------|------------------------|---|---|
| 6/16 | | | CIP Sheets Distributed | |
| 7/11 | | City Administrator | Budget Memo Distributed | Budget Memo Distributed |
| 7/14 | 4 PM | Budget Team | CIP Sheets Returned to Finance | |
| 7/19 | 1:30 PM | City Administrator | | Dir. Meeting Budget Discussion |
| 7/21 | | Finance Department | CIP Detail Level 1 (Requested) | |
| 8/8 | 9 AM | City Administrator | | Budget Overview w/Employees |
| 8/17 | | Finance Department | CIP Detail Level 2 (Executive) | |
| 8/17 | 10 AM | Budget Team | | Budget Review/Training Session |
| 8/18 | | Budget Team | | Operating Budget Module Open Level 1 (Requested) |
| 8/22 – 8/26 | | City Administrator | City Admin Review and Meetings as Necessary | |
| 8/22 | 4 PM | Budget Team | | Payroll Info Due to Finance (Incl. Temp. Wages, OT, and Change Request Forms) |
| 8/26 | 4 PM | City Administrator | Exec. CIP Recommendations Due | |
| 9/2 | | Finance Department | | Salary Worksheets Distributed to Dept. Heads |
| 9/2 | | Finance Department | Exec. CIP Book Released | |
| 9/6 | | | | Operating Budget Requests Due from Departments-in MUNUS |
| 9/9 | 4 PM | Budget Team | | Dept. Metrics Due to Rebecca |
| 9/9 | | Finance Department | Roll CIP Module 3 (Adopted) | Roll Operating Module 2 (Executive) |
| 9/13 | 8:30 AM | Police Department | | Police Department Review |
| 9/13 | 10:30 AM | PRF Department | | PRF Department Review |
| 9/13 | 6:00 PM | Finance Committee | Present CIP to Finance | |
| 9/14 | 8:30 AM | Fire Department | | Fire Department Review |
| 9/14 | 10:30 AM | DPW | | DPW Review |
| 9/14 | 1:00 PM | IT Department | | IT, TV 25, Printing Review |
| 9/14 | 2:45 PM | City Clerk's/Assessor | | City Clerk/Assessor Review |
| 9/15 | 8:30 AM | Library | | Library Review |
| 9/15 | 11:00 AM | Cemetery | | Cemetery Review |
| 9/15 | 2:30 PM | Community Development | | Community Development Review |
| 9/15 | 4 PM | Municipal Court | | Municipal Court Review |
| 9/19 | 8:30 AM | City Attorney's Office | | City Attorney Review |
| 9/19 | 10 AM | Human Resources | | Human Resources Dept. Review |
| 9/19 | 1 PM | Finance | | Finance, Debt Service, Non-Departmental |
| 9/19 | 2 PM | City Administrator | | Mayor/City Administrator Review |
| 9/20 | 4 PM | City Administrator | | Final Executive Recommendations for Operating Budget Due |

2023 Budget Timeline

| Date | Time | Responsible Party | 2023-2027 CIP | 2023 Operating |
|-----------|---------|-------------------------------|---|--|
| 9/20-9/29 | | City Administrator/Finance | | Preparation of Budget Document; including PIVOT Table to Provide Metrix for Consolidated Budget; Budget Document and Public Hearing Document |
| 9/27 | 6 PM | Finance Committee | Consider CIP Adjustments, possible Recommendation to City Council | |
| 9/28 | 1:30 PM | Department Directors | | Special Dept. Head Meeting to Review Executive Operating Budget |
| 9/30 | | City Administrator/Finance | | Executive Operating Budget Released Roll Operating Level 3 (Adopted) |
| 10/3 | | Finance | | Public Hearing Document to Freeman |
| 10/4 | 6:30 PM | Common Council | Council to Consider CIP Adoption | |
| 10/11 | 6 PM | Finance Committee/Budget Team | | Review – General Government, Building Inspections, Police Department, Public Works, Parking, Transit and CWP |
| 10/13 | 6 PM | Finance Committee/Budget Team | | Review – Cemetery, PRF, Fire, Attorney, Municipal Court, and Debt |
| 10/25 | 6 PM | Finance Committee/Budget Team | | Review of Library, Non- Dept., Internal Service and Trust Funds |
| 10/27 | 6 PM | Finance Committee/Budget Team | | Make a Recommendation to Council on Operating Budget |
| 11/1 | 6:30 PM | Common Council | Public Hearing/Adoption of Budget and Levy Appropriation | |
| 12/9/2022 | | Finance Department | Finance to Produce Final Adopted CIP | Finance to Produce Final Adopted Operating Budget |