

2024 Baseline & Capital Improvement Projects (CIP)	
February 1	Administration to discuss two-year budget priorities & expectations for 2024-2025 Decision Packages & Equipment Revolving, & CIP Requests & the budget schedule with Department Leadership
February 15	IT supply completed/updated forms for Baseline requests, DP's, and CIP
February 22	Admin send budget message/instructions to Leadership Team
February 22	Admin to supply CIP language and links to Finance to initiate 2024-2025 budget
February 27	Finance to initiate 2024-2025, ITRF, Equipment replacements, Baseline requests (revenue and expenses), Decision Packages, Labor Allocations, Core Responsibilities & CIP Requests (six years)
February 27	Admin Initiate Outside Agency funding process for 2024-2025
February 27	City Council Strategic Priorities Session
March 10	2024 Revenue Projections due to Finance
March 13	Finance/IT to open up form for baseline changes
March 17	2024-2025 Labor Allocations due
March 24	Department Leadership to submit to the Finance & Admin Team: <ul style="list-style-type: none"> • 2024 baseline expenditure adjustments • 2024-25 ITRF requests • Equipment replacement requests • 2024-25 Decision Packages • All CIP Requests
March 31	Department Leadership to submit Core Responsibilities to Finance
April 3-7	Finance, Admin & Department Leadership meet to review and prioritize potential adjustments to 2024 baseline requests, equipment replacement requests, 2024 Decision Packages and CIP Requests
April 10	City Administrator provides approved 2024 baseline changes
April 13-28	Admin & Department Leadership internal review and comment period on CIP requests and CIP budget
April 18	Finance to provide Department Leadership with updated 2024 baseline budget
April 24	Factors Influencing the budget (same evening as City Council Learning Session)
May 1	City Administrator provides recommended approved 2024 Decision Packages
May 1	Final 6 Year CIP due to Finance
May 5	Outside Agency recommendations or funding level with contingency submitted to Admin and Finance

Budget Process & Timeline



May 15	Recommended 2024 annual budget complete (Operational & CIP); No further adjustments
June 7	Finance and Admin complete 2024 baseline budget, & recommended CIP budget update to Leadership Forum
2025 Budget	
June 1	Admin and Finance establish percent increase for 2025 baseline <ul style="list-style-type: none"> • Fuel, diesel, natural gas, LP, object code 83110, 83120,82330 and 82340 • Expert and professional services, object code 81390 • Sand/Salt, object code 83520,83560 • Credit Card Processing, object code 84925 • Contractual Services, object code 82980 • Utilities, object code range 82310-82380
June 1	City Administrator to approve 2025 equipment replacements
June 20	Admin confirm/approve Outside Agency request for 2025
June 23	Finance to develop 2025 baseline budget With Salaries and Benefits
June 28	Finance to share 2025 baseline with Department Leadership
July 11	City Administrator to review and propose approved 2025 Decision Packages
July 14	Recommended 2025 annual budget complete (Operational & CIP); No further adjustments
Recommended Budget	
June 26	Annual Comprehensive Financial Report & Audit Review by City Council and 2024 Baseline budget & CIP budget preview & update to City Council
July 31	City Administrator to complete initial draft of Budget Message & provide to Budget Team
July 31	RPU to send 2024-2025 recommended budget (or use prior years proforma)
August 1	Finance create first two years of 6 year forecast
August 2-3	Finance and Admin meet to create last 4 years of forecast
August 8	Final Budget Message from Communications
August 11	Finance provides final two-year recommended budget to City Administrator for final review
Aug 9-Aug 14	Final two-year recommended budget document preparation for City Council budget Study Sessions
Aug 1-Aug 14	Recommended 2024-2025 Budget Presentation Finance and Admin
Aug. 21, Aug. 28, Sept. 11	City Council review of two-year recommended budget, Decision Packages & six-year CIP

Public Hearing & Final Budget	
September 18	Set Maximum Levy & adopt preliminary budget & CIP
As soon after Sept. 18 as possible	Admin & Finance to provide Maximum Levy and preliminary budget information to Olmsted County
Sept. 19 - Nov. 3	Admin & Finance to perform additional analysis per City Council's direction
Sept 29	Final CIP no changes
Mid Oct??	RPU's final numbers (?) Middle of October if need for Nov 6th Council meeting
November 6	City Council Study Session review of final budget, CIP & Decision Packages, if needed. Spreadsheet listing of changes to recommended budget would be provided. No new book issued until final budget is adopted.
November 22	Final budget presentation and materials preparation for the December 4 meeting.
December 4	Budget hearing and adopt final budget (operating and CIP)
As soon after Dec. 4 as possible	Admin & Finance to provide Adopted Levy information and City Council Resolutions to Olmsted County
January 1	Final 2023-2024 Adopted Budget Document Posted to Website

NOTES: