

**CITY COUNCIL
SPECIAL MEETING
CITY OF FOND DU LAC, WISCONSIN
September 15, 2021
6:00 PM**

Legislative Chambers
City-County Government Center

160 S Macy Street
Fond du Lac, Wisconsin

I. CALL TO ORDER

- A. Roll Call
- B. Declaration a Quorum Is Present

II. 2022 Budget and Capital Improvement Plan Overview

- A. Process for Budget Approval - City Attorney and Director of Administration
- B. Budget Presentation and Overview
 - City Manager and Director of Administration
 - Questions from Council
 - Motions to change Budget
- C. CIP Presentation and Overview
 - City Manager and Director of Administration
 - Plan Commission Recommendation to Approve
 - Motions to change CIP
- D. Other Budget Discussions (Levy or unresolved topics)

III. ADJOURN

CITY OF FOND DU LAC - Memorandum

City Attorney/Human Resources Department

Date: September 9, 2021

To: City Council
City Manager

From: Deborah Hoffmann, City Attorney/Director – Human Resources
Tracy Salter, Director of Administration

Re: Process for Budget Approval and Timeline

Budget Process

- The budget process is governed by Section 65.90, *Wis. Stats.* It requires a Public Hearing on the 2022 proposed budget.
- During the Hearing, 2022 proposed budget amendments may be made by majority vote.
- Significant changes to the 2022 proposed budget at the Public Hearing, (the tax levy, appropriations or purpose), would require that the budget summary be re-published.
- After the 2022 Budget Public Hearing process is complete, Section 65.90(5)(a), *Wis. Stats.* requires all changes to the budget to be by a two-thirds vote of the entire City Council membership.

Timeline

1. June 23, 2021. 2022 budget overview.
2. July 14, 2021. Public Works budget presentation to City Council.
3. July 28, 2021. Police and ITS budget presentations to City Council.
4. August 11, 2021. Fire/Rescue and Community Development budget presentations to City Council.
5. August 25, 2021. 2022 budget presentation and overview.
6. August 25, 2021. Library budget presentation to City Council.
7. September 15, 2021. Special City Council Meeting
 - Review the 2022 budget
 - Changes are made at this meeting via City Council motions and votes.
 - 2022 Adjusted Budget Summary will be published with the Public Hearing notice.

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- Review the proposed 2022-2026 Capital Improvement Plan (CIP)
 - Changes are made at this meeting via City Council motions and votes.
 - Proposed 2022-2026 CIP as adjusted will be posted on City web page.
 - Changes made to 2022 CIP projects need to be reflected in the 2022 Adjusted Budget Summary.
 - After this meeting, the budget will not be on the agenda until the Public Hearing.
8. October 13 & 20, 2021. Publish Public Hearing Notice and 2022 Proposed Budget Summary. Must be published 15 days in advance of the Public Hearing.
 9. October 27, 2021. Public Hearings on the 2022 Budget and the 2022 Transit Budget. Public Hearing is not required on the 2022-2026 CIP.
 10. November 10, 2021.
 - a. Formal adoption of the 2022 City Budget and tax levy.
 - b. Formal adoption of the 2022 Transit Budget.
 - c. Approval of the 2022-2026 Capital Improvement Plan.
 11. November 19, 2021. The tax billing information will be provided to Fond du Lac County for preparation of the tax bills.
 12. December 20, 2021. Mail property tax bills by the 3rd Monday in December per WI Statute 74.09(5).