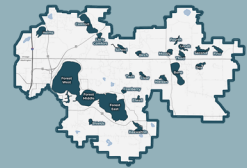# MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: April 20, 2023
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: 2024 Budget Schedule

District Wide

Background/Discussion

Similar to the District's process in past years, a proposed budget schedule is enclosed for board consideration. In response to managers' feedback in the past, staff propose to hold three workshops dedicated to the budget this year, rather than discussing the budget at regular board meetings.

If approved, on April 28th, staff will distribute an online survey poll to schedule the workshops on dates that work for all managers. During the first workshop, staff can provide an overview presentation of the budget to initiate discussion of high-level topics such as major upcoming expenditures, the total expense budget compared to the Watershed Management Plan, estimated revenues, and the District levy.

If any managers have workshop scheduling preferences that they'd like to share in advance of the scheduling poll, please contact the board President or me to discuss them at the April 27th board meeting.

Note that after May 11th, the current plan is for all board meetings to be held in a hybrid format, with in-person attendance at the District office and virtual attendance via Zoom. For all meetings where there is a quorum of managers, the open meeting law will apply. Revisit the hybrid meeting memo in the April 13th meeting packet for more information.

Recommended Motion

Proposed Motion: Manager _____ moves to approve the 2024 budget schedule and direct staff to prepare a preliminary proposed budget that is consistent with the Watershed Management Plan. Seconded by Manager _____.

Attached: Proposed 2024 Budget Schedule

Board Involvement?	Budget Tasks	Start Date	End/Due Date
★	**2024 Budget Process - Proposed Schedule**		
☆	Draft preliminary proposed budget and discuss at staff level	03/01/23	05/01/23
★	April 27 regular board meeting - consider approving proposed budget schedule and discuss potential workshop dates	04/27/23	04/27/23
☆	Send out doodle poll to managers to schedule workshops	04/28/23	04/28/23
★	**MAY WORKSHOP (sometime between May 15-May 26) Hybrid Mtg**	05/15/23	05/26/23
★	**JUNE WORKSHOP (sometime between June 12-June 30) Hybrid Mtg**	06/12/23	06/30/23
★	**JULY WORKSHOP (sometime between July 10-July 31) Hybrid Mtg**	07/10/23	07/31/23
☆	Send 8/24 public hearing notice to newspapers (run in 8/10 and 8/17 papers)	08/04/23	08/04/23
★	August 10 regular board meeting - discuss budget, if necessary	08/10/23	08/10/23
☆	Revise draft budget, if needed, and post to board packet	08/17/23	08/17/23
★	August 24 regular board meeting and public hearing to adopt 2024 budget	08/24/23	08/24/23
☆	September 15 - Deadline to certify levy with counties	09/15/23	09/15/23
★	Public comments on adopted budget/levy (required announcement by Board President at a meeting, usually occurs at December regular meeting)	12/21/23	12/21/23
☆	Deadline to submit revised budget and/or levy to counties (if necessary)	12/31/23	12/31/23

2023												2024											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Draft preliminary proposed budget and discuss at staff level

April 27 regular board meeting - consider approving proposed budget schedule and discuss potential workshop dates

Send out doodle poll to managers to schedule workshops

MAY WORKSHOP (sometime between May 15-May 26) Hybrid Mtg

JUNE WORKSHOP (sometime between June 12-June 30) Hybrid Mtg

JULY WORKSHOP (sometime between July 10-July 31) Hybrid Mtg

Send 8/24 public hearing notice to newspapers (run in 8/10 and 8/17 papers)

August 10 regular board meeting - discuss budget, if necessary

Revise draft budget, if needed, and post to board packet

August 24 regular board meeting and public hearing to adopt 2024 budget

September 15 - Deadline to certify levy with counties

Public comments on adopted budget/levy (required announcement by Board President at a meeting,

Deadline to submit revised budget and/or levy to counties (if necessary)