



# City of Hamtramck 2022-2023 Budget Calendar

## Hamtramck City Charter Chapter 13 – Taxation and Finance

### Sec. 13-17 Budget procedure

By the first of March each calendar year, the city council shall adopt a budget calendar that establishes deadlines for the preparation, review, and adoption phases for the ensuing fiscal year general, special revenue, enterprise, internal service, and debt service fund budgets.

As part of that resolution, the city council shall also adopt guidelines that the city manager shall follow in preparing the budget. At the time of this charter, the guidelines recommended by the Government Finance Officers Association are suggested.

As part of the budget adoption phase, the city council shall set all service fees for the ensuing fiscal year and adopt a five-year capital improvement plan, both of which may be amended during the fiscal year, provided that no action is taken until the city council by resolution gives notice of intention to make such changes at least six days before considering such changes.

All budgets shall be adopted by the city council no later than the second day of June each year in accordance with this charter and state law. No deficit budget shall be approved. All systems of accounting used by the City shall conform to the uniform system of accounts as required by law.

#### December

- Finalize audit and begin ongoing administrative budget discussion

#### January

- Finance prepares personnel costs for proposed budget based on current funded positions
- Budget worksheets for all departments distributed
- 2022-23 Intention Statements due from all departments
- Revenue study – Update rates and fees where applicable
- Review 5-Year Budget Projections
- Department Director and Finance meetings to prepare draft department budgets

#### February

- February 1, 2022 Budget Process Overview & Establish Council Priorities 6:00 p.m. – 7:30 p.m.
- Department Director and Finance meetings to complete department budgets
- City Manager review and finalizes draft budgets

#### March

- March 1, 2022 - Budget Work Session 6:00 p.m. – 7:30 p.m.
- March 15, 2022 - Budget Work Session 6:00 p.m. – 7:30 p.m.
- March 29, 2022 - Budget Work Session 6:00 p.m. – 7:30 p.m. (as necessary)

#### April

- April 1, 2022 - Budget Notice published in local newspaper
- April 12, 2022 - City Council to hold First Reading on Proposed Appropriations Ordinance
- April 26, 2022 - Public Hearing and 2<sup>nd</sup> Reading of Proposed Appropriations Ordinance

#### May

- May 10, 2022 - Mayor & Council consider Proposed Appropriations Ordinance for adoption