



City of Racine, Wisconsin  
COMMON COUNCIL

AGENDA BRIEFING MEMORANDUM

COMMITTEE: Committee of the Whole      LEGISLATION ITEM #: 0641-24 (CHOrd. 0001-24)

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AGENDA DATE: August 8, 2024

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DEPARTMENT: City Attorney’s Office

Prepared By: City Attorney Scott R. Letteney

Reviewed By: N/A

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SUBJECT: Charter Ordinance 0001-24 – Budget Calendar

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**EXECUTIVE SUMMARY:** The proposed Charter Ordinance would amend section 4-27(a) and create section 4-28 of the City of Racine Code of Charter Ordinances. If approved, it would require the Common Council to establish a calendar in June of each year for the proposal, consideration, and passage of a budget for the ensuing year.

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**BACKGROUND & ANALYSIS:** The City of Racine Charter Ordinances, Article IV, Division 2, sets forth procedures for the proposal, consideration, and passage of a budget for each year. Some specific dates are required for certain actions. Specifically, as currently exists, the following dates are established:

- Each department must provide an estimate of its needs for the ensuing year to the finance director no later than August 10
- The finance director must present such estimates, along with a statement of anticipated revenues to the mayor no later than September 10
- The mayor must submit an executive budget to the common council no later than October 25
- The common council must adopt the budget for the ensuing year no later than November 20

However, a procedure for establishing the overall schedule of meetings for addressing a budget for each ensuing year is not set forth under the ordinances.

29 Proposed section 4-28, would require the common council president, in consultation with the mayor  
30 and the finance director, to prepare a proposed calendar for the preparation, presentation, and  
31 consideration of the proposed executive budget for the ensuing year. Such proposed calendar would be  
32 presented to the finance and personnel committee at its first meeting in June. The finance and  
33 personnel committee would forward its recommendation to the next meeting of the common council,  
34 which will establish the budget calendar for the year.

35 Because this is a proposed charter ordinance, pursuant to Wisconsin Statutes section 66.0101(2) it  
36 would require the affirmative vote of two-thirds of all members of the common council for passage.

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38 **BUDGETARY IMPACT:** None

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40 **OPTIONS/ALTERNATIVES:** Decline to pass the proposed ordinance or modify the proposed and pass the  
41 ordinance as modified.

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43 **RECOMMENDED ACTION:**

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45 **ATTACHMENT(S):** Proposed CHOrd. 0001-24