

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** September 16, 2024

**Re:** Ordinance 1966: 2025 Budget

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Tonight, Council will conduct the public hearing and have first reading on the ordinance for the 2025 budget.

The most recent session of the General Assembly capped the growth factor for property taxes at 4.00%. Miscellaneous revenues are calculated based on State-provided amounts or historical data depending on the revenue type. The property taxes less circuit breakers plus the miscellaneous revenues dictate how much is available to either spend or hold in reserve for each fund.

Department heads submitted their requests for day-to-day expenses, capital expenses, and changes to personnel. Department requests were included in the proposed budget. Clerk-Treasurer Staff then reviewed the expenditure requests in comparison to the revenues available and the need to maintain adequate reserves. A separate budget review was held with Council and Department Heads last week with a final review session scheduled before adoption of the budget.

Ordinance 1966 has been drafted in the format dictated by the Department of Local Government Finance.

**RECOMMENDED ACTION:**

Conduct a public hearing on the proposed 2025 budget. Later, by motion and roll call vote, hear the proposed Ordinance 1966 on first reading and set October 7, 2024, for second reading and adoption.