



FRUITA
COLORADO

AGENDA ITEM COVER SHEET

TO: FRUITA CITY COUNCIL AND MAYOR

FROM: SHANNON VASSEN, ASSISTANT CITY MANAGER

DATE: AUGUST 15, 2023

AGENDA TEXT: Overview of 2024 City Council Budget Calendar – *Assistant City Manager Shannon Vassen*

PURPOSE

This presentation and staff report will outline the proposed budget calendar for the City Council in preparation of the 2024 Municipal Budget. It includes dates and deadlines that are legally required by the Fruita Charter and State Statute, and informally or self-imposed the City of Fruita's Financial Policies. Because there is a legal requirement for a few of the dates, the budget calendar is similar to the process last year. The purpose of this agenda item is to receive feedback from the City Council on the proposed calendar and hear if there are any changes or suggestions to it.

BACKGROUND

The annual Municipal Budget provides the work and fiscal plan for the City of Fruita for each year. The budget supports the goals and priorities identified in the Fruita Strategic Plan and set by the Fruita City Council. Staff has been working on budget preparation since early this year, and much effort has been spent to provide the necessary financial resources to accomplish the goals and objectives of the City, as they have been defined through input of the City Council and the public. The proposed budget calendar and preparation process outlined is aimed to ensure a transparent, participatory, and timely development of the 2024 Fruita Municipal Budget.

The budget calendar for the City Council is included as an attachment to this Cover Sheet. Although no formal action is necessary by the City Council, staff is requesting feedback to the proposed calendar. Below is a brief overview of the calendar.

HIGHLIGHTS OF BUDGET CALENDAR

- **September Workshop** – Presentation of City Manager's Recommended Budget (Charter Requirement)
- **October – November City Council Meetings** – Overview of 2024 Proposed Budget, by Strategic Plan Priority Area (Quality of Place and Community Wellness, Infrastructure and Core Services, etc).
- **October Workshop** – Review of Outside Agency Funding Requests, feedback to staff.
- **November Workshop** – Final review of Proposed Budget prior to adoption, feedback to staff.

- **December 5, 2023 City Council Meeting** – Final Adoption of Budget, Fee Schedule, and Mill Levy.