

MEMO

To: Mayor and City Council
From: Daron J Haugh, City Administrator
Subject: 2025 Budget Adoption Calendar
Date: August 13, 2025



For the calendar year 2025 budget, I have placed dates below for a projected schedule of completion.

August 5 thru September 27—Meetings with Department Heads, Committees, Boards & Commissions, Mayor and Finance Committee for input on draft budget (staff level)

August 23—update equipment replacement contributions worksheet (staff level)

September 10—adopt 2025-2029 Five-Year Capital Plan (City Council action)

September 27—all annual performance evaluations to be completed (staff level, except for City Admin eval)

October 1 thru October 4—Final development of draft budget (staff level)

October 08—adjust wage steps for CPI, certify step increase benchmarks for 2025 (City Council action)

October 08—First full draft of budget distributed (after City Council meeting, pending action above) for elected official review (staff level)

October 15—Special City Council budget workshop

October 22—Proposed Budget and Public Hearing notice sent to JCST (staff level)

October 24—Proposed Budget and Public Hearing Notice published in JCST

November 12—Regular City Council meeting with Public Hearing and Budget Adoption (City Council action)