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March 19, 2024

TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Budget Calendar for Fiscal Year 2024-25

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file the Fiscal Year (FY) 2024-25 Operating and Capital Budget Calendar Item

BACKGROUND AND DISCUSSION

The City's annual Operating and Capital Budget should be adopted by June 30 of each fiscal year to allow for expenditures starting July 1 of the new fiscal year. The FY 2024-25 proposed budget calendar reflects this directive, beginning in March 2024, with the budget's anticipated adoption by the council on June 18, 2024.

ATTACHMENTS:

- FY 2024-25 Proposed Budget Calendar

FY 2024-25 Proposed Budget Calendar

MARCH

- **March 1-31**
 - Development of proposed staffing plan
 - Salary costs are calculated based on the proposed staffing plan
 - Revenue forecasting is completed
 - Budget worksheets are compiled
- **Tuesday, March 19th City Council Proposed Budget Calendar on Consent Calendar**
 - Agendize budget calendar
- **Friday, March 22nd**
 - Budget Packets Distributed to Department Heads/Supervisors

APRIL

- **April - Priority Setting Meetings with City Council**
- **Friday, April 8th**
 - Department Heads/Supervisors turn in Budget Requests to Finance Director
- **April 15 – April 19**
 - Information compiled by Finance
- **April 22 – April 26**
 - City Manager reviews Budget and provides recommended changes to Finance
 - City Manager meets with Department Heads/Supervisors as needed
- **Tuesday, April 30th**
 - Finance finishes preparing the recommended budget for City Manager approval

FY 2023-24 Proposed Budget Calendar

MAY

- **May 6 - May 17**
 - Prepare Staff Report and Final Preparations for Recommended Budget
- **Tuesday, May 21st City Council Meeting**
 - The City Manager presents the Recommended Operating and Capital Budget
- **May 22– May 31**
 - *Special budget meetings, if necessary*

JUNE

- **Tuesday, June 4th City Council Meeting**
 - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget
- **June 5-June 17**
 - *Special budget meetings if necessary*
- **Tuesday, June 18th City Council Meeting**
 - Special Presentation - Finance Director Presents the Final Operating and Capital Budget for Adoption Resolution No. _____