

**City of St Helens
Budget Calendar
Fiscal Year 23-24**

February					
Mon	Tue	Wed	Thur	Fri	CC Normal City Council Meeting Day
20	21	22	23	24	a 02/21/23 Department Discussion Preliminary Budget Calendar Distribution of Personnel Services Worksheets Update to Department Goals
	a				
27	28				
March					
Mon	Tue	Wed	Thur	Fri	
		1	2	3	b 03/01/23 Approve Budget Officer Resolution Approve Budget Calendar
		b		c	c 03/03/23 Distribute Project 6-30-23 Expenditures to Departments Initiate development of Base Line Budget
		CC			
6	7	8	9	10	d 03/06/23 Initiate 1 on 1 meetings with departments 22-23 Review Project Expenditures and 23-24 Base-line budgets
d					
13	14	15	16	17	e 03/15/23 Department Goals Approved by City Council
		e	f		f 03/16/23 Distribute Base-line budgets to Departments Major Funds 5 yr Projects of major funds - list of opportunities
		CC			
20	21	22	23	24	
	g			h	g 03/21/23 Distribute CIP Plans to Department - Assess Carryforwards h 03/24/23 Send notice to paper for printing (5-30 days prior) (1-2 notices?)
27	28	29	30	31	i 03/27/23 Distribute 23-24 draft budget and follow up management team j 03/29/23 Publish in paper 5-30 days before - 1
i		j			
April					
Mon	Tue	Wed	Thur	Fri	
3	4	5	6	7	
	k	CC			k 04/04/23 Carryforward of CIP Projects review - complete
10	11	12	13	14	
			l		l 04/13/23 Budget Committee Meeting (1)
17	18	19	20	21	
		CC			
24	25	26	27	28	
May					
Mon	Tue	Wed	Thur	Fri	
1	2	3	4	5	
		CC	m		m 05/04/23 Budget Committee Meeting (2)
8	9	10	11	12	
				n	n 05/12/23 Send notice to paper for printing (10 days prior)
15	16	17	18	19	
		o			o 05/17/23 Notice posted in paper
		CC			
22	23	24	25	26	
29	30	31			
June					
Mon	Tue	Wed	Thir	Fri	
			1	2	
5	6	7	8	9	
		p			p 06/07/23 Public Hearing - Adopt Budget
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
			q		q 06/29/23 Remitt Notice of taxes to County