

St. Helens Budget Calendar FY2024-2025

	<u>DATE</u>	<u>DESCRIPTION</u>	<u>COMPLETION/DUE DATE</u>
City Council			
	12/20/2023	Appoint Budget Officer	12/20/2023
	12/20/2023	Approve Budget Calendar	12/20/2023
	1/17/2024	Approve Department Goals	1/17/2024
	6/5/2024	Budget Hearing and Adoption	6/30/2024
Budget Officer			
	1/11/2024	Budget Workshop for Council & Committee	1/11/2024
	1/15/2024	Salary Projections to Departments	1/15/2024
	1/15/2024	Budget Worksheets to Departments	1/15/2024
	1/15 - 3/15/2024	Department Meetings	3/15/2024
	3/15 - 4/15/2024	Complete Proposed Budget	4/15/2024
	4/10/2024	Publish Committee Meeting Notice on Website	4/15/2024
		Publish Committee Meeting Notice in Newspaper	4/17/2024
	5/29/2024	Publish Budget Hearing Notice in Newspaper	5/29/2024
Departments			
	12/20 - 1/4/2024	Develop Department Goals	1/4/2024
	1/5 - 1/30/2024	Capital Improvement Plan / Needs	1/30/2024
	1/15 - 3/15/2024	Complete Department Budgets	3/15/2024
	3/15 - 4/10/2024	Department Narratives	4/10/2024
Budget Committee			
	4/25/2024	Budget Committee Meeting #1	5/9/2024
	5/2/2024	Budget Committee Meeting #2	5/16/2024
	5/16/2024	Budget Committee Meeting #3 (if needed)	5/23/2024