

### FY 2025 Budget Calendar

9-Nov	Thursday	Senior Staff meeting- budget development kickoff.	City Mgr./Finance Dir.
10-Nov	Friday	Budget Prep Worksheets (Equipment Replacement and Personnel) and CIP Request forms distributed to Department Heads.	Finance Director
Nov 13-24		Department Directors meet with their staff for input.	Department Directors
15-Nov	Wednesday	Agencies notified of request process & deadline.	City Mgr./City Clerk
November		Development of preliminary revenue budget.	Finance Director
27-Nov	Monday	Budget Worksheets (showing 2 prior years ) distributed to Department Directors.	Finance Director
27-Nov	Monday	Budget Prep Worksheets (Equipment Replacement and Personnel) due to Finance Director.	Department Directors
11/27-12/15		Development of preliminary staffing budget.	Finance Director
4-Dec	Monday	Department Directors submit CIP requests.	Department Directors
Dec 5 - 15		Development of draft CIP Budget.	City Mgr./Finance Dir/ PW Dir./City Clerk
20-Dec	Monday	Department Directors submit Budget Worksheets.	Department Directors
Dec 21 - 31		Nonsalary requests summarized.	Finance Director
3-Jan	Monday	Budget meetings with department directors begin.	City Mgr./Finance Dir.
31-Dec		Agency requests due to Finance Director.	Agencies
January		Development of CIP & Budget Proposal.	Finance Director
<b>1-Feb</b>	<b>Thursday</b>	<b>Work Session - CIP</b>	<b>Council</b>
6-Feb	Tuesday	School Board Adoption of Budget. (tentative)	School Board
8-Feb	Thursday	School Board submits budget requests to City Manager. (tentative)	Superintendent
<b>15-Feb</b>	<b>Thursday</b>	<b>Work Session - CIP (as needed)</b>	<b>Council</b>
February		Development of final budget proposal.	City Mgr./ Finance Dir
4-Mar	Monday	Proposed budget document sent to Council.	City Manager
<b>7-Mar</b>	<b>Thursday</b>	<b>Work Session - CIP and General Fund Revenue</b>	<b>Council</b>
13-Mar	Wednesday	Notification of Public Hearing on 3/21 (CIP)	Finance Director
<b>14-Mar</b>	<b>Thursday</b>	<b>Work Session - Budget</b>	<b>Council</b>
20-Mar	Wednesday	Notification of Public Hearing on 3/21 (CIP)	Finance Director
<b>21-Mar</b>	<b>Thursday</b>	<b>Work Session - Budget (as needed)</b>	<b>Council</b>
<b>21-Mar</b>	<b>Thursday</b>	<b>Public Hearing &amp; Adoption of CIP</b>	<b>Council</b>
27-Mar	Wednesday	Notification of Public Hearing on 4/4.	Finance Director
<b>28-Mar</b>	<b>Thursday</b>	<b>Work Session - Budget (as needed)</b>	<b>Council</b>
3-Apr	Wednesday	2nd notification of Public Hearing on 4/4.	Finance Director
<b>4-Apr</b>	<b>Thursday</b>	<b>Work Session - Budget (as needed)</b>	<b>Council</b>
<b>4-Apr</b>	<b>Thursday</b>	<b>Public Hearing at Council meeting- Agency requests, Operating Budget</b>	<b>Council</b>
10-Apr	Wednesday	Notification of Public Hearing on 4/18 (Budget)	Finance Director
<b>11-Apr</b>	<b>Thursday</b>	<b>Joint Meeting with School Board and City Council</b>	<b>Council</b>
17-Apr	Wednesday	Notification of Public Hearing on 4/18 (Budget)	Finance Director
<b>18-Apr</b>	<b>Thursday</b>	<b>Work session (as needed)</b>	<b>Council</b>
<b>18-Apr</b>	<b>Thursday</b>	<b>Public Hearing &amp; Adoption of FY 2025 Budget</b>	<b>Council</b>
24-Apr	Wednesday	Notice of Public Hearing on 5/2.	Finance Director
1-May	Wednesday	Notice of Public Hearing on 5/2.	Finance Director
<b>2-May</b>	<b>Thursday</b>	<b>Public Hearing on Budget Ordinance</b>	<b>Council</b>
<b>2-May</b>	<b>Thursday</b>	<b>Adoption of FY 2025 Appropriation Ordinance</b>	<b>Council</b>