



MEETING DATE: January 10, 2024

FROM: Susan Scarlett

RE: 2024-2025 Draft Budget Schedule

BACKGROUND:

In January of every year the City Council receives a draft budget schedule for the next fiscal year. The budget process begins in February with goal setting.

RECOMMENDATION:

Review the Draft budget schedule and request Council members to check their calendars.

ATTACHMENTS:

- A. BUDGET SCHEDULE

2024-2025 DRAFT Budget Schedule

Council-Staff Goal Setting	** February 21 3:00
Budget Worksheets to staff	February 21
Current Level of service Budgets due from staff	March 20
Finance Department - Evaluation of Current Level of Service Budget	March 25- April 24
New Project – Capital Project Requests due from City Staff	April 3
Public Comment to City Council re: Budget Preparation	** March 27
Public Comment to City Council re: Budget Preparation	** April 10
Finance Department Delivers Proposed Budget to City Manager	May 2
Draft of Year 2024-2025 Budget Delivered to City Council For Review	May 9
City Council Budget Work Sessions/Presentations by Staff	** May 15 3:00 pm
City Council Budget Work Session (if needed)	** May 22
Proposed 2024-2025 FY Budget Submitted to City Council And Filed with City Clerk for Public Review	June 6
2024-2025 FY Proposed Budget, Public Hearing	** June 12
City Council Adopts Final 2024-2025 FY Budget	** June 26

Note: (**) denotes City Council involvement in budget review process