



Memo

To: City Council & Department Heads
From: Peter Brixius, City Manager & Mindy Elliott, Finance Director
Date: 07/05/24
Re: Proposed 2025 Budget Schedule

The following is a proposed budget schedule for fiscal year 2025 budget preparation, review, and adoption.

Wednesday, July 10th – The Finance Director will provide access to Budget forms to City Manager/Department Heads.

TBD - (PENDING DATE & TIME) Joint Meeting with City/County on capital projects needs

On or before Monday, August 5th – City Manager/Department Heads submitted budgets to the Finance Director.

Between August 12th and August 23rd - Dept. Heads, City Manager, and Finance Director meet to discuss capital projects, personnel needs and operations (full budgets).

Thursday, September 5th – 8:00am Location TBD – Full day 2025 Budget Planning Session with City Council and Dept. Heads.

Thursday, September 19th – Finance Director delivers the draft budget to the City Council and Department Heads.

Thursday, October 3rd - 8:30 am location TBD – ½ Day Budget and special meeting for Council budget review and revisions to the draft budget.

Tuesday, October 8th – If needed -Council Work Session - Finance Director delivers budget revisions from the work session to City Manager, Department Heads and City Council.

Tuesday, October 22nd – Budget Ordinance Introduction.

Tuesday, November 12th – Budget Ordinance First Reading and Public Hearing.

Tuesday, November 26th – Budget Ordinance Second Reading and Budget Adoption.