2025 Budget Calendar

May 31, 2024

Date	Who	What
May 6, 2024	Staff	CIP Team Kick-off Meeting
May 7, 2024	Council/Staff	Work session to review Long-term Financial Plan
May 13, 2024	Staff	Request for preliminary general fund revenue projections (Due June 14th). Request for budget changes >$10k and staffing requests (Due June 30th).
6/14/2024 (on or before)	Staff	Preliminary general fund revenue projections submitted to Finance Department
6/21/2024 (on or before)	Staff	Draft CIP pages submitted to Finance Department
Week of June 24	Staff	CIP Team Review Meeting, IT Project Planning
June 25, 2024	Staff	Public Input Meetings
June 30, 2024	Staff	Final deadline for significant operating changes (greater than $10k), new position requests and positional changes (excludes staffing changes as a result of turnover).
Week of July 8	Staff	City Administrator meets with departments to discuss budget issues, new intiatives, key measures, other operating cost changes effecting budget.
July 26, 2024	Staff	Finance Department completes forecasts completed for compensation and benefits, revenue projections, utility costs, internal service fund allocations, etc.
July 31, 2024	Staff	Budget instructions and targets provided to departments. Hubble data entry enabled for line item entry. (Due Sept. 1)
July 15, 2024 and/or August 6, 2024	Council/Staff	Work session to review 2025-2029 CIP, 15-year CIP
August 6, 2024 and/or August 20, 2024	Council/Staff	Work session to review proposed budget & preliminary tax levy
August 30, 2024	Staff	Hubble data entry submitted to finance.
September 17, 2024	EDA/Council/Staff	Adopt proposed maximum EDA Levy
September 17, 2024	Council	Adopt proposed maximum tax levy and announces public budget meeting date.
September 17, 2024	Staff	Certify maximum property tax levy to County which will be used for proposed property tax notices
October 1, 2024	Council	Council approval of 2025-2029 CIP.
October 18, 2024	Staff	Departments submit final detailed budget requests, revised indicators and key measures.
November 5, 2024 or November 19,2024	Council/Staff	City Council budget work session to discuss operational budget (as needed)
Mid-November 2024	County	Proposed tax notices sent to owners
December 3, 2024	Council	Hold Public meeting to discuss levy and budget
December 17, 2024	Council	Adopt final tax levy and budget
After December 15 and prior to December 31, 2024	Staff	Certify final tax levy to County and Department of Revenue