

2024\25 Budget Calendar

DATE	RESPONSIBLE PARTY	EVENT
1/30/2024	Budget Officer	Budget Worksheets distributed
2/13/2024	City Council	Approve Calendar/Appoint Budget Officer
3/22/2024	Staff	Draft CIP Completed (PW is completed - need other facilities)
3/22/2024	Staff	All Narratives and completed Budget Worksheets due to Budget Officer
4/1-4/5/2024	City Manager/Finance Director/Staff	Meetings to balance budget requests overall
4/9/2024	Budget Officer	Draft Budget completed and provided to Department Heads for final review
4/12/2024	Staff	Final staff Budget Changes before distribution to Budget Committee
4/5/2024	Budget Officer	Publish notice of Budget Committee Meeting on website at least 10 days prior to meeting
4/10/2024	Budget Officer	Publish notice of budget committee meeting 5 to 30 days before the hearing
4/17/2024	Finance Director/Budget Committee	Budget Committee Orientation/Training
4/22/2024	Budget Committee	Budget Committee Meeting
5/1/2024	Budget Committee	Budget Committee Meeting (additional as needed)
5/8/2024	Budget Committee	Budget Committee Meeting (additional as needed)
5/15/2024	Budget Committee	Budget Committee Approval of budget
6/5/2024	Budget Officer	Publish notice of budget hearing 5 to 30 days before the hearing
6/11/2024	City Council	Budget Hearing/Adopt Budget/Approve Appropriations/Impose & Categorize Tax Levy(s)
6/30/2024	City Council	Adoption Deadline
7/15/2024	City Recorder	Tax Certifications to County Assessor
9/30/2024	City Recorder	Budget to County Clerk