

Mo.	#	Proposed Budget Calendar	Steps/Descriptions
Sept		Council consider and finalize the budget calendar in collaboration with staff (See FY24 Proposed #2)	<b>1.A. Budget Calendar:</b> Establish a clear timeline for all budgeting activities.
		Council consider development and use of mechanisms such as Community Budget Priorities Survey, Budget Open House and/or multiple public hearings to solicit and receive community feedback	
Oct		Finance/CM to provide prior year-end financials and consider budget implications with Council early October of each year.	<b>1.B. Assess the Current Financial Position:</b> The City Manager shall review the current year's financial performance, analyze outstanding debt, and evaluate reserves. <b>1.C. Estimate the Next Fiscal Year's Revenues:</b> The City Manager shall forecast property taxes, user fees, and other income for planning purposes, and refine them as more accurate information becomes available.
Nov		Hold Budget Open House/Listening session and/or budget survey.	<b>1.D. Stakeholder Groups:</b> Staff shall engage specific groups, such as business associations to identify specialized requests and feedback <b>2.C. Public Engagement:</b> The Council and Staff shall host a public hearing, town hall meeting, online forum, and/or other outreach events to gather input from residents about their priorities and concerns.
Dec		Hold New Council Member Budget Orientation (when applicable)	
		Council to identify annual budget priorities and recommend budget rate scenario(s) by mid-December of each year.	<b>2.E. Council Review:</b> The Council shall review the departmental, public and stakeholder requests and modify the Council goals for the next fiscal year as desired. <b>2.A. Define Council's Goals:</b> The Council shall review the Council's long-range priorities and identify a concise list of objectives and goals requiring work and/or completion during the next Fiscal Year. <b>2.B. Departmental Requests:</b> The City Manager shall prepare a detailed budget request specifying each department's operational needs, capital requests, and justifications for any increases, reviewed to ensure alignment with Council priorities.

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Jan			<p><b>3.A. Staff Work:</b> The City Manager shall prepare a draft budget, which takes into consideration revenue projections, Council goals and any anticipated expenditure predictions and carryovers.</p>
Feb			
		Receive Constant Yield tax rate	
Mar			<p><b>3.B. Draft Presentation:</b> The City Manager and appropriate Staff shall present the draft budget to the Council and the community.</p>
Apr		Presentation of CM Recm'd budget	<p><b>4.A. Budget Workshops:</b> The Council shall conduct workshops to review and refine the draft budget in detail with city staff members, considering policy implications, strategic priorities, and community feedback. These workshops shall give adequate opportunities for public comments on the draft.</p> <p><b>4.B. Revisions:</b> The Council may suggest changes based on their deliberations during the workshops.</p>
		Budget Open House	
		Council Budget Work Sessions	
		Public Hearings on Recm'd Budget and Tax Rate	
May		Council Budget Work Sessions	<p><b>5.A. Revisions:</b> Based on Council feedback, the City Manager and Staff shall make revisions to the draft and submit the revised budget to the Council for adoption.</p> <p><b>5.B. Final Deliberations:</b> The Council shall conduct final discussions on the budget, considering any additional public feedback.</p> <p><b>5.C. Adoption:</b> The Council shall formally adopt the budget via the required votes.</p>
		Budget Reconciliation	
		Budget Adoption	
June			