

2023-2024 Biennial Budget Calendar

<u>Date</u>	<u>Item</u>	<u>Responsible Party</u>	<u>Legal Deadline</u>
4/5/22	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
6/10/22	Budget worksheets sent out to all departments (with instructions)	Finance Director	9/12/2022
8/01/22 8:00 a.m.	Budget worksheets due back to Finance Department	Department Heads	9/26/2022
8/08/22 - 8/31/22	Mayor, City Administrator & Finance Director review budget & meet with department heads	City Administrator, Mayor, Finance Director & Dept. Heads	n/a
8/30/22	Council Retreat/workshop (possible TBD meeting to set 2023 Budget?)	CA, Mayor, & FD (for TBD - FD)	n/a; for TBD, 12/31/2022
9/1/22-9/15/22	Draft Budget Message	Mayor/CA	10/3/2022
9/27/22	Council presented with estimates of revenues	Finance Director	10/3/2022
9/27/22	Final Budget Message	Mayor/CA	11/2/2022
9/27/22	Preliminary Budget presented to council & filed with the Finance Director	Finance Director	11/2/2022
10/11/22	Public Hearing on 2023-2024 Budget	City Clerk publishes	before 12/05/2022 but no later than 12/07/2022
10/18/22	2023-2024 Budget Presentation to Council (to include updated six year capital plan)	Finance Director, Department Heads	n/a
10/18/22	Second Public Hearing on 2023-2024 Budget	City Clerk publishes	n/a
10/25/22	First reading of Ordinance setting property tax levy; First reading of Ordinance adopting Budget; First reading of Ordinance adopting six year capital plan	City Council	n/a
11/15/22	Second Reading/Adoption of Ordinance setting property tax levy	City Council	11/30/2022
11/15/22	Second Reading/Adoption of Ordinance for 2023-2024 Budget; Second Reading/Adoption of the six year capital plan	City Council	12/31/2022
8/1/23	Call for mid-biennial review and adjustments; appropriate forms/worksheets to be sent to all Directors	Finance Director	no sooner than 08/01/2023 and no later than 12/31/2023
9/29/2023 8:00 a.m.	Mid-biennial adjustment requests due back to Finance	All Directors	no sooner than 08/01/2023 and no later than 12/31/2023
10/10/23	2023-2024 Budget modifications distributed to Council	Finance Director	12/31/2023
10/17/23	Public Hearing on 2023-2024 Budget modifications	City Clerk publishes	12/31/2023
10/24/23	First Reading for 2024 Property Tax ordinance; First Reading 2023-2024 Budget Modifications	City Council	n/a
11/14/23	Final Read/Adoption of 2024 Property Tax Ordinance	City Council	11/30/2023
11/14/23	Final Read/Adoption of 2023-2024 Budget Modifications	City Council	12/31/2023