

Fiscal Year 2023-2024 Budget Calendar

Dates	Description
January	Distribution of budget instructions and forms
January-February	Support department meetings to discuss IT (software and PC), Human Resources (personnel), Fleet (gas-powered vehicles/ equipment), Facilities (building maintenance), Engineering (facility construction & modification) & OFN (moving phones/relocating/renovations)
February 24	Fleet, Facilities, IT & HR recommendations due
TBD	Council Strategic Planning Workshop
March 3	Five-year Capital Plan, CIP forms and Special Requests due
March 10	Salary & Benefit forms due
March 17	3-year Forecast & Fee Schedule due from applicable departments
March 31	Deadline for Munis budget entry for all departments
April 28	Allocation data due from applicable departments
April/May	Budget/CMO meets with Departments
July 18	City Council to Adopt Tentative Millage
TBD	Budget Presentation with City Council, Mayor, City Management, Senior Management and Budget Team
TBD	First Public Hearing to set Tentative Budget and Proposed Millage Rate
TBD	Second Public Hearing to adopt Final Budget and Final Millage Rate
September 30	Fiscal Year 2022-2023 Ends
October 1	Fiscal Year 2023-2024 Begins

Designates City Council participation