



FY24 BUDGET SCHEDULE

*Denotes regular City Council meeting dates

August 3	Department managers budget process presentation
September 2	CIP Forms provided to Department Heads - SharePoint
September 6*	Council review and approval of FY24 Budget Schedule
September 9	Budget Forms provided to Department Heads - SharePoint
September 19*	Council FY22 close-out and FY24 goal setting discussion
September 21	Discuss Council goals with Leadership Team
October 7	First Draft of FY24 Budget and CIP forms due from Department Managers to Finance Team
October 24-28	Department Heads meet with Finance Team to discuss their department's proposed budget
November 9	Management review of Draft Budget with Leadership Team
November 23	Management final review of draft FY24 Budget with Leadership Team (as needed)
December 2	Proposed CIP and Draft FY24 Budget sent to Council
December 5*	Departmental CIP, General Fund/Special Funds budget presentation to Council (Part 1) General Government -Administration -Clerk -Facilities -Finance -Tax/Assessing -Information Technology -Legal -Planning & Zoning -Physical Plant Culture and Recreation -Library -Recreation & Parks



- December 19* Departmental CIP, General Fund/Special Funds budget presentation to Council (Part 2)
Public Services
 -Streets & Highways
 -Stormwater
 -Waste Water
 -Water
Community Development
 -Energy Projects
 -TIF
 -Open Space
 -Penny for Paths
- January 3* Departmental CIP, General Fund/Special Funds budget presentation to Council (Part 3)
Public Safety
 -Fire & Ambulance
 -Police & Dispatch
Council discussion of overall budget prior to warning Public Hearing
- January 17* FY24 Proposed Budget Public Hearing & Potential Council Budget approval and Amendment of CIP. Council budget sent to steering committee (min. 45 days before vote-last day to steering committee Jan. 20)
- January 18-26 Steering Committee Meeting (date TBD, post in paper 7 days in advance)
 Special Meeting
- January 20-31 Budget book preparation & printing
 Budget available to voters (min 20 days before Town Meeting Day)
- January 26 or Feb 2 Post & Publish Warnings and Public Hearing Notices (min. 30 days, max 40 days) for March 6 Pre-Town Mtg. & Public Hearing and March 6 Town Meeting Vote
 Budget booklets available & posted on websites
- March 6 Pre-Town Meeting & Public Hearing on City & School District proposed Budgets
- March 7 Annual city meeting vote