
April 24, 2023	City Council Approval of Budget Calendar.
April – May	Department Heads Prepare 2024-2028 CIP requests and background material.
May 19, 2023	Department Heads Submit CIP Requests to Finance Department.
June	City Administrator and Finance Director review Department CIP Requests and confer with Departments.
June	2024-2028 CIP is drafted and distributed to City Council for review.
June	Forms Distributed to all Department Heads for 2024 Operating Budget.
June	Department Heads Prepare Budgets and Background Material.
June 30, 2023	Department Heads Submit Budget Requests to Finance Department.
July 17, 2023	City Council Work Session to discuss 2024 Operating Budget parameters and 2024-2028 CIP.
July	City Administrator and Finance Director review Department Budgets and Confer with Departments.
August	Finance Department completes Preliminary Revenue Estimates.
August	City Administrator Budget is drafted for Presentation to Council at Work Session and distributed to Council for review.
August & September	City Council Work Sessions to discuss Preliminary 2024 Budget.
September	City Administrator’s recommended Preliminary 2024 Budget distributed to the City Council.
September	City Council adopts the Preliminary 2023 Property Tax Levy (Payable 2024).
September	Council Certifies date for public (TNT) hearing and continuation hearing (if necessary) to county.
September	Finance Director submits preliminary 2023 Property Tax Levy (Payable 2024) to County for certification.
October through November	City Council Work Sessions as needed.
Mid-November	Truth in Taxation Notices and Public Hearings Schedule distributed by County.
Early December	Public Hearing for Budget and Levy consideration.
Mid-December	Continuation Hearing, Approval of Budget and Certification of Property Tax Levy For submission to County.
Late December	Finance Director Submits final Levy to County and prepares Final Budget Document.
