

**FINANCE MEMORANDUM
#4-2024**

DATE: May 6, 2024
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Jason Loveland, Deputy City Manager *JL 2*
SUBJECT: Draft 2025 Budget Calendar

PURPOSE

To present the 2025 Budget development schedule as a discussion item for Council.

BACKGROUND

As part of the budgeting process, a budget calendar to produce the 2025 Annual Budget & Five-Year Capital Improvement Plan is presented to City Council. The proposed adoption date of the 2025 Budget is Oct. 28, 2024.

The 2025 draft budget calendar addresses all timing requirements of the City Charter and State Statute.

Council will establish priorities over the next several weeks that allow City Manager Heather Geyer and staff time to develop and incorporate the Council direction into the proposed budget.

BUDGET/TIME IMPLICATIONS

There are no financial or time impacts to the City.

STAFF RECOMMENDATION

The item is for informational purposes only.

STAFF REFERENCE

If Council Members have any questions, please contact Jason Loveland, Deputy City Manager, at jloveland@northglenn.org or 303.450.8817.

ATTACHMENT

1. Draft 2025 Budget Calendar

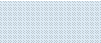







2025 Draft Budget Calendar

2024

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	1	2	3	4	5	6

JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

-  May 6 - 2025 Budget Calendar discussion
-  Departments complete budget worksheets/package requests/5-year CIP
-  Leadership team review of proposed budget
-  Department/CIP presentations
-  Proposed budget completed, provided to Council
-  Holiday
-  Materials to Council for Aug. 5 meeting
-  Sept. 16 Proposed; Oct. 14 Public Hearing; Oct. 28 Adoption