



Staff Report

TO: City Council
FROM: Jennifer Ustation, Finance Director
DATE: December 17, 2024
SUBJECT: FY 2025-2026 Budget Timeline

Description Review and provide direction on proposed FY 2025-2026 budget timeline.

Background and Analysis:

The City of Beaumont prepares an annual operating budget and updates its Five-Year Capital Improvement Program (CIP) budget each year. The process generally begins in December or January and must be adopted by the City Council by June 30th of each year.

The Finance Department is beginning to coordinate the preparation of the FY 2025-26 City Operating Budget and will coordinate with the Public Works Department which leads the preparation of the CIP. The proposed timeline for the preparation and approval of the operating budget is provided below and is also depicted on the attached timeline:

- **December**
 - Dec 17 - Present proposed timeline to City Council for review
- **January**
 - Jan 13 – Budget kickoff meeting with departments
 - Jan 21 – **City Council Meeting:** Review and revise Strategic Plan
 - Jan 27 – **Financial and Audit Committee Meeting** – Review revenue planning and long-term forecast
- **February**
 - Feb 4 – Wage and other expense items due to Finance
 - Feb 11 - Department budget entry and forms due to Finance
 - Feb 12-26 – Finance reviews budget submissions
 - Feb 14 – Capital request deadline
 - Feb 24 – Capital request review
- **March**
 - Mar 3-14 – City Manager and Finance meets with departments to discuss and review budgets and expiring contracts and grants

- **April**
 - Apr 4 – Deadline for department’s entry into Cleargov budget book
 - Apr 22 – **City Council Workshop (Special Meeting)** – City Council to receive departmental budget presentation and proposed CIP
 - Apr 28 – **Financial and Audit Committee Meeting** – Finance Committee review of proposed budget
- **May**
 - May 6 – **Tentative City Council Meeting** – Saved for City Council additional information request
- **June**
 - Jun 3 – **City Council Meeting** - Final budget to City Council for approval and adoption
 - Jun 17 – **City Council Meeting** - Presentation of budget book and budget message to City Council

Fiscal Impact:

The estimated cost to prepare this report is \$265.

Recommended Action:

Receive and file.

Attachments:

- A. FY 2025-2026 Budget Timeline