



# City of Helena Budget Timeline

## Fiscal Year 25 Budget

### December 2023

#### Budget Kick Off Meeting w/ Analysts and Departments

- Budget vs. Actual Review
- Capital Project Status Review

#### Recreation Fee Review

- Review financial status of funds
- Formulate fee recommendations for new season

### January 2024

#### Five Year CCIP Plans Updated

- Dept updates capital plans & reviews with budget analysts

#### Preliminary Internal Cost Allocations Calculated

- General Overhead Allocations
- GF Public Works Overhead (PW Admin, Eng, Indus Fac)
- Estimates for Facilities M&O Charges
- Estimates for IT&S Charges
- Dept updates plan & reviews with Budget Analyst

### February 2024

#### Estimated General Fund Revenues & Expenses for FY24 Calculated

##### Mid-Month:

Budget workbooks to depts.

- Depts. to update budget workbooks by EOM
- Depts. Update Budget Book accomplishments/goals by EOM
- 440 Fund meeting with Dept. heads

##### End-of-Month:

- Dept. budget entry complete
- All budget documents due back to Finance
- Depts enter preliminary budget entries to Tyler Tech

Transit Budget Due to MDT  
- Adopted by Commission

### May 2024

#### Department Budget Presentations to City Commission :

- Public Works
- Parks & Recreation
- Transportation Systems

#### Budget Recommendations:

- Comments from City Commission
- Community Donations / Other priorities

#### BID / TBID Budgets & Workplans Presented to Commission

##### End-of-Month:

Preliminary Budget Book Posted

Depts. to calculate carryover requests

### April 2024

#### Wrap up Dept. Budget Meetings w/ City Mgr.

#### City Mgr.-approved budgets updated Tyler Tech

#### Dept. Budget Presentations to City Commission :

- Rev./Expenditure overview by Fund
- Wage/Benefit Changes
- Staffing Updates
- General Capital Overview
- City Manager / City Attorney / Clerk
- Finance / HR
- Police / Fire / Court
- Community Development

#### Joint City-County Budget Meeting

### March 2024

#### Finance Presents Mid-Year Financial Update to Commission

#### Parks & Recreation Fees Adopted for new season

#### Finance to update budget and reserve policies

- Discuss Policy Changes w/ City Mgr.

#### General Capital Meetings

- Rec. General Capital to City Mgr.

#### Department Budget Meetings w/ City Manager (All month)

- Fee discussions with CM

Preliminary staffing changes agreed to by City Mgr. sent to HR for review; final HR recommendations to City Mgr. by April

### June 2024

#### Resolutions of Intention

- Preliminary Budget
- TBID / BID Workplans & Budget & Assessments

#### Resolutions (Public Hearings)

- Preliminary Budget Adoption
- TBID / BID Workplans & Budget & Assessments

#### Carryover requests

reviewed/approved by City Mgr.

### July 2024

#### Assessment Discussions with Commission - (Admin Mtg)

#### Carryover requests presented to Commission

#### Resolutions of Intention (Commission Meeting)

- Street Maintenance
- Lighting Districts
- Snow Removal Fines
- Renewable Energy Loan
- Infrastructure Loans
- Westside Water/Wastew
- Storm Assessment
- Residential Solid Waste As.
- Landfill Monitoring
- Urban Forestry
- Open Lands

### August 2024

#### DOR Delivers Assessed Values to Local Governments

- Calculation of recommended Mills

#### Rec. of Mills to Commission & Changes to Preliminary Budget (2nd Admin. Mtg)

#### Resolutions/ Public Hearings (1st Commission Meeting)

- Street Maintenance
- Lighting Districts
- Snow Removal Fines
- Renewable Energy Loans
- Infrastructure Loans
- Westside Water/Wastewater Loans
- Storm Assessment
- Residential Solid Waste Assessment
- Landfill Monitoring
- Urban Forestry
- Open Lands

### Sept. 2024

Adopt. Final Budget Public Hearing

Water/Wastewater Rate rec. discuss. with City Commission

Other Depart. Rate & Fee rec. to City Commission