

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, November 1, 2022, 5:30 p.m.**





Please silence cell phones during the City Council meeting

	Presentation	Beginning Time	Allotted
1.	Judge's Quarterly Update	5:30	15 min
2.	Budget Calendar	5:45	10 min
3.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00

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Communication Accountability Stewardship Professionalism Efficiency Responsiveness

October 24, 2022

MEMO TO: J. Carter Napier, City Manager 
FROM: Jill Johnson, Financial Services Director 
SUBJECT: Fiscal Year 2024 Budget Calendar

Meeting Type & Date:
Council Pre-Meeting
November 1, 2022

Action Type:
Information Only

Recommendation:
That Council acknowledge the proposed calendar in regard to the preparation of the fiscal year 2023-2024 annual budget.

Summary:
Wyoming Statute 16-4-109 stipulates that a public hearing for consideration and adoption of the annual City budget must be held no later than the third Tuesday in June. Prior to presenting the budget document for adoption, numerous steps must take place to ensure the document has been prepared with proper input from staff and Council. The attached "FY 2024 Budget Calendar" has been developed to set timelines for completion of the various required processes. Items highlighted in red represent topics which will require scheduling of Council time while those in black are for staff reference.

Financial Considerations:
None

Oversight/Project Responsibility:
Jill Johnson, Financial Services Director

Attachments:
FY 2024 Budget Calendar

CITY OF CASPER

FY 2024 Budget Calendar

November 14 th	Capital Improvement Plan (CIP) process begins, includes capital projects and capital equipment for next five (5) years
November 28 th	Position requests to Department Heads
December 5 th & December 7 th	Capital Budget Class, Instructions to departments, other classes TBD – Instructor Pete
December 13 th	Council Work Session Topic – Utility Rate Model Review
December 26 th	Position requests to HR
December 31 st	Prior year audit complete
January 3 rd to January 31 st	City Manager/Department Head discussions on requested staffing level changes
January 20 st	CIP requests due to Finance
January 24 th	Prior year audit presentation to Finance Committee
February 1 st to February 28 th	Department operating budgets entered into system
January 31 st to February 10 th	Capital Review (City Manager, Department Heads, Division Supervisors, Finance)
February 21 st to February 25 th	Final Capital Review (City Manager, Analyst, Finance)
March 14 th	Council Work Session – Capital Budget Review
March 27 th to April 10 th	Budget review (City Manager, Department Heads, Division Supervisors, Finance)
May 9 th	Tentative budget to Council (to be published in the Minutes)
May 22 th and May 24 th	Council Budget Review Work Sessions (Monday & Wednesday)
June 6 th	Summary of Proposed Budget Submitted to Council (published in the minutes) Set Public Hearing Date of June 20 st 2023 for City Budget
June 20 st	Public Hearing on FY24 Budget Adoption/Action on Resolution/Publication