
M E M O R A N D U M

TO: St Johns City Commission & Department Heads

FROM: Chad A. Gamble, P.E., City Manager
Kristina Kinde, City Finance Director

DATE: November 6, 2024

RE: **2025 – 2026 FISCAL YEAR BUDGET PREPARATION CALENDAR**

Nov 25, 4pm	Special Commission meeting – Strategic Planning(SP) meeting #1
Dec 9, 4:30 pm	Special Commission meeting – Strategic Planning meeting #2 – Finalize Budget SP
Jan 6	Deadline for input of CIP in ClearGov by Department Heads
Jan 13-17	Administrative Team to meet with Department Heads to discuss Capital Improvement Plan, budget goals, long range plans, fee & rate schedules, and personnel needs
Jan 17	Staff Executive Team to discuss personnel recommendations for FY 2025/26
Jan 23	Finance Committee Meeting to (CIP/Utility Rate)
Jan 27, 4pm	Capital Improvement Project detailed presentation and discussion between administration and Commission.
Jan 27, 6pm	Discuss utility rates at regular commission meeting
Feb 13	Personnel Advisory Committee meets to discuss personnel recommendations for 2025/26
Feb 18	Department Heads submit budget reports to Finance Director
Feb 24, 4pm	Planning Commission and City Commission to hold joint public hearing for Planning Commission to adopt Capital Improvement Plan and recommendation to City Commission
Feb 24, 6pm	Capital Improvement Plan submitted to the City Commission for approval
Mar 4	Finance Advisory Committee meeting - overview of draft budget
Mar 31 – Apr 4	Administrative team to meet with department heads to discuss preliminary budget
Apr 7	Finance Advisory Committee meets to review final budget prior to City Commission meeting
Apr 28	Formal presentation of 2025/2026 Budget to City Commission and hold hearing on millage rate; if necessary (Commission sets public hearing)
May 9	Notice of hearing to paper
May 18	Publish notice of final hearing (at least 6 days prior to hearing; MSA 141.912)
May 27	Public hearing on budget. Adoption of budget and acceptance of millage rate (at least 7 days after hearing)
May 28	Clerk to submit L-4029 Millage Request Form to County Clerk & other taxing units as per Budget Public Hearing & Budget adoption.
May 28	Summary to paper
Jun 1	Publish budget summary