



2025 Budget Prep Calendar

April	12	Finance Office to distribute CIP Instructions and Request Forms (Department Heads to coordinate with committees for their potential input)
May	13	Deadline to submit CIP Request Forms to Finance Office
	13-31	Finance Office to assemble 2025-2034 Preliminary CIP for Internal Meetings
June	3-6	Internal Meetings - Review of Preliminary CIP (Dept Heads / City Manager / Finance Dir)
	17-21	Finance Office to implement CIP Revisions as discussed in internal meetings
	28	Finance Office to deliver Proposed CIP to City Manager
	25-28	Finance Office to establish 2025 Preliminary Budget Assumptions and estimated Personnel Costs (2024 Year End Projections and 2025 Proposed Amounts)
July	1-19	(continued from June) Finance Office to establish 2025 Preliminary Budget Assumptions and estimated Personnel Costs (2024 Year End Projections and 2025 Proposed Amounts)
	8-12	Operations Budget Training video released in this timeframe
	17	Finance Office to distribute Operations Budget Instructions and Templates
	30	Council Workshop #1 - Capital Improvement Plan
August	9	Deadline to submit Preliminary Operations Budgets to Finance Office
	16	Departments enter Operations Budgets in ClearGov on or before this day
	20	Plan Commission to review CIP
	16-30	Finance Office to assemble Prelim. Budget Documents and meet individually w/ Departments
	27	City Council to Approve the Capital Improvement Plan
	28	Council Workshop #2 - 2025 Early Projections and Direction on Priorities from Council
September	6	Local Revenues Estimated
	9-20	Internal Meetings - Review of Preliminary Operations Budgets (Department Heads / City Manager / Finance Director)
	20-30	Finance Office to implement Operating Budget Revisions as discussed in meetings
October	1-4	Finance Office to receive State Revenue Information / Finalize Proposed Budget
	11	Finance Office to deliver Proposed Operations Budget to City Manager
	18	Notice of Public Hearing for Budget is published in Oshkosh Northwestern (Oct. 16 in Herald)
	18	Proposed Operations Budget delivered to Council
	28	Council Workshop #3 - All Day Department Review
	29	Council Workshop #4 - All Day Department Review
November	1	Budget Amendment Draft I
	6	Public Hearing at 6pm
	6	Council Workshop #5 (if necessary)
	8	Budget Amendment Draft II
	12	City Council to Adopt the 2025 Operations Budget

*Above dates for budget activities are tentative at this time. Any substantial variations will be identified as soon as they are known.