

COUNCIL RESOLUTION #13 OF 2024

**ADOPTING A BUDGET CALENDAR FOR THE PREPARATION OF THE
FISCAL YEAR 2024-25 CITY BUDGET**

By Councilor Cuddy

January 18, 2024

WHEREAS, the City Budget is the financial document that funds the many services provided by the local city government; and,

WHEREAS, the City's fiscal year begins on July 1st of each year and the City Council must adopt a final City Budget by the end of June each year for the next budget year; and,

WHEREAS, adequate preparation, review, and eventual adoption of the annual City Budget is an open process that lasts several months; and,

WHEREAS, for the preparation of the Fiscal Year 2024-25 budget, the City Manager recommends the following attached budget calendar be adopted.

NOW, THEREFORE, BE IT RESOLVED that the City Council sets the attached listed dates as the official budget calendar for the preparation of the City of Auburn Fiscal Year 2024-25 Budget and that all business pertaining to the City Council called for in said calendar will be scheduled as part of regular City Council meeting agendas in accordance with the Council Rules and Procedures; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to notify the public of the dates as set forth herein and that throughout this budget preparation process, the City Clerk shall immediately make available to the public all budget related documents as they become available to the Council.

Seconded by Councilor Kent

	Ayes	Noes
Councilor Kent	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Locastro	X	
Mayor Quill	X	
Carried and Adopted	X	

2024-25 BUDGET PREPARATION AND ADOPTION TIMELINE

Department Heads receive budget packets	February 1, 2024
Department Heads return budget packets	February 15, 2024
Comptroller compiles Department Head budgets and revenue estimates	March 15, 2024
Comptroller and Manager meet with Department Heads to justify budget requests	March 18 – 27, 2024
City Manager submits preliminary balanced budget	April 4, 2024
Department Head presentations to Council. March 21, March 28, April 4, April 11, April 18, April 25.	Presentations to be scheduled over 6 weeks.
Council input due to City Manager	April 25, 2024
Final balanced budget based on Council input and revised revenue estimates	May 2, 2024
Final Council input due to City Manager	May 16, 2024
Public Hearing on budget	May 23, 2024
Budget adoption	June 6, 2024

STATE OF NEW YORK)
) SS.:
COUNTY OF CAYUGA)

I, CHARLES MASON, Clerk of the City of Auburn, Cayuga County, New York (the “City”), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Council of the City (the “Council”), held on the 18th day of January, 2024, including the Council Resolution #13 of 2024 contained therein, with the original thereof on file in my office, and the attached is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City this 19th day of January, 2024.

A handwritten signature in black ink, appearing to read 'C. Mason', written over a horizontal line.

Charles Mason, Clerk
City of Auburn, Cayuga County, New York