

February 13, 2023

FOR YOUR INFORMATION

202300619

To: Mayor and Members of Council

From: Sheryl M. M. Long, City Manager

Subject: **Budget Schedule for Fiscal Year (FY) 2024-25 Biennial Budget**

The purpose of this memo is to provide an overview of the FY 2024-25 Biennial Budget process along with a schedule of important dates and events.

The FY 2024-25 Biennial Budget process will be structured in phases starting in earnest with an outline of the process on Monday, February 13th at the Budget and Finance Committee meeting. The first phase, Budget Education and Outreach, will begin with a “Budget Basics and New Leveraged Support Process” presentation at the regular meeting of the Healthy Neighborhoods Committee on February 15th at 5:30 PM at the Evanston Recreation Center. The same presentation will be provided in a virtual session on February 28th at 6:00 PM, which can be registered for online (<https://www.cincinnati-oh.gov/budget/budget-engagement/>). Additionally, an interactive session on the City’s Budget will be part of the annual Neighborhood Summit on March 11th.

The second phase, Budget Policy Motion – Goals and Priorities, of the FY 2024-25 Biennial Budget process will kickoff at the regular meeting of the Budget and Finance Committee on March 13th. This phase will include numerous community engagement sessions throughout the month of March with a planned series of public Budget Hearings in the evenings on March 14th, March 20th, and March 30th. On April 3rd, the City Manager will provide an overview presentation of the City’s strategic priorities. Additionally, the Office of Performance and Data Analytics (OPDA) will present results of the Community Survey and provide an overview of the Performance Management Agreement process for departments. Continuing in April, departments will be making informational presentations on their department’s mission, programs, and agencies; recent budget and staffing history; key performance indicators (KPIs); performance goals for FY 2024; and service delivery challenges affecting their department. These presentations will be held during the first two weeks of April during the regular meetings of the Budget and Finance Committee on April 3rd and April 10th and during two special meetings of the Budget and Finance Committee on April 4th and April 12th.

Once the department presentations are completed, the City Council will begin to develop a Budget Policy Motion for the FY 2024-25 Biennial Budget. The Budget Policy Motion is an annual process in which the City Council makes a motion providing direction to the City Administration with regard to policy guidelines and priorities for the upcoming budget. During the middle of April, as part of a regular Budget and Finance Committee

meeting, a public hearing will be held on the Budget Policy Motion, which will then go to the City Council for adoption.

The City Manager is working toward completion and release in mid-May of the Recommended FY 2024-25 Biennial Budget. While a deficit is currently projected, the City Administration will recommend a balanced budget for FY 2024 through the use of American Rescue Plan (ARP) funds set aside for fiscal stability. The City Manager's Recommended Budget will then be transmitted to the Mayor, who has up to 15 days to recommend changes to the Budget before transmitting the Budget to the City Council. In line with previous practice, it is expected that the City Council will begin budget deliberations at the end of May with a public Budget Hearing scheduled for early June. The City Council can then make budget motions to alter the Recommended Budget leading up to the scheduled passage of the FY 2024-25 Biennial Budget on June 14, 2023. Dates during the Final Budget Process phase are tentative.

A graphic of the FY 2024-25 Biennial Budget schedule is provided on the next page.

cc: William "Billy" Weber, Assistant City Manager
Andrew Dudas, Budget Director

Attachment