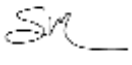


March 4, 2024

**FOR YOUR INFORMATION**

To: Mayor and Members of Council

From: Sheryl M. M. Long, City Manager 

Subject: **AMENDED Budget Schedule for Fiscal Year (FY) 2025 Budget Update**

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**AMENDED: The public Budget Hearing scheduled for March 19<sup>th</sup> has been moved to March 20<sup>th</sup> due to the 2024 Primary Election.**

The purpose of this memo is to provide an overview of the FY 2025 Budget Update process along with a schedule of important dates and events.

The FY 2025 Budget Update process will be structured in phases starting in earnest with an outline of the process on Tuesday, February 20<sup>th</sup> at the Budget and Finance Committee meeting. The first phase, Budget Education and Outreach, began with an information session for Invest in Neighborhoods about the Community Budget Request (CBR) process last month. This phase continues with a “Budget Basics and Leveraged Support Process” presentation in a virtual session on February 26<sup>th</sup> 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 April 20<sup>th</sup>.

The second phase, Budget Policy Motion – Goals and Priorities, of the FY 2025 Budget Update process will kickoff at the regular meeting of the Budget and Finance Committee on March 4<sup>th</sup>. 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 5<sup>th</sup>, March 11<sup>th</sup>, and March 20<sup>th</sup>. On March 25<sup>th</sup>, 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 from the Community Survey and provide an update on the Performance Management Agreement process for departments. Continuing in March and April, departments will be making informational presentations on their department’s mission, programs, and agencies; recent budget and staffing history; performance goals for FY 2025; and service delivery challenges affecting their department. These presentations will be held during the last week of March and the first week of April during the regular meetings of the Budget and Finance Committee on March 25<sup>th</sup> and April 1<sup>st</sup> and during two special meetings of the Budget and Finance Committee on March 26<sup>th</sup> and April 3<sup>rd</sup>.

Once the department presentations are completed, the City Council will begin to develop a Budget Policy Motion for the FY 2025 Budget Update. 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 2025 Budget Update. While a deficit is currently projected, the City Administration will recommend a balanced budget for FY 2025 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 2025 Budget Update on June 12, 2024. Dates during the Final Budget Process phase are tentative.

A graphic of the FY 2025 Budget Update schedule is provided on the next page.

Attachment

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