Date: April 18, 2024

To: CLFLWD Board of Managers

From: Mike Kinney, District Administrator

Subject: 2025 Budget Schedule



Background/Discussion:

As the initial step in the District's budgeting process in past years, a proposed budget schedule is enclosed for the Board's consideration. In response to managers' feedback in the past, staff propose to hold three workshops dedicated to the budget this year, rather than discussing the budget at regular board meetings.

If approved, staff will distribute an online survey poll to schedule the workshops on dates that work for all managers. During the first workshop, staff can provide an overview presentation of the budget to initiate discussion of high-level topics such as major upcoming expenditures, the total expense budget compared to the Watershed Management Plan, estimated revenues, and the District levy.

If any managers have workshop scheduling preferences that they'd like to share in advance of the scheduling poll, please contact the board President or me to discuss them at the April 25th board meeting.

Recommended Motion

Manager ____ moves to approve the 2025 budget schedule and direct staff to prepare a preliminary proposed budget that is consistent with the Watershed Management Plan. Seconded by Manager ____.

Attached: Proposed 2025 Budget Schedule

	Budget Tasks	Start Date	End/Due	2024 2025
nvolvem ent?			Date	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
*	2025 Budget Process - Proposed Schedule			
公	Set up budget framework and discuss at staff level	03/01/24	05/01/24	Set up budget framework and discuss at staff level
公	April CAC meeting - budget process overview	04/16/24	04/16/24	April CAC meeting - budget process overview
*	April 25 regular board meeting - consider approving proposed budget schedule and discuss potential workshop dates	04/25/24	04/25/24	April 25 regular board meeting - consider approving proposed budget schedule and discuss potential workshop dates
公	Send out doodle poll to managers to schedule workshops	04/26/24	04/26/24	Send out doodle poll to managers to schedule workshops
☆	May CAC meeting - review draft budget	05/14/24	05/14/24	May CAC meeting - review draft budget
*	May Board Workshop (date TBD) - proposed budget overview	05/15/24	05/22/24	May Board Workshop (date TBD) - proposed budget overview
*	June Board Workshop (date TBD) - follow-up more detail on topics as needed	06/03/24	06/28/24	June Board Workshop (date TBD) - follow-up more detail on topics as needed
*	July Board Workshop (date TBD) - additional discussion as needed, resolve final comments, and decide draft budget and levy amounts to post in public hearing notice	07/08/24	07/19/24	July Board Workshop (date TBD) - additional discussion as needed, resolve final comments, and decide draft budget and levy amounts to po
☆	Send August 8th public hearing notice to newspapers (run in 7/25 and 8/1 papers)	07/19/24	07/19/24	Send August 8th public hearing notice to newspapers (run in 7/25 and 8/1 papers)
*	August 8 regular board meeting - budget public hearing and presentation	08/08/24	08/08/24	August 8 regular board meeting - budget public hearing and presentation
જ	Revise draft budget, if needed, and post to board packet	08/09/24	08/15/24	Revise draft budget, if needed, and post to board packet
*	August 22 regular board meeting - discuss/adopt budget if necessary	08/22/24	08/22/24	August 22 regular board meeting - discuss/adopt budget if necessary
*	September 12 regular board meeting - discuss/adopt budget if necessary	09/12/24	09/12/24	September 12 regular board meeting - discuss/adopt budget if necessary
	Aim to certify by Friday, 9/13 (9/15 falls on Sunday)	09/13/24	09/13/24	Aim to certify by Friday, 9/13 (9/15 falls on Sunday)
*	December 19 regular board meeting - public comments on adopted budget/levy (required announcement by Board President at a meeting)	12/19/24	12/19/24	December 19 regular board meeting - public comments on adopted budget/levy (required announced announced budget/levy) (required budget/levy) (requi
	Deadline to submit revised budget and/or levy to counties (if necessary)	12/31/24	12/31/24	Deadline to submit revised budget and/or levy to counties (if necessary)