

ATTACHMENT IV

**Resolution to Institute the Budget Calendar Scheduling Policy for the 2024 – 2025
Budget Deliberations**

RESOLUTION TO INSTITUTE THE BUDGET CALENDAR SCHEDULING POLICY FOR THE 2024 – 2025 BUDGET DELIBERATIONS

By All Council Members:

Whereas, For the 2024 – 2025 Legislative budget process, the City Council agrees with instituting a process under the direction of the City Council's Legislative Policy Division to ensure a realistic Budget Calendar scheduling policy, so be it

Resolved, A Preliminary Budget Calendar shall be forwarded to the Mayor's Office, Administration Department and Agency Directors, Directors of entities receiving a city subsidy and Council Members for their review and comment, and be it further

Resolved, That necessary revisions shall be submitted to the Legislative Policy Division by Wednesday, February 21, 2024, and thereafter the proposed Budget Calendar shall be considered final, and be it further

Resolved, A budget hearing date as scheduled in the final Budget Calendar cannot be rescheduled by a department, division, or agency head unless the reason for rescheduling such date is due to an extreme emergency, such as determined by and approved by City Council, and be it further

Resolved, If a department or agency head cannot attend a scheduled budget hearing per the Budget Calendar due to any other reason than an extreme emergency, then the department, division, or agency head shall send another departmental or agency representative to the scheduled budget hearing in his or her stead, and be it further

Resolved, That the City Council agrees with the process to ensure a realistic scheduling policy to better facilitate the legislative budget process, and to significantly reduce the need to reschedule budget hearing dates as listed in the Budget Calendar. Now, therefore be it finally

Resolved, That a copy of this Resolution be forwarded along with the proposed budget calendar to department, division, and agency directors.