



Finance Department

DATE: February 27, 2024

FROM: Dmitriy Chernyak, Finance Director

ITEM: 2025 Budget Calendar

REQUEST:

To approve the 2025 tentative budget calendar.

BACKGROUND INFORMATION:

The budget schedule for the 2025 budget is attached. This schedule will be followed tentatively with changes that may occur due to various reasons throughout the process.

RECOMMENDED CITY COMMISSION ACTION:

To approve the 2025 tentative budget calendar.

STAFF CONTACT INFORMATION:

Dmitriy Chernyak, Finance Director, 701-355-1601, dchernyak@bismarcknd.gov

ATTACHMENTS:

1. 2025 Budget Calendar - Commission Memo (Tentative)



**CITY OF BISMARCK
2025 BUDGET SCHEDULE
(TENTATIVE)**

April 8, 2025 Departments receive budget forms: Position Budgeting, Fees and Charges, Priority Initiatives (base and one-time), and CIP worksheets

Forms are located at [L:\ 2025 Budget](#)

Open 2024 budget for entering in New World System for Departments

Departments receive service levels and accomplishments (SLAs), department organizational charts, and narratives for the budget document

General Fund Departments receive calculated base budget allocation and other information to enter operating budgets into New World System

April 22 Departments submit Employee Budget worksheets for current full-time employees to their respective liaison in the Fiscal Services Division:

<i>Liaison</i>	Department
<i>Katie Petrou</i>	Public Health, Engineering
<i>PJ Kelley</i>	Fire, Library, CenCom, Emergency Management
<i>Paige Gilgallon</i>	Community Development, Police, Attorney, Municipal Court, Parking Authority
<i>Susan Ronning</i>	Utilities, Airport, Administration
<i>Eric Lund</i>	Public Works Operations
<i>Dmitriy Chernyak</i>	Event Center, Human Resources, and Finance/IT/Assessing

Departments submit proposed employee changes to Human Resources for review

Departments finish entering revenue projections and base budgets into New World

Departments complete and save deliverables in [L:\ 2025 Budget](#), as follows:

1. Fees and charges worksheet(s)
2. CIP form workbook
3. Priority initiatives workbook
4. Technology requests (ITGC)

Human Resources provides recommendations to Department Director and Finance Director regarding requested new positions or position adjustments

May 13 – June 14 City Commissioners meet with Finance Director and respective portfolio Department Directors to discuss budget



June 17 – June 21	Budget Committee meets with Departments on priority initiatives requests for employees, base budgets, one-time budget expenditures, and other budget related items
June 24 – July 8	Finance Director meets with each City Commissioner to discuss budget committee recommendations
July 8	Departments submit and save SLAs, organizational charts, and narratives for the budget document in L:\ 2025 Budget
July 9	Budget Committee presents draft #1 recommendations and budget information to the City Commission
July 23	Budget Committee presents draft #2 of recommendations and budget information to the City Commission City Commission approves the 2024 preliminary budget
August 5 (8:00 am)	(If necessary) Special City Commission Meeting to approve preliminary budget
August 10	City submits preliminary budget to the County Auditor
August 27	Budget Ordinance introduced by City Commission
September 10	City Commission adopts Budget Ordinance
October 10	City submits Budget Ordinance to County Auditor