



**City of Missoula, Montana  
City Council Committee Agenda Item**

**Committee:** Budget and Finance  
**Item:** City Council Budget Process for Fiscal Year 2025  
**Date:** May 22, 2024  
**Sponsor(s):** Claire Trimble, City Clerk  
**Department or function:** Council Rules  
**Prepared by:** Claire Trimble

**Ward(s) Affected:**

- Ward 1
- Ward 2
- Ward 3
- All Wards
- Ward 4
- Ward 5
- Ward 6
- N/A

**Action Required:**

Adopt the budget process for fiscal year 2025

**Recommended Motion(s):**

I move the City Council: Adopt a budget timeline for consideration of the City’s fiscal year 2025 budget including: Public hearing to open on August 5 and concludes by final vote on August 19, 2024, voting on related assessments the same night, with City Council amendments to the executive budget and assessments due by end of day Monday, August 12, and with deliberations on Council’s proposed amendments at Budget and Finance Committee meetings on August 7th and August 14th.

**Timeline:**

Committee discussion: May 22, 2024  
Council action (or sets hearing): June 3, 2024  
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**Background and Alternatives Explored:**

Mayor Davis will be presenting the Executive Budget on August 5, 2024, following department presentations on budget requests.

City staff have developed forms for Council members who wish to comment on department presentations, propose new budget items, and propose amendments to the budget to help frame their requests.

The Budget and Finance committee will consider Council budget amendment proposals during Budget and Finance Committee meetings on August 7 and August 14 only.

Once amendments have been submitted, the BF committee chair will create a schedule for hearing them to ensure the council member proposing the amendment and any relevant staff are available to answer questions.

If passed, budget amendments will not be in order during other Council meetings or committee meetings outside the August 7 and August 14 Budget and Finance Committee deliberations, except under a suspension of the rules to amend this budget process.

Monday	8/5/2024	Executive Budget Presentation - Public Hearing Opens
Wednesday	8/7/2024	Council Deliberations
Monday	8/12/2024	Budget Amendments Due
Wednesday	8/14/2024	Council Deliberations
Monday	8/19/2024	Public Hearing Closes: Council Passes Budget City-Wide Assessments Passed
Monday	9/9/2024	Estimated County Tax Assessment Deadline

**Financial Implications:**

**Links to external websites:**