



# Budget Calendar

## 2021 Budget Schedule

<p><b><u>Budget Parameter Development</u></b></p> <ul style="list-style-type: none"> <li>• Develop 2021 budget parameters</li> <li>• Cost variables</li> <li>• Salary information</li> <li>• Communication and presentation format</li> </ul>	<p>Monday, July 13, 2020 through Friday, July 31, 2020</p>
<p><b><u>Finance Information Preparation</u></b></p> <ul style="list-style-type: none"> <li>• Informational use in budget preparation and workshops</li> <li>• Revenues – 2019 actuals, 2020 6-month YTD actuals, 2020 budget</li> <li>• Expenditures – 2019 actuals, 2020 6-Month YTD actuals, 2020 budget</li> <li>• Payroll – 2019 actuals, 2020 budget, 2020 position control</li> <li>• 2021-2025 CIP submittals (overview of projects and funding sources)</li> </ul>	<p>Monday, July 13, 2020 through Friday, July 31, 2020</p>
<p><b><u>Budget and CIP Kick-Off/Budget Levels Open</u></b></p> <ul style="list-style-type: none"> <li>• Review changes in the 2021 budget process</li> <li>• Answer departmental questions regarding 2021 submittal</li> <li>• Provide financial information to departments</li> <li>• TeamBudget database open</li> <li>• Munis 2021 central budget entry open</li> </ul>	<p>Monday, August 3, 2020</p>
<p><b><u>Department Budget Entry</u></b></p> <ul style="list-style-type: none"> <li>• Departments enter CIP projects into TeamBudget database</li> <li>• Departments enter operating budget into Munis</li> </ul>	<p>Monday, August 3, 2020 through Friday, August 28, 2020</p>
<p><b><u>Budget Entry Due</u></b></p> <p><b><i>Operating Budget</i></b></p> <ul style="list-style-type: none"> <li>• Departments enter revenues and expenditures and submit to the Finance Department</li> </ul> <p>Email the following executive summary information:</p> <ul style="list-style-type: none"> <li>• Department overview (summary and personnel)</li> <li>• Services and responsibilities</li> <li>• Past actions, present initiatives, and future opportunities</li> <li>• Service level statistics</li> <li>• Performance metrics</li> <li>• 2021 request highlights</li> </ul> <p><b><i>Capital Budget</i></b></p> <ul style="list-style-type: none"> <li>• CIP projects entered into TeamBudget database; submit to Finance</li> <li>• Email the CIP executive summary</li> </ul>	<p>Friday, August 28, 2020</p>



# Budget Calendar

<b><u>First Round of Budget Review</u></b> <ul style="list-style-type: none"><li>• Finance reviews budget &amp; CIP requests and coordinates budget meetings</li><li>• Finance meetings with departments to review operating budget &amp; CIP</li><li>• Preliminary revisions to operating budget &amp; CIP (Finance &amp; departments)</li></ul>	Monday, September 7, 2020 through Friday, September 18, 2020
<b><u>Executive Summaries Due</u></b>	Friday, September 11, 2020
<b><u>Second Round of Budget Review</u></b> <ul style="list-style-type: none"><li>• Finance submits operating budget &amp; CIP to CMO for review</li><li>• CMO meetings with Finance &amp; departments to review budget submissions</li><li>• Final revisions to operating budget &amp; CIP (Finance and departments)</li></ul>	Monday, September 28, 2020 through Friday, October 9, 2020
<b><u>Publish Tentative Budget</u></b> <ul style="list-style-type: none"><li>• Finalize operating budget &amp; CIP for publication</li><li>• Issue 2021 tentative budget</li><li>• Make available for public inspection</li></ul>	Friday, October 16, 2020
<b><u>City Council Workshops</u></b> <ol style="list-style-type: none"><li>1. Workshop 1</li><li>2. Workshop 2</li><li>3. Workshop 3</li></ol>	Monday, October 26, 2020 Monday, November 9, 2020 Monday, November 23, 2020
<b><u>City Council Meeting</u></b> <ul style="list-style-type: none"><li>• Estimate of property tax levy due and notice on intent to adopt tax levy</li><li>• Notify Council that tentative budget is available for inspection</li></ul>	Wednesday, November 4, 2020
<b><u>City Council Meeting</u></b> <ul style="list-style-type: none"><li>• Hold public hearing on tentative budget</li><li>• Pass ordinance approving annual budget</li></ul>	Tuesday, December 1, 2020
<b><u>City Council Meeting</u></b> <ul style="list-style-type: none"><li>• Conduct Truth in Taxation hearings</li><li>• Tax levy approval (General Fund and SSA levies)</li></ul>	Tuesday, December 15, 2020