



Budget Calendar

2022 Budget Schedule

<p><u>Analysis and Communication to Policy Makers</u></p> <ul style="list-style-type: none"> Monthly reports to City Council discussing revenues and expense trends and high-level financial concepts as baseline for 2022 budget discussions 	<p>January 2021 through September 2021</p>
<p><u>Budget Parameter Development</u></p> <ul style="list-style-type: none"> Develop 2022 budget parameters, including cost variables, and salary information 	<p>Monday, July 5, 2021 through Friday, July 30, 2021</p>
<p><u>Financial Information Preparation</u></p> <ul style="list-style-type: none"> Prepare information for use in budget development, including prior years' budget to actuals 	<p>Monday, July 5, 2021 through Friday, July 30, 2021</p>
<p><u>Budget and CIP Kick-Off</u></p> <ul style="list-style-type: none"> Finance Department provides overview of budget process including timelines for deliverables 	<p>Tuesday, August 3, 2021</p>
<p><u>Department Budget Entry</u></p> <ul style="list-style-type: none"> Departments enter operating budget and CIP projects into financial databases 	<p>Tuesday, August 3, 2021 through Friday, August 27, 2021</p>
<p><u>First Round of Budget Review</u></p> <ul style="list-style-type: none"> Finance reviews department budget requests, coordinates meetings with departments to review operating budget and CIP, and makes preliminary revisions to budget 	<p>Monday, August 30, 2021 through Friday, September 17, 2021</p>
<p><u>Second Round of Budget Review</u></p> <ul style="list-style-type: none"> Collaborative review of all department operating budgets and CIP which includes all department heads and the CMO 	<p>Monday, September 27, 2021 through Friday, October 8, 2021</p>
<p><u>Publish Tentative Budget</u></p> <ul style="list-style-type: none"> Issue 2022 tentative budget for public inspection 	<p>Friday, October 15, 2021</p>
<p><u>City Council Workshops</u></p> <ol style="list-style-type: none"> Workshop 1 Workshop 2 Workshop 3 	<p>Monday, October 25, 2021 Monday, November 8, 2021 Monday, November 22, 2021</p>
<p><u>Estimate Property Tax Levy</u></p> <ul style="list-style-type: none"> Provide City Council with estimate of property tax levy due and notice on intent to adopt tax levy 	<p>Tuesday, November 16, 2021</p>
<p><u>City Council Budget Approval</u></p> <ul style="list-style-type: none"> Hold public hearing on tentative budget and pass ordinance adopting annual budget 	<p>Tuesday, December 7, 2021</p>
<p><u>City Council Tax Levy Approval</u></p> <ul style="list-style-type: none"> Conduct Truth in Taxation hearings and pass ordinance adopting tax levies 	<p>Tuesday, December 21, 2021</p>