



# MONROE CITY COUNCIL

## Agenda Bill No. 20-082

<b>SUBJECT:</b>	<i>Approval of 2021 Budget Development Calendar</i>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
06/23/2020	Finance	Becky Hasart	Becky Hasart	Consent Agenda #2

**Discussion:** 06/23/2020  
**Attachments:** 1. 2021 Budget Calendar

**REQUESTED ACTION:** Move to approve the 2021 Budget Calendar, as presented.

### **POLICY CONSIDERATION**

*RCW 35A.33 establishes the regulatory timeline associated with the development of a code city's annual budget. The City of Monroe chooses to begin and develop its fiscal budget earlier than the required timeline to allow for additional time for Council consideration and to increase public input opportunities.*

### **DESCRIPTION/BACKGROUND**

As part of the annual budget process, the Finance department creates the calendar for the next year's budget development. By creating and publishing the calendar, Council, Executive, and Staff will know what to expect during the year regarding major budget milestones.

### **FISCAL IMPACTS**

None.

### **TIME CONSTRAINTS**

None. However, the 2021 Budget would need to be adopted prior to the start of fiscal year 2021.

### **ALTERNATIVES**

N/A.

## 2021 Budget Calendar

<u>Date</u>	<u>Item</u>	<u>Responsible Party</u>	<u>Legal Deadline</u>
06/30/2020 5:30 p.m.	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
7/1/20	Budget worksheets sent out to all departments (with instructions)	Finance Director	<b>9/9/2020</b>
08/03/2020 8:00 a.m.	Budget worksheets due back to Finance Department	Department Heads	<b>9/23/2020</b>
8/06/20 - 8/31/2020	City Administrator & Mayor review budget & meet with department heads	City Administrator, Mayor, Finance Director & Dept. Heads	<b>10/1/2020</b>
9/1/20-9/14/20	Draft Budget Message	Mayor/CA	n/a
9/18/20	Final Budget Message	Mayor/CA	<b>10/31/2020</b>
9/22/20	Council presented with estimates of revenues for 2020 (current year)	Finance Director	<b>10/1/2020</b>
9/22/20	Preliminary Budget presented to council & filed with the City Clerk	City Clerk publishes	<b>10/31/2020</b>
09/29/2020 5:30 p.m.	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
10/13/20	Public Hearing on revenue sources for 2021, including consideration of possible property tax increases and for the 2021 Budget.	City Clerk publishes	<b>10/31/2020 (clerk to publish notice 10/09/20 &amp; 10/16/20)</b>
10/20/20	2021 Budget Presentation to Council (to include updated six year capital plan)	Finance Director, Department Heads	n/a
10/20/20	Second Public Hearing on 2021 Budget	City Clerk publishes	<b>10/31/2020 (clerk to publish notice 10/09/20 &amp; 10/16/20)</b>
10/27/20	First reading of Ordinance setting property tax levy; First reading of Ordinance setting 2021 Budget; First reading of Ordinance adopting six year capital plan	City Council	n/a
11/10/20	Second Reading/Adoption of Ordinance setting property tax levy	City Council	11/30/2020
<b>11/10/20</b>	Second Reading/Adoption of Ordinance for 2021 Budget; Second Reading/Adoption of the six year capital plan	City Council	12/31/2020