

2022 Budget Development Calendar

<u>Date</u>	<u>Item</u>	<u>Responsible Party</u>	<u>Legal Deadline</u>
06/29/2020 5:30 p.m.	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
7/1/21	Budget worksheets sent out to all departments (with instructions)	Finance Director	9/13/2021
08/02/2021 8:00 a.m.	Budget worksheets due back to Finance Department	Department Heads	9/27/2021
8/09/21 - 8/31/2021	City Administrator & Mayor review budget & meet with department heads	City Administrator, Mayor, Finance Director & Dept. Heads	10/1/2021
08/31/2021 5:30 p.m.	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
9/1/21-9/13/21	Draft Budget Message	Mayor/CA	n/a
9/13/21	6 Year Capital Improvement Plan Ordinance to Planning Commission	Planning Commission	n/a
9/17/21	Final Budget Message	Mayor/CA	11/2/2021
9/27/21	Public Hearing - 6 Year Capital Improvement Plan Ordinance	Planning Commission	n/a
9/28/21	Council presented with estimates of revenues for 2021 (current year)	Finance Director	10/4/2021
9/28/21	Preliminary Budget presented to council & filed with the City Clerk	City Clerk publishes	11/2/2021
10/11/21	Approve Findings and forward to Council the 6 Year Capital Improvement Plan	Planning Commission	n/a but before Council first reading
10/12/21	Public Hearing on revenue sources for 2022, including consideration of possible property tax increases and for the 2022 Budget.	City Clerk publishes	11/25/21 (clerk to publish notice 10/01/21 & 10/08/21)
10/19/21	2022 Budget Presentation to Council (to include updated six year capital plan)	Finance Director, Department Heads	n/a
10/19/21	Second Public Hearing on 2022 Budget	City Clerk publishes	12/06/21 (clerk to publish notice 10/08/21 & 10/15/21)
10/26/21	First reading of Ordinance setting property tax levy; First reading of Ordinance setting 2022 Budget; First reading of Ordinance adopting six year capital plan	City Council	n/a
11/9/21	Second Reading/Adoption of Ordinance setting property tax levy	City Council	11/30/2021
11/9/21	Second Reading/Adoption of Ordinance for 2022 Budget; Second Reading/Adoption of the six year capital plan	City Council	12/31/2021