

2021 Calendar for 2022 Budget

	Process	Internal Due Date	Work Study Meeting	City Council Meeting	State Law Limitations
1	Finance produces Estimated Year End Revenues & Expenditures and Forecast Ending Fund Balance Estimates for 2021.	Sep 7			N/A
2	Statutory Budget Call Letter Issued Budget requests and instructions go out to all departments-Budget Huddles Begin.	Sep 8			Sept 13
3	Budget Estimates to be filed with the City Clerk	Sept 27			Sept 27
5	Clerk submits to CAO the proposed preliminary budget setting forth the complete financial program.	Sep 29			Oct 1
6	CAO provides Council with current info on Revenue from all sources as adopted in 2021 for 2022 Budget including Property Tax.	Sep 30*	Oct 5		Oct 4
7	Council Reviews Preliminary Capital Facilities Plan for inclusion in the 2022 Budget	Oct 13	Oct 19		N/A
8	Council Holds Public Hearing on Capital Facilities Plan Update	Oct 20		Oct 26	N/A
9	CAO prepares preliminary budget and budget message & files with the Clerk & Council.	Oct 27*	Nov 2		Nov 1
10	City Clerk publishes notice of public hearing for 2022 Budget and Property Tax Hearing– once a week for two consecutive weeks – Draft budget submittal ready	Publish Oct 25 & Nov 1			Nov 18
11	2 nd Publish of notice of public hearing on 2022 Budget & Property Tax Levy Publish notice of Final Budget Hearing on Nov 23	Publish Nov 1			Nov 5
12	Preliminary 2022 Budget Document Ready. City Council holds 1 st Public Hearing on revenue sources and expenditures for the upcoming budget year Public Hearing on possible increases in property tax revenue Adopt Property Tax 2022 (with County by Nov 30)	Nov 4		Nov 9	Nov 25
13	Preliminary Budget Available to the Public	Nov 10	Nov 16		Nov 20
	City Council holds 2 nd Public Hearing and the 1 st public reading on Final 2022 Budget & 2021 Budget Amendment.	Nov 17		Nov 23	Dec 6
14	City Council Holds 2022 Budget Study Session if Needed	Dec 2	Dec 7		N/A
15	City Council holds the 2 nd reading & adopts Final 2022 Budget and 2021 Budget Amendment. Finance Director transmits to the State Auditor's Office (plus possible amendment to property taxes).	Dec 9		Dec 14	Dec 31

R08222021.1

*Clerk provides Preliminary Revenue Budget to Council