

2021**BUDGET SCHEDULE**

April 1-3	City Manager budget planning meeting with Mayor & President of Council
April 6	Council Approves Budget Schedule
April - May	Pay Plan and Classification Study (Human Resources)
April 24	Send social service budget request forms (Tami)
May 4th	City Council Meeting agenda item to outline budget priorities
May 19	Income estimates due from Finance Department
May 29	Budgets due to Finance by Noon
June 12	Budget request forms (including social service budget request forms) due in City Manager's Office
June 15	Annual Plan presentation to Civil Service Commission (Human Resources) 10 a.m.
June 23	Budget Workshop to be held at City Council Reorganization Meeting
June 17 to June 28	Meetings with the Department Head, City Manager and Finance to go over Individual Budgets – Time blocked on June 21 st - 23 rd to meet individually with each department to discuss the budget.
June 22	Annual Pay Plan Public Meeting (Human Resources) 10 a.m.
July 1 – July 22	CM/Finance - Work on budget and budget message and presentation
July 27	Have budget ready to copy and bind
August 3	Proposed budget and Annual Plan to City Council
August 17	City Council meeting – Questions & Answers in Council Chambers in conjunction with regular meeting 5:30 p.m.
August 26	President of the Council message due
September 8	City Council meeting – first reading and public hearing on Budget Ordinance 5:30 p.m.
September 21	City Council meeting - Final adoption of Budget Ordinance 5:30 p.m.