



## **2021 FISCAL YEAR BUDGET CALENDAR**

<b>September 2, 2020</b>	Memo and Capital Budget Worksheets available to Department Heads on shared drive
<b>September 11, 2020</b>	Operating Budget Worksheets given to Department Heads
<b>September 25, 2020</b>	Capital Budgets Due to City Manager and electronically filed in department folder in 2021 Budget folder
<b>September 25, 2020</b>	Operating Budget requests from Departments submitted to City Manager with copy to Finance Director, and electronically filed in department folder in 2021 Budget folder
<b>October 8 &amp; 9, 2020</b>	Individual meetings with City Manager, Finance Director, and Staff regarding Capital and Operating Budget Requests
<b>October 30, 2020</b>	Finance Director prepares the initial draft of utility budget information and submits it to City Manager for distribution to PUC
<b>November 5, 2020</b>	PUC reviews Water, Sewer, and Electric capital and operating budgets and makes recommendations to City Council, which will include utility rate adjustments
<b>November 13, 2020</b>	Proposed budget, including PUC recommendations, sent to City Council and appointees
<b>November 16, 2020</b>	Council Meeting following PUC meeting during Council reports, the Council Liaison to the PUC will read the recommendation of the PUC and announce the date(s) of the upcoming Council budget Work Session(s)
<b>November 23 &amp; 24, 2020 (1:30pm to 6:30pm)</b>	Council Budget Work Session for Councilmembers to review budgets with the City Manager, Finance Director and respective Staff
<b>December 7, 2020</b>	Public Hearing on proposed Capital expenditures and First Reading by City Council of Fiscal Budget Appropriations
<b>December 21, 2020</b>	Second and Final Reading (E) and Emergency Passage by City Council of Fiscal Budget Appropriations