

Date	Activity	Responsible Party
07/31/20	Position changes and additions for July 2021 due to Budget Office. <i>Budget Office forwards classification requests to Human Resources for review.</i>	Department Heads
09/16/20	Review Strategic Anchors/Budget Calendar Overview - Department Management Meeting	Budget Director, City Manager
10/21/20	Operating Budget Target Finalized	Budget Office
10/23/20	Kickoff Meeting - Initial budget instructions and targets distributed to departments	City Manager and Budget Office
10/23/20 to 11/25/20	Operating budget requests input into Excel template or Questica	All Departments
11/25/2020 to 12/4/2020	Operating Budget Requests Due (Due date dependent on amount of Adopted FY 2021 Budget)	All Departments
11/30/20 to 12/28/20	Operating Budget requests reviewed for alignment with strategic anchors and other established criteria	Budget Office
12/28/20 to 01/15/21	Analysis of budget requests and reporting to departments and Budget Review Committee - reports due to Committee one week before meetings.	Budget Office
1/04/21 to 01/29/21	Departmental Budget Hearings	Budget Review Committee Department Staff
01/29/21	Initial real estate assessments	Real Estate Assessor
2/1/2021 to 2/19/21	Operating Budget Deliberation Meetings	City Manager, Deputy City Managers, Budget Office
2/19/21 to 3/12/21	Operating Budget Document Drafted	Budget Office
03/09/21	Manager's Budget Message to Budget Office	City Manager
03/12/21	Begin Printing and Compiling Operating Budget	Budget Office
03/23/21	Operating Budget presented to Council (deadline April 1)	City Manager and Budget Director
04/06/21	Advertise Operating Budget - Send to City Attorney	City Clerk and City Attorney
04/13/21 to 05/11/21	Council Work Sessions	City Manager and City Council
04/27/21 and 05/11/21	Public Hearings on Operating Budgets and Appropriations	City Clerk and City Council
05/11/21	City Council establishes tax rates and appropriations for Operating and Capital Improvement Budgets	City Council
06/08/21 or 06/22/21	Technical corrections and amendments presented to City Council for action prior to July 1 implementation	City Manager and City Council

Date	Activity	Responsible Party
07/28/20	CIP Targets and submission instructions distributed to departments	Budget Office
08/21/20	CIP requests due back to Budget Office	All Departments
8/24/2020 to 11/25/2020	Analysis of CIP requests and reporting to departments and CIP Review Committee - reports due to Committee one week before meetings	Budget Office
09/16/20	Review Strategic Anchors	Budget Director, City Manager
11/30/20 to 12/11/2020	CIP Review Meetings	CIP Review Committee Department Staff
2/1/2021 to 2/19/21	CIP Deliberation Meetings	City Manager, Deputy City Managers, Budget Office
2/19/21 to 3/12/21	CIP Document Drafted	Budget Office
03/09/21	Manager's Transmittal Letter to Budget Office	City Manager
03/12/21	Begin Printing and Compiling CIP	Budget Office
03/23/21	CIP Presented to Council (deadline April 1)	City Manager and Budget Director
04/06/21	Advertise CIP - Send to City Attorney	City Clerk and City Attorney
04/13/21 to 05/11/21	Council Work Sessions	City Manager and City Council
04/27/21 and 05/11/21	Public Hearings on Operating Budgets, CIP, and Appropriations	City Clerk and City Council
05/11/21	City Council establishes tax rates and appropriations for Operating and Capital Improvement Budgets	City Council
06/08/21 or 06/22/21	Technical corrections and amendments presented to City Council for action prior to July 1 implementation	City Manager and City Council