

Date	Activity	Responsible Party
08/01/19	Position changes and additions for July 2019 due to Budget Office. <i>Budget Office forwards classification requests to Human Resources for review.</i>	Department Heads
08/01/19	Review upcoming planning - Department Management Meeting	Budget Director, City Manager
08/30/19	Initial budget instructions and targets distributed to departments	City Manager and Budget Office
09/30/19	Operating budget proposals due in Budget Office	All Departments
10/31/19	Five Year Projections prepared based on cost to maintain existing service levels	Budget Office
10/01/19 to 01/15/20	Analysis of budget requests and reporting to Budget Review Committee - reports due to Committee one week before meetings.	Budget Office
12/09/19	Review of five-year forecast and projections	Budget Review Team, Budget Office
12/09/19 to 01/31/20	Review of department operational plans and funding requirements, prioritize requests, and reconcile with available resources	Budget Review Team Department Staff
01/31/20	Initial real estate assessments	Real Estate Assessor
02/10/20	Revenue and spending summaries to City Manager	Budget Office
02/17/20	Final date for revisions to Manager's proposed budget	Budget Office
03/10/20	Manager's budget message to Budget Office	City Manager
03/12/20	Print Operating Budget	Budget Office
03/24/20	Operating Budget presented to Council (deadline April 1)	City Manager and Budget Director
04/07/20	Advertise Operating Budget - Send to City Attorney	City Clerk and City Attorney
04/14/20 to 05/12/20	Council Work Sessions	City Manager and City Council
04/28/20 and 05/12/20	Public Hearings on Operating Budgets and Appropriations	City Clerk and City Council
05/12/20	City Council establishes tax rates and appropriations for Operating and Capital Improvement Budgets	City Council
06/09/20 or 06/23/20	Technical corrections and amendments presented to City Council for action prior to July 1 implementation	City Manager and City Council

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07/15/19	Budget and planning instructions distributed to responsible City departments and school administration.	Budget Office
07/15/19 to 08/15/19	Identify capital spending requirements for next five-to-ten years, appropriate project scope to accomplish objectives, and provide cost estimates.	Responsible Departments
08/15/19	Capital project proposals due in Budget Office	Responsible Departments
08/15/18 to 10/15/19	Develop and refine models in order to forecast revenue and patterns for next five years	Budget Office
08/15/19 to 10/15/19	Analysis of capital project proposals, review of financing and recommendations to Capital Review Committee	Budget Office
10/15/19	Review five-year forecast and discuss economic trends	Capital Review Committee and Budget Office
10/01/19 to 10/15/19	Capital Budget Review Committee reviews capital recommendations interviews responsible departments	Capital Review Committee, Budget Office, and Departments
10/24/19	Final review of CIP requests with department leaders for final input	Capital Review Committee
10/15/19 to 10/28/19	Complete draft of City's Proposed Capital Improvement Program	Budget Office
10/31/19	Complete review and edit of final draft	City Manager and Budget Director
11/04/19	Print and assemble final draft of City's Proposed Capital Improvement Program	Budget Office
11/12/19	Present Capital Improvement Program to City Council	City Manager and Budget Director
10/01/19 to 12/09/19	School Board conducts deliberations (October - December 2019)	School Superintendent, School Staff and School Board
11/12/19 to 01/21/20	Council Work Sessions - as needed	City Manager and City Council
12/21/19	Advertise Capital Improvement Program	City Clerk and City Attorney
01/21/20	Public Hearing	City Clerk and City Council
01/21/20	City Council acts on the Capital Improvement Program	City Council
05/12/20	City Council approves FY 2021 appropriations for operating and capital funds (first year of CIP)	City Council