



# Memo

**To:** City Council, City Manager & Department Heads  
**From:** Peter Brixius, City Manager & Bruce Nelson, Finance Director  
**Date:** 07/09/2020  
**Re:** Proposed 2021 Budget Schedule

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The following is a proposed budget schedule for fiscal year 2021 budget preparation, review and adoption.

Monday, July 20 – The Finance Director will provide Budget Forms to City Manager/Department Heads.

On or before Friday, August 21 – City Manager/Department Heads submitted budgets to the Finance Director.

Between August 24 and September 18 – City Manager, Finance Director and Staff meet to review budget.

Friday, September 25 – Finance Director delivers the draft budget to the City Council and Department Heads.

Thursday, October 1 - 8:30am (location to be determined) – Budget Retreat session and special meeting for Council budget review and revisions to the draft budget.

Tuesday, October 13 – Council Work Session - Finance Director delivers budget revisions from the work session to City Manager, Department Heads and City Council.

Tuesday, October 27 – Budget Ordinance Introduction.

Tuesday, November 10 – Budget Ordinance First Reading and Public Hearing.

Tuesday, November 24 – Budget Ordinance Second Reading and Budget Adoption.