



Memo

To: City Council, City Manager & Department Heads
From: Peter Brixius, City Manager & Katy Burns, Finance Director
Date: 06/22/2021
Re: Proposed 2022 Budget Schedule

The following is a proposed budget schedule for fiscal year 2022 budget preparation, review and adoption.

Monday, July 12 – The Finance Director will provide Budget Forms to City Manager/Department Heads.

On or before Friday, August 6 – City Manager/Department Heads submitted budgets to the Finance Director.

Between August 9 and August 18, Dept Heads, City Manager, and Finance Director meet to discuss capital projects and personnel needs

Thursday, August 19 – 7:30am Location TBD - 2021 Budget Planning Session with City Council and Staff.

Between August 20 and September 15 – City Manager, Finance Director and Staff meet to review operations budget

Thursday, September 16 – 8:00am Location TBD - 2021 Budget Planning Session with City Council and Staff.

Friday, September 24 – Finance Director delivers the draft budget to the City Council and Department Heads.

Thursday, October 7 - 8:30am location TBD – All Day Budget Retreat session and special meeting for Council budget review and revisions to the draft budget.

Tuesday, October 12 – Council Work Session - Finance Director delivers budget revisions from the work session to City Manager, Department Heads and City Council.

Tuesday, October 26 – Budget Ordinance Introduction.

Tuesday, November 9 – Budget Ordinance First Reading and Public Hearing.

Tuesday, November 23 – Budget Ordinance Second Reading and Budget Adoption.

City Mgr / Dept Heads
C.M./DH Oper Reviews
Finance Prep
Capital Projects Review
C.M./DH / F.B.

Council Work Sessions
Ordinance Council

365 January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
53					1	2
1	3	4	5	6	7	8
2	10	11	12	13	14	15
3	17	18	19	20	21	22
4	24	25	26	27	28	29
5	31					

365 February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	1	2	3	4	5	6
6	7	8	9	10	11	12
7	14	15	16	17	18	19
8	21	22	23	24	25	26
9	28					

365 March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	1	2	3	4	5	6
10	7	8	9	10	11	12
11	14	15	16	17	18	19
12	21	22	23	24	25	26
13	28	29	30	31		

365 April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13				1	2	3
14	4	5	6	7	8	9
15	11	12	13	14	15	16
16	18	19	20	21	22	23
17	25	26	27	28	29	30

365 May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
17						1
18	2	3	4	5	6	7
19	9	10	11	12	13	14
20	16	17	18	19	20	21
21	23	24	25	26	27	28
22	30	31				

365 June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22		1	2	3	4	5
23	6	7	8	9	10	11
24	13	14	15	16	17	18
25	20	21	22	23	24	25
26	27	28	29	30		

365 July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26				1	2	3
27	4	5	6	7	8	9
28	11	12	13	14	15	16
29	18	19	20	21	22	23
30	25	26	27	28	29	30

365 August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
32	8	9	10	11	12	13
33	15	16	17	18	19	20
34	22	23	24	25	26	27
35	29	30	31			

365 September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
35			1	2	3	4
36	5	6	7	8	9	10
37	12	13	14	15	16	17
38	19	20	21	22	23	24
39	26	27	28	29	30	

365 October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
39					1	2
40	3	4	5	6	7	8
41	10	11	12	13	14	15
42	17	18	19	20	21	22
43	24	25	26	27	28	29
44	31					

365 November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
44	1	2	3	4	5	6
45	7	8	9	10	11	12
46	14	15	16	17	18	19
47	21	22	23	24	25	26
48	28	29	30			

365 December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
48			1	2	3	4
49	5	6	7	8	9	10
50	12	13	14	15	16	17
51	19	20	21	22	23	24
52	26	27	28	29	30	31

1 Jan New Year's Day
18 Jan Martin Luther King Day
12 Feb Lincoln's Birthday
14 Feb Valentine's Day
15 Feb Presidents Day
16 Feb Mardi Gras Carnival
14 Mar Daylight Saving (Start)
17 Mar St. Patrick's Day
1 Apr April Fool's Day

2 Apr Good Friday
4 Apr Easter
5 Apr Easter Monday
5 May Cinco de Mayo
9 May Mother's Day
15 May Armed Forces Day
23 May Pentecost
24 May Pentecost Monday
31 May Memorial Day

14 Jun Flag Day
20 Jun Father's Day
4 Jul Independence Day
6 Sep Labor Day
11 Sep September 11th
17 Sep Citizenship Day
24 Sep Native American Day
11 Oct Columbus Day
16 Oct Boss's Day

16 Oct Sweetest Day
31 Oct Halloween
7 Nov Daylight Saving (End)
11 Nov Veterans' Day
25 Nov Thanksgiving
7 Dec Pearl Harbor
25 Dec Christmas Day
31 Dec New Year's Eve

Katy Gane
- Mrs Week