

# SCHEDULE FOR DEVELOPMENT OF FY 2020/21 BUDGET

ACTIVITY	DAY	DEADLINE
FINANCE PROVIDES BUDGET SPREADSHEETS TO DEPARTMENTS AS WELL AS INSTRUCTIONS RE: NARRATIVES & CAPITAL PROJECTS (INCLUDING INTERNAL SERVICE FUNDS, GRANTS, DDAs)	Friday	2/28/2020
MID-YEAR PERFORMANCE BUDGET REVIEW WITH COUNCIL ( 9 am - 2:30pm)(COMMUNITY INPUT)	Thursday	3/5/2020
FINANCE PROVIDES INITIAL REVENUE FORECASTS TO CM (ALL REVENUE SOURCES, AND FUNDS)	Friday	3/13/2020
DEPTS SUBMIT PROPOSED DEPARTMENTAL EXPENSE BUDGETS AND NARRATIVES TO FINANCE	Wednesday	3/18/2020
PW & CDD SUBMIT COMPLETED BUDGET SECTIONS FOR GRANTS AND CAPITAL PROJECTS	Wednesday	3/18/2020
FINANCE/HR PROVIDES PAYROLL PROJECTIONS INCLUDING BENEFITS	Friday	3/20/2020
CM & FINANCE MEET WITH ALL DEPTS; REVIEW APPROPRIATIONS REQUESTS	Tues-Tues	3/24/2020 thru 3/31/2020
CM & FINANCE FOLLOW UP MEETING CIP	Thursday	4/2/2020
FINANCE POSTS REVISED BUDGET WORKSHEETS IN BUDGET FOLDER; DEPARTMENTS REVIEW REVISED EXP WORKSHEETS; REPORT ANY DISCREPANCIES TO FINANCE	Friday	4/3/2020
THIS INCLUDES PROJECTED YEAR END FOR FY20, GRANTS; CAPITAL PROJECTS, ETC	Tuesday	4/7/2020
FINANCE REVIEWS TOTAL REVENUES vs EXPENDITURES WITH CM - ADJUST AS NECESSARY; <u>draft CV Starr Budget due</u>	Wed	4/15/2020
INTERNAL REVIEW/QUALITY CONTROL (FINANCE, CM, DEPTS) - DRAFT BUDGET DOCUMENT	Wed - Wed (3 wks)	4/15/2020 thru 5/6/2020
FINALIZE DRAFT BUDGET DOCUMENT	Wed	5/6/2020
CM COMPLETES BUDGET TRANSMITTAL LETTER	Thurs	5/7/2020
FINANCE DISTRIBUTES PROPOSED FY 2020/21 BUDGET	Friday	5/8/2020
CITY COUNCIL CONDUCTS FY 2020/21 BUDGET WORKSHOP ( 9 am - 2:30pm)(COMMUNITY INPUT)	Thursday	5/14/2020
FINANCE DISTRIBUTES FY 2020/21 BUDGET INCLUDING COUCIL AND PUBLIC UPDATES (FOR COUNCIL ADOPTION)	Mon	6/1/2020
CITY COUNCIL ADOPTS FY 2020/21 BUDGET	Mon	6/8/2020