

**City Council 2020-2021 Budget Planning Calendar**  
as of April 30, 2019

DRAFT as of 4/30/19

Month	Topic	Details	
April 2019			
Finance/HR	Personnel Forecasting	Kick-off Meeting with HR regarding assumptions/timeline	
Finance	Debt Forecasting	Kick-off Meeting with Ehlers/Public Works/Community Development	
May 2019	Topic	Details	
5/7/2019 Council Meeting	Hospital Audit	NH+C presentation of annual audit	
5/21/2019 Council Work Session	Budget Calendar	Distribute and discuss 2020-2021 budget planning calendar	
Finance/All	Personnel Budget Planning	Meetings with HR/Finance/Department heads (McGrath to review new job classes by month end)	
IT/All	IT Budget Planning	Discuss upcoming IT Needs	
Finance	Audit Fieldwork	Abdo on-site 1 week	
<b>5/30/2019 Finance/All</b>	<b>Internal Budget Kick-off</b>	<b>Incode training/testing, personnel cost loaded, baseline YTD#, begin department budgets</b>	
June 2019	Topic	Details	
6/11/2019 Council Work Session	#1 Pre-budget Planning	Strategic Planning Goals for 2019-2020 & Franchise Fee Discussion	
Public Engagement	POLCO Survey	Questions/Priorities/Feedback - Boards/Commissions inform process/timing	
6/18/2019 Council Meeting	#2 Adopt 2017 Audit	Abdo, Eick & Meyers to present to Work Session & Council	
6/27/2019 EDA	Preliminary Budget	Work Session at 5pm, short presentation and acceptance during Council Meeting at 6pm	
6/25/2019 HRA	Preliminary Budget	Preliminary Budget discussion	
<b>6/28/2019 Finance/All</b>	<b>Department submissions</b>	<b>Incode entry complete, narratives complete, department head review complete</b>	
Finance	High level budget roll-up	Includes Personnel & Debt forecasts only, not updated detail in Incode	
July 2019			
7/16/2019 Council Work Session	#3A Budget Kick-off	High level look at Levy with debt/personnel forecast, new requests for headcount/capital/projects/consultants with focus on 5 year CIP/CEP planning - description, justification & maps/photos	
7/16/2019 Council Work Session	#3B NAFRS budget review	Review preliminary 2020 NAFRS budget	
7/18/2019 NAFRS Board Meeting	NAFRS budget approval	Approve 2020 NAFRS budget	
7/23/2019 Council Meeting	NAFRS budget approval	Approve NAFRS budget & city contribution	
7/25/2019 EDA	Prelim Budget approval	Preliminary Budget approval - for August work session and September preliminary levy approval	
7/23/2019 HRA	Prelim Budget approval	Preliminary Budget approval - for August work session and September preliminary levy approval	
Finance	Budget Roll-ups	Roll-up Departments, formatting Incode to Excel	
Finance	Presentation Prep	Include Tax Capacity Estimates, Levy Impact, Tax Comparisons	
August 2019			
8/13/2019 Council Work Session	#4 Budget Retreat at PD	General Department budgets, Public Works budgets, Liquor Store budget, CIP updates	
Finance	Intergovernmental	Meeting with School District and County regarding levy impacts/projects	
September 2019			
9/10/2019 Council Work Session	#5 Budget Review	Review General Fund budget & Preliminary Levy, Enterprise Funds, Utility Rate discussion	
<b>9/17/2019 Council Meeting</b>	<b>#6 Approve Preliminary Levy</b>	<b>Approve Preliminary Levy &amp; set Public Hearing in December &amp; Approve Utility Rates</b>	
Public Engagement	Informational	1-2 page fact sheet & graphics related to preliminary approval	
9/30/2019 Finance		Certify to County	
October 2019			
10/8/2018 Council Work Session	#7 Budget Review ???	HOLD only if necessary Review of 2020-2021 Budget & Levy Options or Building Permit Fee Change discussion	
10/24/2019 EDA	Budget Review	Review of budget prior to final approval in December	
10/22/2019 HRA	Budget Review	Review of budget prior to final approval in December	
Finance/Community Developmen	Review of Fee Change	Public Hearing/Ordinance Change for Building Permit Fees (Or August/September?)	
November 2019			
Public Engagement	Survey or Informational	Shared message with School & County, if necessary, questions related to priorities and levy options	
11/19/2019 Council Meeting	#8 Final Review	Review Presentation for December Public Hearing	
11/19/2019 Council Meeting	Public Hearing	Public Hearing to certify 2019 Delinquent charges	
Finance	Certify Delinquent	Certify to County delinquent charges to taxes payable 2020	
December 2019			
12/3/2019 Public Engagement	Public Hearing	Informational Presentation and Feedback from Public	
<b>12/3/2019 Council Meeting</b>	<b>#9 Approve Final Levy &amp; Budget</b>	<b>Approve Final Levy &amp; Budget</b>	
12/19/2019 EDA	Final Budget approval	Approve final budget after Council approved final levy and budget	
12/17/2019 HRA	Final Budget approval	Approve final budget after Council approved final levy and budget	
12/31/2019 Finance		Certify to County	