

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

DRAFT as of 4/30/19

April 2019				Topic	Details
	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
5/30/2019	Finance/All			Internal Budget Kick-off	Incode training/testing, personnel cost loaded, baseline YTD#, begin department budgets
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
					Work Session at 5pm, short presentation and acceptance during Council Meeting at 6pm
6/27/2019	EDA			Preliminary Budget	Preliminary Budget discussion
6/25/2019	HRA			Preliminary Budget	Preliminary Budget discussion
6/28/2019	Finance/All			Department submissions	Incode entry complete, narratives complete, department head review complete
	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
9/17/2019	Council Meeting	#6		Approve Preliminary Levy	Approve Preliminary Levy & set Public Hearing in December & Approve Utility Rates
	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 Development			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
12/3/2019	Council Meeting	#9		Approve Final Levy & Budget	Approve Final Levy & Budget
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