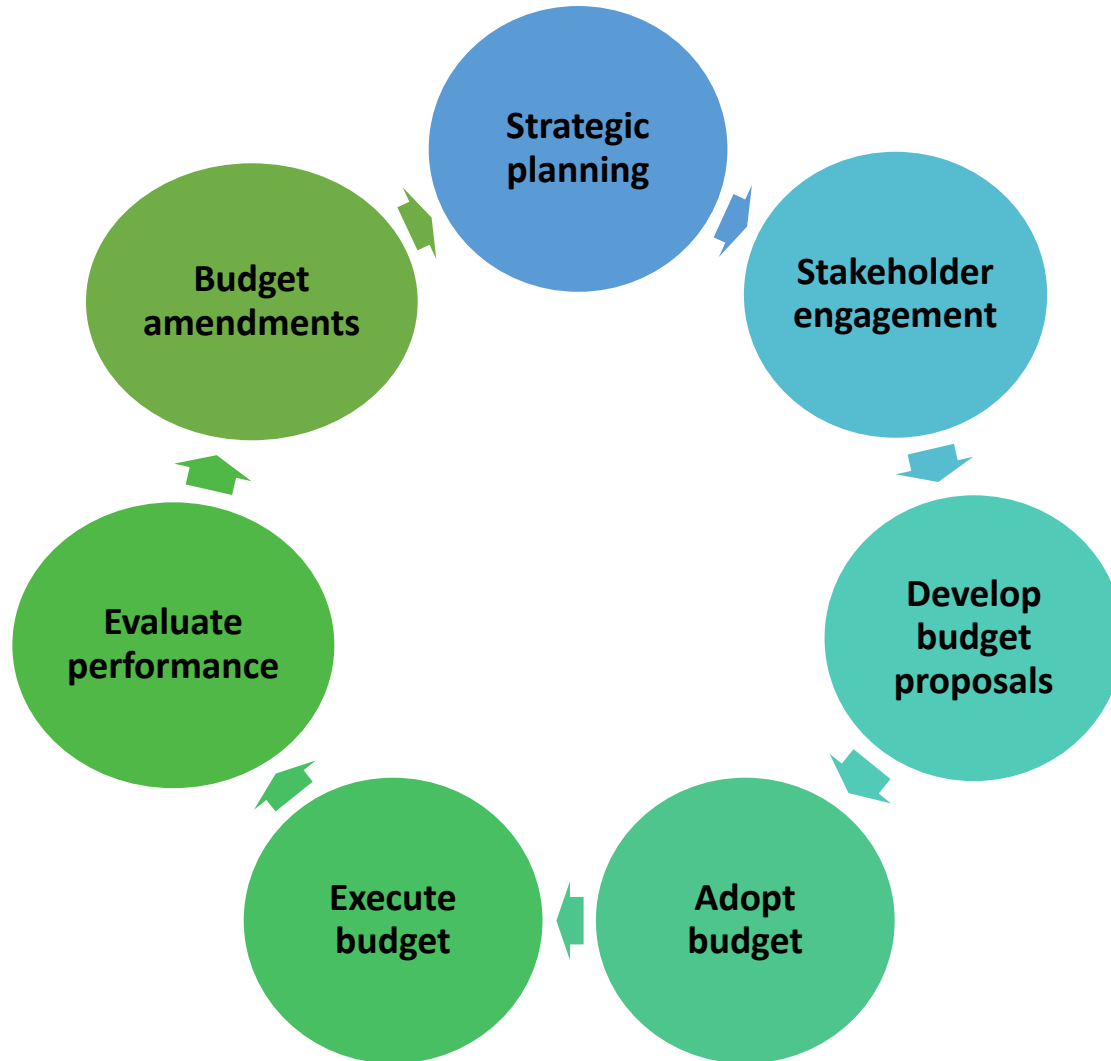


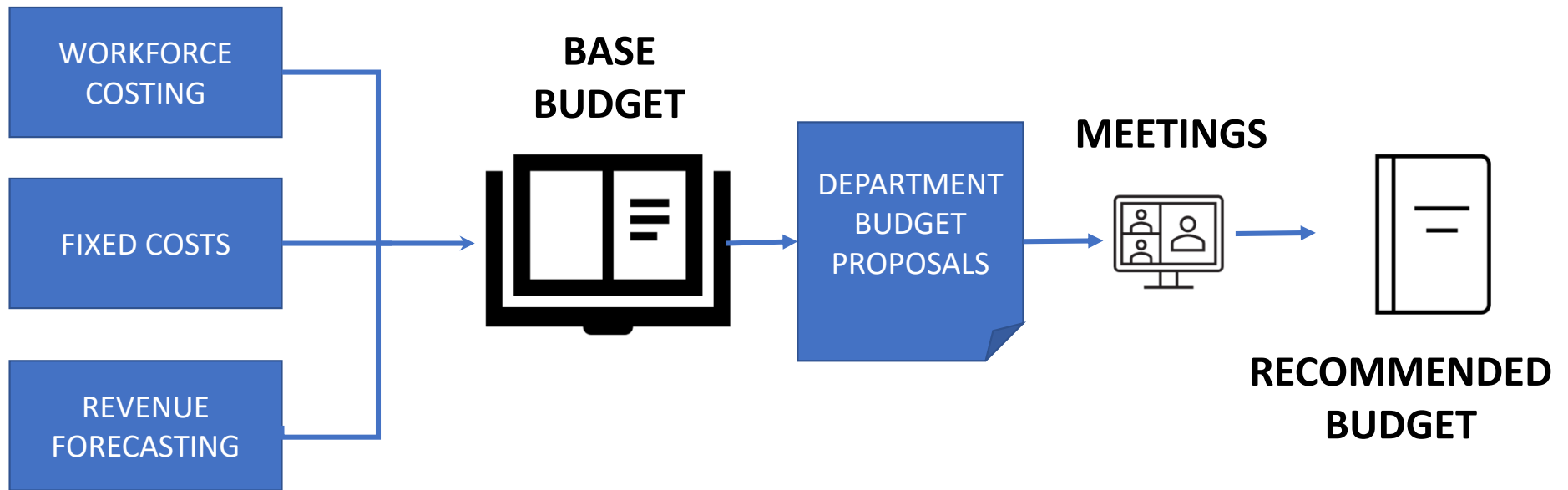
BUDGET CALENDAR

Fiscal Year 2021-2022
Development Cycle

BUDGET CYCLE



OpenGov Budget Builder



BUDGET DEVELOPMENT TIMELINE

1

February and
March

- Strategic planning
- CIP
- S&B and internal rates / fixed costs
- Revenue estimates
- Base budget
- Training

2

April

- Department budget requests
- 1-1 meetings

3

May

- Workshop
- Recommended Budget

4

June

- Publish
- Public hearing
- Adoption

FEBRUARY 2021 KEY DATES

- Fiscal policy workshop with the Board Feb 9
- Agree on Budget Calendar Feb 9
- Finance
 - Estimate salary & benefits
 - Internal rates
 - Estimate GF discretionary revenues
- Strategic planning
- Capital improvement planning

MARCH 2021 KEY DATES

- CAO & Finance
 - Develop target base budget
Net cost allocation to GF Depts
 - Budget instructions
- Board update *Mar 2*
- User training *Mar 17*
- Budget system goes live *Mar 22*
- Departments begin preparing their budget proposals

APRIL and May 2021 KEY DATES

- Departments
 - Develop and propose budgets
 - By *April 9*
- CAO, Finance & Departments meetings
- Board update *April 13, May 11*
- Prepare budget workshop materials

BUDGET WORKSHOP

- Budget workshop:
 - Monday, May 17 (6 hours, special Board meeting)
 - Tuesday, May 18 (2 hours, regular Board meeting)
 - Wednesday, May 19 (6 hours, special Board meeting)
- Finalize recommended budget (end of May)

JUNE 2021 KEY DATES

- Publish Recommended Budget Book and notice of public hearing **June 4**
- CAO and Finance present the recommended budget to the Board and the Public **June 8**
- **June 15** Board Meeting
 - Public Hearing
 - Budget Adoption