

**BUDGET SCHEDULE**

**TO:** City Manager, Council, & Dept. Heads  
**FROM:** Patricia Warren  
**DATE:** March 9, 2020  
**SUBJECT:** 2020-2021 Budget

**BUDGET SCHEDULE:**

- Personnel Allocations, Assets, Mission Statements & Capital Improvement Lists to Dept. Heads Monday, March 9, 2020
- Department Heads meet with City Manager Wednesday, March 5, 2020  
(After meeting, City Manager gives sheets to accounting).
- Departmental Expense Work Sheets to Dept. Heads Friday, April 17, 2020
- Revenue work sheets to Patricia Friday, April 17, 2020
- Departmental expense sheets due back to accounting 8:00 a.m., Friday, May 1, 2020
- Dept. Head sessions with C.M. with all numbers Wednesday, May 13, 2020
- Changes, corrections & new totals 8:00 a.m., Wednesday, May 20, 2020
- Council Meeting & Work session 5:30 p.m., Monday, June 15, 2020
- Council Meeting & work session Monday, July 6, 2020
- Council Meeting, schedule public hearing if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower). Monday, August 3, 2020
- Public Hearing on Taxes, First Reading on Budget, Utility Rates and Taxes Monday, August 10, 2020
- Second Public Hearing on Taxes Monday, August 17, 2020
- Public Hearing on Budget, Second Reading on Budget, Taxes & Utility Rates. Monday, August 24, 2020