



FY22 & FY23 Budget Development Calendar

Date	Responsible Party	Description
November 2020	City Staff	<ul style="list-style-type: none">Administrative Services Department begins budget software set-up
December 2020	City Staff	<ul style="list-style-type: none">Administrative Services holds Budget Kickoff Meeting with departmentsDepartments receive budget software training
<i>Ongoing</i> – December 2020 - June 2021	City Staff	<ul style="list-style-type: none">Administrative Services holds monthly Budget Coordinator meetings with departments
December 2020 - January 2021	City Staff	<ul style="list-style-type: none">Departments enter budget information into budget systemAdministrative Services prepares update of 10-year financial forecast
February 2021	Public Meeting Finance Committee	<ul style="list-style-type: none">10-Year Financial Forecast Update
February 2021	City Staff	<ul style="list-style-type: none">City Manager and Administrative Services review department budget submittals
March 2021	Public Meeting City Council	<ul style="list-style-type: none">10-Year Financial Forecast Update
March 2021	City Staff	<ul style="list-style-type: none">Departments meet with City Manager and Administrative Services on budget submittals
April 2021	Public Meeting Finance Committee	<ul style="list-style-type: none">Fiscal Year 2022 & 2023 Budget Development OverviewFiscal Year 2022 & 2023 Capital Budget Funding Levels

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Date	Responsible Party	Description
April 2021	Public Meeting City Council	<ul style="list-style-type: none">Fiscal Year 2022 & 2023 Budget Development OverviewFiscal Year 2022 & 2023 Capital Budget Funding Levels
April 2021	City Staff	<ul style="list-style-type: none">Incorporate City Council feedback and prepare proposed FY22 & FY23 budget
May 2021	Public Meeting Finance Committee	<ul style="list-style-type: none">Fiscal Year 2022 & 2023 Proposed General Fund Budget and Master Fee Schedule
May 2021	Public Meeting City Council	<ul style="list-style-type: none">Fiscal Year 2022 & 2023 Proposed General Fund Budget and Master Fee Schedule
June 2021	City Staff	<ul style="list-style-type: none">Incorporate City Council feedback and prepare proposed FY22 & FY23 budget
June 2021	Public Hearing City Council Committee	<ul style="list-style-type: none">Adopt FY22 & FY23 Operating Budget, Capital Budget, and Master Fee Schedule

**Prior to adoption by the City Council, the Parks, Recreation, and Open Space (PROS) Commission and the Arts Commission review and approve certain fee changes in their jurisdictions.*