



Staff Report

Subject: 2022 Budget Calendar

Department/Program: Finance

Explanation: Each year staff compiles a schedule for the presentation of the different components of the proposed budget to the Board of Aldermen. This includes budget work sessions, which begin at 6:00pm, and presentations to be made during the regular Board meetings. The proposed schedule which is attached includes two budget work sessions and reflects a more compact presentation than in recent years.

Recommendation: Staff recommends approval of the calendar for budget work sessions and public hearings regarding the proposed budget for calendar year 2022.

Submitted By: Denise Keller

Date: July 27, 2021

Budget Calendar Fiscal Year 2022

DATE	ACTION
May, 2021	Conduct Budget Survey with residents, businesses
July 27, 2021	City Administrator & Finance Officer hold initial budget preparation meeting with department heads
August 2, 2021	Provide departmental access to 2022 Budget System
September 27, 2021	Conduct Budget Work Session with Board of Aldermen; present Employee Compensation, Special Revenue Funds and General Fund Budget Revenues
September 28 – October 1, 2021	City Administrator and Finance Officer meet with individual department heads to review departmental budgets
October 11, 2021	Conduct Budget Work Session with Board of Aldermen; present General Fund and Capital Fund Budget Expenditures
November 22, 2021	Present 2021 Budget Re-appropriation to Board of Aldermen
December 1, 2021	Publish Public Hearing Notice
December 6, 2021	Present Capital Improvement Plan for approval at Planning & Zoning Commission Meeting (as required by State Statute)
December 13, 2021	Conduct Public Hearing on Proposed Budget; Adopt Budget
December 14, 2021	Distribute Approved Budget