

Key Dates	Actions
FY 2021 Annual Operating Budget & CIP Budget	
November 2019	
15	CIP instructions and guidelines issued to departments
December 2019	
3	Present FY 2021 Budget Process and Calendar (CBFC)
13-14	Initial CIP Budget Review Meetings w/PW Director and Dept. Directors
January 2020	
10	CIP Project Proposals Due to Public Works Department in OpenGov Budget Builder
15	FY 2021 Operating budget development instructions issued to departments
15	Discuss FY 2021 Budget Process & Work Session Framework (CBFC)
21	FY 2021 Master Fee Schedule - begin staff review
February 2020	
Early February	Strategic Roadmap Coordination Meeting
7	Department budget and Updated Department Narratives & Baseline Organization Charts, including proposed changes to Organization Charts submittals due Finance in OpenGov Budget Builder
7	Internal Service Fund (ISF) Budget & Rates due to Finance
7	Enterprise & Special Revenue Funds Summaries due to Finance
10-14	CIP Screening Committee for GF funds - Fire, PD, MSD, IT. Attendees to include ACM, Finance Director, Fire Chief, PD Chief, PW Director, MSD Director, IT Director
18-21	CIP Screening Committee for U&ES, Airport and PW. Attendees to include ACM, Finance Director, U&ES Director, PW Director, PW Managers
21	FY 2021 Master Fee Schedule - Changes Due to Finance
17-21	Initial operating budget review meetings with department budget liaisons prior to CM/ACM meetings
March 2020	
3-10	Initial operating budget meetings with CM, ACM, Departments & Finance
13	Updated department narratives due to Finance in OpenGov Budget Builder
13	All final department budget information due to Finance in OpenGov Budget Builder
13	ISF, Enterprise & Special Revenue Funds Summaries & Multi-Year Forecasts Finalized (via OpenGov)
16	OpenGov will be advanced to Proposed -- Department will no longer be able to make edits
April 2020	
1	Begin FY 2021 GANN Limit calculations
2	Presentation of draft CIP to City Manager & ACM
7	City Council Work Session - Community Agency Funding: CDBG, Social Services, and Arts/Music*
14	City Council - Draft Recommended CIP Budget published on City website
22*	Council Infrastructure Committee - Draft Recommended CIP Review
27-30	Department Saturday Worksession Presentation Walk-Throughs with CM*
28	City Council Public Hearing - Community Agency Funding: CDBG, Social Services, and Arts/Music*
May 2020	
14	Planning Commission - FY 2021-2030 CIP Budget
19	City Council to adopt FY 2021 Master Fee Schedule
20	Council Budget and Finance Committee
22	Department reductions and proposals due back to Finance
June 2020	
2	FY 2021 Proposed Operating Budget Document Delivered to Council (Available Online)
16	City Council Operating & CIP Budget Work Session #1
23 or 30	City Council Public Hearing & Adoption - Operating and Capital budgets
23 or 30	City Council to adopt FY 2021 GANN Appropriations Limit
30	City Council Adopt Operating and Capital Budgets (if not approved on 6/23)
Items in bold include City Council or a Council Sub-Committee	
*TBD	
Orange Shading = FY 2021 CIP Budget Calendar	
Blue Shading = FY 2021 Operating Budget Calendar	
RED FONT = PROPOSED DATE CHANGES	