

Key Dates	Actions
<b>FY 2021 Annual Operating Budget &amp; CIP Budget</b>	
<b>November 2019</b>	
15	CIP instructions and guidelines issued to departments
<b>December 2019</b>	
3	<b>Present FY 2021 Budget Process and Calendar (CBFC)</b>
13-14	Initial CIP Budget Review Meetings w/PW Director and Dept. Directors
<b>January 2020</b>	
10	CIP Project Proposals Due to Public Works Department in OpenGov Budget Builder
15	FY 2021 Operating budget development instructions issued to departments
15	<b>Discuss FY 2021 Budget Process &amp; Work Session Framework (CBFC)</b>
21	FY 2021 Master Fee Schedule - begin staff review
<b>February 2020</b>	
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
<b>March 2020</b>	
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
<b>April 2020</b>	
1	Begin FY 2021 GANN Limit calculations
2	Presentation of draft CIP to City Manager & ACM
7	<b>City Council Work Session - Community Agency Funding: CDBG, Social Services, and Arts/Music*</b>
14	<b>City Council - Draft Recommended CIP Budget published on City website</b>
22*	<b>Council Infrastructure Committee - Draft Recommended CIP Review</b>
27-30	Department Saturday Worksession Presentation Walk-Throughs with CM*
28	<b>City Council Public Hearing - Community Agency Funding: CDBG, Social Services, and Arts/Music*</b>
<b>May 2020</b>	
14	Planning Commission - FY 2021-2030 CIP Budget
19	<b>City Council to adopt FY 2021 Master Fee Schedule</b>
20	<b>Council Budget and Finance Committee</b>
22	<b>Department reductions and proposals due back to Finance</b>
<b>June 2020</b>	
2	<b>FY 2021 Proposed Operating Budget Document Delivered to Council (Available Online)</b>
16	<b>City Council Operating &amp; CIP Budget Work Session #1</b>
23 or 30	<b>City Council Public Hearing &amp; Adoption - Operating and Capital budgets</b>
23 or 30	<b>City Council to adopt FY 2021 GANN Appropriations Limit</b>
30	<b>City Council Adopt Operating and Capital Budgets (if not approved on 6/23)</b>
<b>Items in bold include City Council or a Council Sub-Committee</b>	
<i>*TBD</i>	
Orange Shading = FY 2021 CIP Budget Calendar	
Blue Shading = FY 2021 Operating Budget Calendar	
<b>RED FONT = PROPOSED DATE CHANGES</b>	