

2021 BUDGET PREPARATION TIMELINE

DATES	DESCRIPTION	ACTION ITEMS
JANUARY 15	GOAL PLANNING RETREAT	COMMISSION AND CITY STAFF ESTABLISHED STRATEGIC GOALS
MAY 1	OPERATIONAL BUDGETS	OPERATIONAL BUDGET WORKSHEETS DISTRIBUTED TO DEPARTMENT HEADS
MAY 1	6 YEAR CAPITAL IMPROVEMENT PLAN	2021 - 2026 CAPITAL BUDGET REQUESTS DUE TO FINANCE
MAY 20	SPECIAL SESSION - CAPITAL BUDGETS	CAPITAL BUDGET WORKSHOP WITH COMMISSION
JUNE 1	OPERATIONAL BUDGETS	OPERATIONAL BUDGET WORKSHEETS DUE TO FINANCE
JUNE 1 - 15	OPERATIONAL BUDGETS	OPERATIONAL BUDGET MEETINGS WITH DEPARTMENT HEADS
JUNE 15	ESTIMATED ASSESSED VALUATIONS	BY THIS DATE, COUNTY CLERKS MUST PROVIDE THE ESTIMATED ASSESSED VALUATIONS TO TAXING DISTRICTS
JUNE 15 - JUNE 30	BUDGET REVIEW	FINANCE REVIEWS AND PREPARES BUDGETS
JUNE 17	SPECIAL COMMISSION BUDGET WORK SESSION	COMMISSION REVIEWS PROPOSED 6 YEAR CAPITAL IMPROVEMENT PROGRAM
JULY 1	BUDGET REVIEW	CITY MANAGER & FINANCE DIRECTOR REVIEW PROPOSED BUDGET
JULY 3	PROPOSED BUDGET	2021 PROPOSED BUDGET SENT TO COMMISSION
JULY 13 - JULY 23	SPECIAL COMMISSION BUDGET WORK SESSIONS	COMMISSION & STAFF REVIEW 2021 PROPOSED BUDGET - ADDITIONAL BUDGET WORK SESSIONS AS NEEDED
JULY 23	REGULAR COMMISSION MEETING	COMMISSION SETS DATE FOR BUDGET PUBLIC HEARING - AUGUST 13, 2019; PROPOSED BUDGET POSTED ONLINE FOR PUBLIC REVIEW
JULY 24 - JULY 30	SPECIAL COMMISSION BUDGET WORK SESSIONS	ADDITIONAL DATES FOR BUDGET WORK SESSIONS AS NEEDED
JULY 30	NOTICE SENT TO INDEPENDENCE DAILY REPORTER	Notice of Budget Public Hearing - Send to Independence Reporter Newspaper
AUGUST 3	NOTICE OF BUDGET PUBLIC HEARING	NOTICE OF BUDGET PUBLIC HEARING MUST BE PUBLISHED (10 Days Prior to Public Hearing)
AUGUST 13	PUBLIC HEARING - REGULAR MEETING	PROPOSED PUBLIC HEARING ON BUDGET
AUGUST 14	PUBLIC HEARING	LAST DAY FOR PUBLIC HEARING ON BUDGET
AUGUST 15 - AUGUST 20	SPECIAL COMMISSION BUDGET MEETINGS	ADDITIONAL DATES FOR BUDGET MEETINGS, AS NEEDED
AUGUST 21	LAST DAY TO ADOPT 2021 BUDGET	SUBMIT ADOPTED 2021 BUDGET TO COUNTY CLERK