



Memorandum

TO: RULES COMMITTEE
FROM: Jim Shannon
SUBJECT: REVISED 2019-2020/2020-2021
CITY BUDGET CALENDAR
AND BUDGET STUDY SESSION
SCHEDULE
DATE: April 17, 2020

Approved D. DSYL Date 4/18/20

RECOMMENDATION

- (a) Approve the revised 2019-2020/2020-2021 City Budget Calendar as presented in Attachment A and the schedule for City Council Budget Study Sessions for the 2020-2021 Operating Budget, 2020-2021 Capital Budget and 2021-2025 City Capital Improvement Program, and 2020-2021 Fees and Charges Report as presented in Attachment B and explained in this memorandum.
- (b) Place the item on the April 28, 2020 City Council Agenda for adoption.

ANALYSIS

Provided with this memorandum is an amended calendar for May through June (Attachment A) to be used as a basic plan in preparing, reviewing, and approving the 2020-2021 Operating Budget, 2020-2021 Capital Budget and 2021-2025 Five-Year Capital Improvement Program, and 2020-2021 Fees and Charges Report.

Due to the economic and revenue impacts of the COVID-19 pandemic, the calendar has been modified to provide additional time to develop the budget for 2020-2021. The release dates for the Proposed Operating Budget, Proposed Capital Budget and Capital Improvement Program, and Proposed Fees and Charges Report are now scheduled from early to mid-May. Cost estimate requests for capital infrastructure are due to the City Manager's Office by May 8, 2020, and requests for operating budget activities are due on May 15, 2020. All cost estimates will be finalized and released on May 22, 2020, with Budget Documents due to the Mayor's Office on May 28, 2020. Additionally, the Community Budget Meetings are anticipated to occur between May 11 to May 22, with a special meeting and public hearing anticipated for May 21, 2020. The Mayor's June Budget Message for Fiscal Year 2020-2021 is expected to be released on June 8, 2020, with review and approval scheduled for June 16, 2020.

A high-level schedule for the City Council Study Sessions held on May 14 and 15 is also proposed as outlined on Attachment B. A detailed schedule outlining the format and order of review for the 2020-2021 Proposed Operating Budget, the 2020-2021 Proposed Capital Budget and 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report will be included in the release of Manager's Budget Addendum #1.

COORDINATION

The proposed revised 2019-2020/2020-2021 City Budget Calendar and Budget Study Session Schedule have been coordinated with the Mayor's Office.

A handwritten signature in cursive script, reading "Jim Shannon".

JIM SHANNON

Budget Director

Attachments:

Attachment A – Revised 2019-2020/2020-2021 City Budget Calendar

Attachment B – Revised 2019-2020/2020-2021 City Budget Calendar/Budget Study Session Schedule

2019-2020/2020-2021 Revised City Budget Calendar

Date	Action/Event
May 1, 2020	- 2020-21 Proposed Capital Budget and 2021-25 Capital Improvement Program: Released
May 8, 2020	- 2020-21 Proposed Operating Budget: Released
May 8, 2020	- 2020-21 Proposed Capital Budget: City Council Budget Document Capital Cost Estimates due to CMO
May 12, 2020	- 2020-21 Proposed Fees and Charges Report: Released
May 11 - 22, 2020	- 2020-21 Proposed Capital/Operating Budgets: Community Budget Meetings
May 14 - 15, 2020	- Council Study Sessions: 2020-21 Proposed Budgets and 2020-21 Proposed Fees and Charges Report
May 15, 2020	- 2020-21 Proposed Operating Budget: City Council Budget Document Operating Cost Estimates due to City Manager's Office
May 20, 2020	- Planning Commission Study Session: 2020-21 Proposed Capital Budget and 2021-2025 Capital Improvement Program (tentative)
May 21, 2020	- Initial Public Hearing: 2020-21 Proposed Capital/Operating Budgets and 2020-21 Proposed Fees and Charges Report (Special Meeting, 1:30pm)
May 22, 2020	- 2020-21 Proposed Capital/Operating Budgets: City Council Budget Document Cost Estimates Finalized and Released from City Manager to Council
May 28, 2020	- 2020-21 Proposed Capital/Operating Budgets: City Council Budget Document Proposals due to Mayor's Office.
June 8, 2020	- 2020-21 Mayor's June Budget Message: Released
June 15, 2020	- Final Public Hearing: 2020-21 Proposed Capital/Operating Budgets and 2020-21 Proposed Fees and Charges Report
June 16, 2020	- 2020-21 Mayor's June Budget Message: Final Review/Approval by City Council
June 16, 2020	- 2020-21 Proposed Capital/Operating Budgets and 2020-21 Proposed Fees & Charges Report: Approved by City Council
June 23, 2020	- 2020-21 Capital/Operating Budgets and 2020-21 Fees & Charges Report: Adopted by City Council

2019-2020/2020-2021 Revised City Budget Calendar/ Budget Study Session Schedule

Date	Time	Action/Event
Thursday, May 14, 2020	9:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.	2020-2021 Budget Study Session on 2020-2021 City Operating/Capital Budget, 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report
Friday, May 15, 2020	9:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.	2020-2021 Budget Study Session on 2020-2021 City Operating/Capital Budget, 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report