

2022

BUDGET CALENDAR

IMPORTANT DATES

JANUARY

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

FEBRUARY

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MARCH

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APRIL

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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APRIL 27

Budget Kick-Off

APRIL 29

Preliminary Tax Roll

MAY 27

submissions back from Departments

MAY 30-31

review Fire budget

JUNE 1

Draft Fire budget to MUD

JUNE 1-3

Meetings with Budget Sub-Committee

JUNE 13-29

Meetings with Departments

JULY

Meetings with Council and Staff

JULY 19 - 22

Budget Sub-Committee Meeting

JULY 22

Submission of Appraisal Rolls, Certify anticipated collection rate

JULY 26

Joint ILA Meeting

Adoption of CCPD Budget

Adoption of EDC Budget

AUGUST 5

File Proposed Budget with Municipal Clerk

Designated officer or employee must submit tax rates to Town council

AUGUST 9

Present FY22 Proposed Budget to Council

Setting proposed tax rate

AUGUST 23

Public hearing of the Budget Ordinance

Vote on Budget Ordinance

Presentation of the Infrastructure Service and Assessment Plan for the PID

SEPTEMBER 12

Public hearing of the Tax Rate Ordinance

Vote on Tax Rate Ordinance

Resolution to approve the Tax Roll

Accept and Approve Update of the Infrastructure Service and Assessment Plan for the PID

Resolution to accept Annual Service and Assessment Plan update for PID

SEPTEMBER 26

Public Hearing for PID SAP ESD

Adopt PID SAP ESD

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APRIL 20 - 29

1. Mike and Wade review department budgets for inflationary cost increases (I can see some lines increasing such as fuel, electricity, travel, training etc.)
2. Mike and Wade look at revenues
3. Give Services and Supplies target numbers, including OT excluding all other personnel numbers, including any increases due to inflation to department heads (schedule)
 - a. We might have to redefine some line items like pre-employment physicals/testing (I would like all these departmental numbers in HR, if they have annual testing programs such as required physicals it should have a line within services and supplies)
4. Publish document request form for supplemental requests with a due date (schedule)

JUNE

1. Mike and Wade look at adjusted CPI for employee raises
 2. Mike and Wade meet with department heads to cover their department budgets and supplemental requests (schedule)
 3. Directors meet to discuss and rank supplemental request (schedule)
 4. First meeting with Council Finance Subcommittee
 - a. Discuss: Revenues, inflation, CIP (if we have it) raises, major changes, supplemental requests, 1v.2 police officers now, 1 FF, what we can capture 3 ½ percent increase plus previous years carry over and keep the rate the same or drop slightly.
 - b. Changes to the MUD/FD
 - c. Goal is for them to help us decide on how much revenue we capture and get their input on supplemental requests
- Meeting with executive team on any necessary change to their budgets and go over supplemental requests that will

JULY

1. Meeting with executive team on any necessary change to their budgets and go over supplemental requests that will move forward with budget request
2. Work on all special fund budgets
3. Second meeting with Council Subcommittee
 - a. CIP, equipment replacement, special fund budgets, changes from first meeting, supplemental requests that will come forward, high points from departmental budgets
 - b. Changes to MUD/FD

AUGUST

SEPTEMBER