



**YELM**  
WASHINGTON

UPDATED 8/12/2020

## **BUDGET DEVELOPMENT SCHEDULE**

### **2021-2022**

#### **JANUARY – JUNE**

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City Council Strategic Planning Retreat

City Council Routine 2019-2020 Budget Review and Adjustment

**March 10**

#### **JULY**

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Finance Department Issues Official Budget Call

**July 21**

Finance Department Prepares 2021-2022 Salary & Benefit Projections,  
Revenue Estimates, and Develops the Base Budget

**July 21 - August 25**

City Council Routine 2019-2020 Budget Review and Adjustment

**July 28**

#### **AUGUST**

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Estimates for the Base Budget Due to Finance Department

**August 4**

Regular City Council Meeting

**August 11**

- Capital Facility Plan Updates

Internal Needs Assessment and Priorities Review

**August 11 - 25**

- Mayor meets with department managers to communicate and establish budget priorities
- Departments Prepare Capital and Additional Funding Requests

City Council Finance Committee

**August 13**

- Budget Timeline Review
- Financial Policies Review
- Revenue Assumptions for Long-Term Forecast

## SEPTEMBER

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- Finance Department Prepares Preliminary Budget and Works with Management Team to Develop the Mayor's Proposed Budget **September 1 – 22**
- Requests (New Asks / Programs) Due to City Administrator **September 1**
- City Council Study Session **September 1**
- Review Budget Calendar and Budget Development Process
- City Council Finance Committee **September 10**
- Review Revenue Forecast
  - Union Negotiations Update
  - Mayor, City Administrator, and Finance Director Briefs Committee on Status of Preliminary Budget Development, Shares Internal Budget Priorities, and Solicits Committee Feedback

## OCTOBER

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- Regular City Council (Budget 101 Presentation) **October 13**
- Mayor Foster's Budget Presentation on Preliminary Budget
  - Budget Overview and Revenue Projections
  - Long-Term Financial Projections
- City Council Finance Committee **October 15**
- Revenue Assumptions (Ad Valorem)
  - Union Negotiations Update
  - Review Mayor's Preliminary Budget
- Budget Workshop (As Needed) **October 20**
- Regular City Council Meeting **October 27**
- Public Hearing on Revenue
- Adjourn to Budget Workshop **October 27**
- Police Department Presentation
  - Municipal Court Presentation

## **NOVEMBER**

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### City Council Study Session / Budget Workshop

**November 3**

- Public Works Presentation, Including Operations, Water, Stormwater, Streets and Facilities
- Infrastructure Projects Presentation
- Customer Service and Administrative Department Presentation

### Regular City Council Meeting

**November 10**

- Public Hearing on Ad Valorem
- Public Hearing on Preliminary Budget, 2021-2022 Budget Ordinance, 1<sup>st</sup> Reading

### Adjourn to Budget Workshop

**November 10**

- Community Development Department Presentation
- Finance Department Presentation
- Information Technology Presentation

### Budget Workshop (As Needed)

**November 17**

### Regular City Council Meeting

**November 24**

- Routine 2019-2020 Budget Review and Adjustment
- Public Hearing on Preliminary Budget, 2021-2022 Budget Ordinance, 2nd reading
- Adopt Final 2021-2022 Budget

## **DECEMBER**

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### Regular City Council Meeting

**December 8**

- Adopt Final Budget 2021-2022 (if needed)