

COUNCIL RESOLUTION #3 OF 2021

ADOPTING A BUDGET CALENDAR FOR THE PREPARATION OF THE FISCAL YEAR 2021-22 CITY BUDGET

By Councilor Giannettino

January 7, 2021

WHEREAS, the City Budget is the financial document that funds the many services provided by local city government; and,

WHEREAS, the City's fiscal year begins on July 1st of each year and the City Council must adopt a final City Budget by the end of June each year for the next budget year; and,

WHEREAS, adequate preparation, review, and eventual adoption of the annual City Budget is an open process that lasts several months; and,

WHEREAS, for the preparation of the Fiscal Year 2021-22 budget, the City Manager recommends the following attached budget calendar be adopted.

NOW, THEREFORE, BE IT RESOLVED, that the City Council sets the attached listed dates as the official budget calendar for the preparation of the City of Auburn Fiscal Year 2021-22 Budget and that all business pertaining to the City Council called for in said calendar will be scheduled as part of regular City Council meeting agendas in accordance with the Council Rules and Procedures; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to notify the public of the dates as set forth herein and that throughout this budget preparation process the City Clerk shall immediately make available to the public all budget related documents as they become available to the Council.

Seconded by Councilor Cuddy

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Locastro	X	
Mayor Quill	X	
Carried and Adopted	X	

2021-22 BUDGET PREPARATION AND ADOPTION TIMELINE

Department Heads receive budget packets	January 19, 2021
Department Heads return budget packets	February 12, 2021
Comptroller compiles Department Head budgets and revenue estimates	March 5, 2021
Comptroller and Manager meet with Department Heads to justify budget requests	March 8 – 19, 2021
City Manager submits preliminary balanced budget	April 1, 2021
Department Head presentations to Council	April 1 & 8, 2021
Council input due to City Manager	April 15, 2021
Final balanced budget based on Council input and revised revenue estimates	April 29, 2021
Final Council input due to City Manager	May 6, 2021
Public Hearing on budget	May 20, 2021
Budget adoption	June 3, 2021