

**FY 21/22 Budget,  
TIF, LOST, Equipment Replacement  
and Capital Improvement Planning Timeline  
August 2020 – March 2021**

<b>8/18/20</b>	Interim City Manager and City Clerk to meet with Council Finance Committee (Mayor Hartman, McFerren and Zacarias) to review the budget process. Meet at 5:30 – 6:30 p.m.
<b>8/25/20</b>	Interim City Manager and City Clerk to meet with Insurance Brokers to review Health, Works Compensation, Property and Equipment Insurance Renewal.  Administration and Public Works Staff meets with City Engineer to begin CIP planning.  Equipment Replacement (15-year outlook) and Capital Improvement Project worksheets go out to the department heads.
<b>9/9/20</b>	Equipment Replacement (15-year outlook) and Capital Improvement Project worksheets due. One-on-one meetings with Interim City Manager. Probable costs from City Engineer due.
<b>9/15/20</b>	Interim City Manager to meet with Utilities and City Engineer.  Parks and Recreation Board and Library Boards meet to provide recommended LOST allocations.
<b>10/6/20</b>	Budget worksheets go out to department heads.
<b>11/10/20</b>	Budget worksheets due from the department heads.  Interim City Manager and City Clerk to Meet. City staff to prepare TIF, LOST, Projections CIP, and ERP spreadsheets.
<b>11/17/20</b>	City Clerk to receive all insurance renewal documents by.  Interim City Manager to meet with each department head.  Interim City Manager, City Clerk and Financial Advisor to meet with Council Finance Committee (Mayor Hartman, McFerren and Zacarias) to review and discuss an overview of the city's financial position, long-term financial plan, and confirm insurance renewal, and finalize CIP Projects, ERP, TIF Projections and LOST. Meet at 4:30 - 6:30 p.m.
<b>12/15/20</b>	Council Finance Committee and Staff will present recommendations on CIP Projects, ERP and TIF Projections at the City Council Meeting.  Council set the PH on the CIP for January 19, 2021.
<b>1/5/21</b>	Interim City Manager and City Clerk to meet regarding all budget docs.
<b>1/6/21</b>	Interim City Manager to meet with each department head.
<b>1/19/21</b>	Council holds the PH on the CIP and Council approval of such.
<b>2/2/21</b>	Council Meeting – Budget Work Session following regular meeting.
<b>2/15/21</b>	Publication Notice to Certify Tax Levy by.
<b>2/16/21</b>	Set the Public Hearings for March 2 <sup>nd</sup> and March 16 <sup>th</sup> to verify the tax levy and discuss and direct appropriate follow-up on the FY 2021/22 Budget and authorize publication. Publish Notice (date).
<b>3/1/21</b>	Publication Notice to approve FY 21/22 Budget by.
<b>3/2/21</b>	Public Hearing to Certify the Tax Levy.
<b>3/16/21</b>	Public Hearing to discuss and request approval of the FY 2021/22 Budget.
<b>3/30/21</b>	Filing deadline of FY 2021/22 Budget with Muscatine County.