

**CITY OF MAHTOMEDI  
2021 BUDGET CALENDAR**

May 19, 2020	City Council Approval of Budget Instructions
June 13, 2020	Forms Distributed to All Department Heads
June 13, 2020 – July 3, 2020	Department Heads Prepare Budgets and Background Material
July 6, 2020	Department Heads Submit Budget Requests to City Administrator and Finance Director
July 7, 2020 - July 17, 2020	City Administrator and Finance Director review Department Budgets and Confer with Departments
July 15, 2020	City Council Sets Public Hearing Date for Levy Certification on September 15, 2020
July 17, 2020 – August 3, 2020	City Administrator Budget is drafted for Presentation to the Finance Commission and City Council
August 7, 2020	Finance Director completes Preliminary Revenue Estimates
August 7, 2020	Washington County distributes property tax revenue estimates and notifies City of dates available that have not been chosen by the County and School Districts for Budget Hearings
Sept. 1, 2020	Joint Finance Commission and City Council Meeting to Review General Fund, Special Revenue, Building & Equipment Replacement and Utility Funds & Preliminary Capital Improvement Plan
Sept. 15, 2020	City Council approves Preliminary General Fund Budget, Proposed Levy for Certification to Washington County and dates of Budget Hearings
Oct. 20, 2020	Joint Finance Commission and City Council Meeting to Review Capital Improvement Plan and Fee Schedule
Nov. 2, 2020	Capital Improvement Plan Public Hearing
Mid-November	Truth in Taxation Notices and Public Hearings Schedule distributed by the County
December 1, 2020	Public Hearing for Budget and Levy Consideration at City Council Meeting
Mid-December	Continuation Hearing, Approval of Budget and Certification of Property Tax Levy for submission to County
Late December	Finance Director Submits final levy to County and prepares Final Budget Document