



Waynesboro City Council Agenda Briefing

Meeting Date:	October 26, 2020	Staff/Council Member(s): Cameron McCormick, Director of Finance/Jim Shaw, Deputy City Manager
Agenda Item #	3(b)	
Ordinance#	N/A	
Department:	City Manager's Office and Finance Department	
Subject:	FY2022 Budget Calendar	

Background: The City Charter Section 5.2 outlines the required schedule for the submittal of the School Board's Budget, the City Manager's Budget, for public hearings related to the budget, and adopting ordinances for tax rates and the annual budget. The budget calendar conforms to the statutory schedule. The Calendar is also crafted in order to allow the professional staff adequate time to assist in development of the City Manager's budget and to provide the City Council necessary time for review and approval of the annual appropriation ordinance.

City Manager's Recommendation: The City Manager recommends that the Council acknowledge and affirm the proposed budget calendar.

Suggested Motion(s): Acknowledge and affirm the Fiscal Year 2022 budget calendar as proposed.

Attachments: FY2022 Budget Calendar

City Council Budget Calendar for Fiscal Year 2022 Budget

Monday, September 28, 2020	Distribute instructions for Capital Improvement Projects
Monday, November 2, 2020	Capital Project requests due
Monday, October 26, 2020	Regular Council Business Meeting - Adopt budget calendar
Tuesday, October 27, 2020	Distribute budget instructions to departments and Community Service Agencies
November 12-13, 2020	City Council Retreat - develop budget goals/direction
November 2020	Training Sessions for budget entry in Munis (TBD)
Monday, November 16, 2020	CIP Committee meeting - General Fund
Monday, November 30, 2020	CIP Committee meeting - Proprietary Funds
Thursday, December 31, 2020	Department budget requests due
January 2021	Begin department budget meetings
Wednesday, January 27, 2021	Council Budget Work Session
February 2021	CIP to Planning Commission
February 2021	Continue department budget meetings
Wednesday, February 17, 2021	Council Budget Work Session
Wednesday, March 3, 2021	Council Budget Work Session
Monday, March 22, 2021	Last meeting at which Superintendent of Schools can submit the School Board's recommended FY22 budget to City Council
Monday, March 22, 2021	Advertisement for Equalized Real Estate Tax (if necessary)
Monday, April 5, 2021	Called Council Budget Work Session City Manager budget presentation (6PM)
Tuesday, April 6, 2021	Hold as needed Council Budget Work Session Council Work Session (6pm)
Monday, April 12, 2021	Regular Council Business Meeting - Equalized Real Estate Tax Public Hearing (only necessary in reassessment years) Council Call for all necessary public hearings
Wednesday, April 14, 2021	First advertisement all necessary public hearings
Monday, April 19, 2021	Second advertisement all necessary public hearings
Monday, April 26, 2021	Regular Council Business Meeting - Public Hearing - Utility Rate Ordinances (if necessary) Public Hearing - Cemetery rates ordinance (if necessary) Public Hearing - Tax Rates Public Hearing - Budget Introduction of all necessary Ordinances
Wednesday, April 28, 2021	Hold as needed Council Budget Work Session Council Work Session (5pm)
Monday, May 10, 2021	Regular Council Business Meeting Adopt all necessary Ordinances
Monday, May 24, 2021	Regular Council Business Meeting Potential introduction of final 2021 budget amendment