

15728 Main Street, Mill Creek, WA 98012 Administration 425-745-1891 Police 425-745-6175 All Other Departments 425-551-7254

2021-2022 Finance Calendar

2021-2022 Finance Calendar Power (a) Power with the			
Date	Task	Person(s) Responsible	
September	Citizen Outros de ou Bordont	C'h Managar C'h Canadi	
Thru Dec	Citizen Outreach on Budget	City Manager, City Council	
Sep. 8	Budget Call Letter	Finance Director	
Sep. 22	Council Meeting - CARES Act Update and	City Manager, Finance Director,	
6 22	Actions	and City Council	
Sep. 22	Salary/benefits projections / Preliminary	Finance Director	
0 07	personnel projections	6" 14	
Sep. 27	CIP Review	City Manager, Directors	
Sep. 27	Revenue projections	Finance Director	
Sep. 29	CIP Review	City Manager, Directors	
Sept. 27	Departmental budgets due	Directors	
Sept. 27	2020 YE revenue/expenditure projections due	Directors	
Sept. 30	Preliminary budget compiled	Finance Director	
Sept. 28-29	Department sessions with City Manager	City Manager, Directors	
October			
Oct. 6	Study Session - 2019-2020 Projections /	City Manager, City Council	
JCC. 0	2021-2022 Estimate of Preliminary	city Hariagery city courier	
	Expenses and Revenues		
Oct. 13	Study Session - Present Proposed CIP	City Manager, City Council	
300. 13	2021-2026	city managery city scamen	
Oct. 26	Publication notice of public hearing on 2021-	City Clerk	
Oct. 20	2026 Capital Facility Plan (Nov 10)	310, 31311	
Oct. 26	Publication notice of public hearing on revenue	City Clerk	
	sources for levy setting and preliminary budget		
	(Nov 10)	111111111111111111111111111111111111111	
Oct. 29	City Manager's budget document complete	City Manager / Finance Dir.	
November			
	Manager propage preliminary budget and	City Managor / City Clork	
Nov. 1	Manager prepares preliminary budget and	City Manager / City Clerk	
Nov. 2	budget message. Files with clerk and council.	City Managov	
Nov. 3	Study Session - Proposed Budget	City Manager	
	presented to Council	City Claule	
Nov. O	Publication notice of public hearing on Property	City Clerk	
Nov. 9	Tax Levy. (Nov 24)	C'L. Clark	
Nov. 9	Publication notice of public hearing on Public	City Clerk	
	Hearing on preliminary Budget. (Nov 24)		
No. 10	Public hearing on 2021-2026 Capital	C'h Managan C'' C''	
Nov. 10	Facility Plan (set by ordinance)	City Manager, City Council	
	Public hearing on preliminary budget and	6". 4	
Nov. 10	Property Tax Levy – Copies available to	City Manager, City Council	
	the Public		

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Nov. 16	Publication notice of public hearing and Adoption of Proposed 2021-2022 Budget. (Dec 1)	City Clerk
Nov. 23	Publication notice of public hearing on and Adoption of 2019-2020 Final Budget Amendment. (Dec 8)	City Clerk
Nov. 23	Publication notice of public hearing and Adoption of Proposed 2019-2020 Budget (if needed). (Dec 8)	City Clerk
Nov. 24	Public hearing on Property Tax Levy (set by ordinance)	City Manager, City Council
Nov. 24	Public hearing on preliminary budget	City Manager, City Council
Nov. 30	Property tax levies filed with the County	Finance Director
December		
Dec. 1	Public hearing and the Adoption of Proposed 2021-2022 Budget	City Manager, City Council
Dec. 8	Public hearing and Adoption of 2019-2020 Final Budget Amendment	City Manager, City Council
Dec. 8	Public hearing and Adoption of Proposed 2021-2022 Budget (if needed)	City Manager, City Council