
MEMORANDUM

TO: St Johns City Commission
Department Heads

FROM: Jon Stoppels, City Manager
Kristina Kinde, City Treasurer

DATE: January 27, 2020

RE: 2020 – 2021 FISCAL YEAR BUDGET PREPARATION AND IMPLEMENTATION CALENDAR

Jan/Feb Meet with Bengal and Bingham Township Officials -- Fire Agreement Review -- expire June 2020

Feb 12 Planning Commission finalizes discussion of Capital Improvement Plan and sets public hearing for March 11th

Mar 3 Manager and Department Heads informally discuss budget goals

Mar 9-13 Department Heads meet with Manager to present their budgets, along with planning reports (Review budgets, goals, and long range plans, and submit any Fee & Rate revisions):

Mar 11 Planning Commission holds public hearing to adopt Capital Improvement Plan and recommendation to City Commission

Mar 16 Finance Committee meets to review preliminary budget

Apr 15 County Equalization determines tax rate for 2020

Apr 27 Capital Improvement Plan adopted by the Planning Commission submitted to the City Commission for approval.

Apr 27 Staff's completed budget to City Commission & Department Heads

Apr 27-May 1 Staff finishes alterations to budget and prepares final document

May 4 Finance Committee meets to review final budget prior to City Commission meeting

May 11 Formal presentation of **2020/2021 Budget** to City Commission and hold hearing on millage rate; if necessary (Commission sets public hearing)

- May 12 Notice of hearing to paper
- May 17 Publish notice of final hearing (at least 6 days prior to hearing; MSA 141.912)
- May 26 Public hearing on budget. Adoption of budget and acceptance of millage rate (at least 7 days after hearing)
- May 26 Clerk to submit L-4029 Millage Request Form to County Clerk & other taxing units as per Budget Public Hearing & Budget adoption.
- May 26 Summary to paper
- May 31 Publish budget summary
- Jun 22 Final 2019-2020 budget adjustments presented to City Commission