



**City of Helena
FY2022 Budget Calendar**

DEADLINE	PARTICIPANTS	ACTIVITY
December 2020		
12/4/2020	Finance	Budget materials distributed to Dept Heads
12/16/2020	IT Steering Committee/Finance	Information SVS. proposal for City/County FY21 budget presentation
12/16/2020	Commission Admin. Meeting	Book of fees review/discussion
12/21/2020	Commission Meeting	Public Hearing - Book of fees (Resolution tabled)
January 2021		
1/4/2021	Department Directors	Staffing plans due back to Finance
1/6/2021	Transportation/City Manager/Finance	Transit budget - review & discussion
1/6/2021	Commission Admin. Meeting	
1/11/2021	Commission Meeting	Resolution adopting Golf Fees and Resolution adopting revisions to water/wastewater service line loan program charges
1/11/2021	Finance/City Manager	Personnel budgeting discussion
1/20/2021	Commission Admin. Meeting	Strategic planning sessions/interviews completed ; Budget Calendar
1/25/2021	Commission Meeting	FY2022 - Transportation Capital Transit Budget for MDT submittal
1/27/2021	IT Steering Committee/Finance	Information Svc. proposal for City/County FY22 Budget presentation
1/28/2021	Finance/Department Directors	Personnel budget discussions with Dept Heads complete
1/29/2021	Finance /Public Works /Transportation/Community Development/Facilities / Parks & Rec	Draft Capital Improvement Plans - Dept. sections due to Finance
1/29/2021	Finance/Public Works /Transportation/Community Development /Facilities / Parks & Rec	Draft Asset Inventory and Condition Assessment - Dept. sections due to Finance

DEADLINE	PARTICIPANTS	ACTIVITY
FEBRUARY 2021		
2/3/2021	Commission Admin. Meeting	Discussion of the strategic goals/plans -HCC & public engagement
2/8/2021	Commission Meeting	
2/10/2021	Joint City/County IT Board Meeting	IT Board meets to review and approve proposed FY 2022 IT operations and capital budgets
2/17/2021	Commission Admin. Meeting	HCC Budget Priorities
2/19/2021	Joint City/County Facilities Budget	Facility rental rate planning session
2/22/2021	Commission Meeting	Resolution - Adopting Strategic Outcomes and Priorities
2/26/2021	Finance	City-wide budget development of debt service, investment income, liability insurance, etc. complete
2/28/2021	Finance/Public Works	City-Wide cost allocations for internal service funds and IT budgets
MARCH 2021		
3/5/2021	Finance/Department Directors	DRAFT City-Wide revenue projections complete for Budget Year 2022
3/5/2021	Department Heads	All operating and capital budget submissions due to Finance
3/17/2021	Commission Admin. Meeting	FY 2021 Financial Status Report - Appropriations review
3/22/2021	Commission Meeting	
APRIL 2021		
4/3/2021	Commission Admin. Meeting	
4/5/2021	Commission Meeting	
4/14/2021	Commission Admin. Meeting	
4/16/2021	Commission Meeting	
4/16/2021	Finance / City Manager	DRAFT Preliminary Budget to City Manager

DEADLINE	PARTICIPANTS	ACTIVITY
MAY 2021		
5/3/2021	Commission Meeting	
5/12/2021	Commission Admin. Meeting	Budget Work session: City Manager's Proposed <u>PRELIMINARY</u> FY22 Budget / HCC & public engagement / HBID Workplan and Budget Presentation
5/17/2021	Commission Meeting	Budget Work session/ City Manager's Proposed <u>PRELIMINARY</u> FY22 Budget / ROI - HBID Work plan and Budget - ROI - Tax Assessments
5/19/2021	Special Commission Meeting	Budget Work session/ City Manager's Proposed <u>PRELIMINARY</u> FY22 Budget
5/26/2021	Commission Admin. Meeting	
JUNE 2021		
6/7/2021	Commission Meeting	ROI - City Managers Proposed <u>FINAL</u> FY2022 Operating and Capital Budget / Resolution - Adopting HBID Workplan and Budget; Resolution / Adopting Tax Assessments; Resolution
6/17/2021	Commission Admin. Meeting	
6/28/2021	Special Commission Meeting	Resolution - Adopting <u>FINAL</u> FY2022 Operating and Capital Budget (Allows for at least 15 days from 1st Reading)
6/30/2021	Commission Admin. Meeting	
AUGUST 2021		
8/2/2021	Montana Dept. of Revenue	Certified values to the City of Helena (First Monday in August)
8/4/2021	Commission Admin. Meeting	
8/9/2021	Commission Meeting	
8/9/2021	Finance	<u>DRAFT</u> Mill levy calculations to City Manager
8/18/2021	Commission Admin. Meeting	Certified Values/Mill levy discussion
8/23/2021	Commission Meeting	ROI - Notice of budget increase from property taxes - Mill Levy hearing
SEPTEMBER 2021		
9/7/2021	Commission Meeting	Resolution - Adopting Notice of budget increase from property taxes - Mill Levy hearing (Allows for 15 days from 1st Reading)*
9/30/2021	Finance/City Manager	Adopted Final FY22 Budget and Mill Levy due to Montana Dept. of Administration

**Final approved budget adopted by resolution must occur the later of the first Thursday after the first Tuesday or within 30 days of receiving certified taxable values from Dept. of Revenue*