

City of Marshall

2021 Budget Timeline

May

13 (Wednesday) (Teams Meeting)– Initial Meeting on Budget Timeline – Administration/Finance

20 (Wednesday) (Staff Meeting) – Initial Discussion of 2021 Budget Timeline – Division/Department Heads

June

1 (Monday) – Operating & Capital Budget information sent to Department Heads

22 (Monday) - Budget information due back to Finance
- Request for additional Staff Due to Director of Admin Services

29 (Monday) – Operating budget reviewed by Administration & Finance

July

Wednesday’s In July – Division Directors Weekly Review of Budget (2:00)

July 14th 4:00 – Council Work Session #1

- *Liquor Store, Wastewater & Storm Water Funds (Operating)*

Regular Council Meeting – Liquor Store Yearly Presentation

July 28th 4:00pm - Council Work Session #2

- *Community Organization Requests*

August

Wednesday’s in August – Division Directors Weekly Review of Budget (2:00)

August 18 5:30pm - Council Work Session #3

- *Presentation on Preliminary Tax Base Changes*
- *General & Special Revenue Funds (Operating)*

August 25 4:00pm - Council Work Session #4

- *Capital Review*

Week of August 24th - Ways & Means Committee Meeting – Fee Schedule

September

8 (Tuesday) – Council adopts preliminary 2021 budget, levy and sets public meeting for TBD

- Council adopts 2021 fee schedule – including Waste Water & Surface Water Rates (To MMU by Oct 1st for mailing)

TBD – Property/Liability Insurance Renewal

30th – *Deadline to adopt a proposed tax levy & budget (must also announce which subsequent “regularly scheduled” meetings the budget and tax ley will be discussed – must be 6:00pm or later)*

October

October 13 - Council Work Session #5 – Health Insurance

27 (Tuesday) Regular Council Meeting – Adoption of Insurance Rates

November

25th - First day cities over 500 population may hold the meeting to allow public input on the final budget and tax levy. The adoption meeting must be held at/ or after 6 p.m. The public must be allowed to speak at the meeting before adoption of the final budget.

December

8 - Council Meeting – Public Input on Final Budget Adoption (TNT)(after 6:00pm)

22 (Tuesday) - Council adopts final budgets and levy

25 – The final levy must be certified to the county auditor after the public input meeting and must be by December 25. Local tax levies must be certified by the city to the county auditor “on or before five working days after December 20 in each year.”