

City of Two Rivers
2023 Budget Review Schedule

Tuesday, August 23, 2022	Distribute Budget Schedule and Guidelines to Department Heads
August 23-September 6	City Manager and Finance Director meet with Department Heads to update 5-Year Capital Plan, develop Capital Funds budgets and Special Revenue Funds budgets
Fri., September 16	General Fund Budgets due to Finance Department
	<u>Staff Review of General Fund Budgets</u>
Mon., September 19	General Government (<i>City Council, Legal, Insurance, City Manager, Inspections, Planning, Clerk, Elections, Economic Development, Information Systems, Miscellaneous, Finance, Assessor, Miscellaneous Government</i>)
Tues., September 20	Police Department, Judicial, & Fire Department
Wed., September 21	Health & Human Services, Parks & Recreation
Thur., September 22	Public Works
Fri., September 23	Follow up meetings as needed
Fri., September 30	All Utility Budgets due to Finance Department
	<u>Committee & Council Review of Budgets</u>
Wed., September 28	<u>Personnel & Finance</u> - Debt Service, Capital Projects Funds and Special Revenue Funds Budgets
Thurs., October 6	<u>Personnel & Finance</u> - Tax Supported Operating Budgets (General Fund and Library)
Wed., October 12	<u>Personnel & Finance</u> - Tax Supported Operating Budgets
Thurs., October 20	<u>Personnel & Finance</u> - Budget Review Session
Wed., October 26	<u>Personnel & Finance</u> - Budget Review Session
Wed., November 2	<u>Personnel & Finance</u> - Review of Utility Budgets (joint meeting with <u>Utility Committee</u>)
Fri., November 4	<u>Finance</u> - Preliminary Complete Budget DUE for Public Hearing Notice
Thurs., November 10	<u>Personnel & Finance</u> - Budget Review Session
Sun., November 13	<u>Finance</u> - Public Hearing Notice published in HTR
Wed., November 16	<u>Personnel & Finance</u> - Final Review of All Budgets (If Needed)
Mon., Nov 28 (Work Session)	<u>City Council</u> - Budget Public Hearing
Mon., Dec 5 (Regular Meeting)	<u>City Council</u> - Budget Adoption Meeting
Fri., December 9	<u>Finance</u> - Mail Property Tax Bills