



MEMORANDUM

To: Mayor and Members of the City Council

From: Ralph Clark, Interim City Manager
Alicia Steward, Assistant Finance Director

Date: March 11, 2022

Re: Consideration – Approval of 2022 Budget Calendar

BACKGROUND:

Each year, City staff completes and provides a budget calendar to the City Council. Below you will find a table with the proposed budget calendar:

Date	Action
February 21, 2022	Distribute Budget Materials to Departments
March 10, 2022	Budget Info Entered Into Edmunds
March 14, 2022	Approve Budget Calendar
April 4, 2022	Manager's Presentation of Budget
April 11, 2022	General Fund Discussion
May 2, 2022	Enterprise Fund Discussion
May 23, 2022	Wrap-up Budget Discussion / Call for a Public Hearing
June 13, 2022	Hold a Public Hearing and Discussion
June 27, 2022	Adopt Final Budget

ANALYSIS:

These meetings will be held as special meetings during the months of April and May. All special budget sessions will begin at 5:30 p.m. We have made room for two additional meeting dates in the event that the Council determines they need time for extra discussion. Staff will arrange to have these meetings televised, as has historically been the pleasure of the Council.

STAFF RECOMMENDATION:

By motion, adopt the proposed budget calendar for Fiscal Year 2022-2023 as presented herein and instruct staff to make arrangements to have these special meetings televised.