



**CITY OF FITCHBURG
SCHEDULE FOR ADOPTION
2020 BUDGET**

<p><u>Budget Adoption Schedule</u> Referred at Council Meeting Approved by Council (10-42(a) requires adoption by end of June)</p>	<p>Tuesday Tuesday</p>	<p>May 28 June 11</p>
<p><u>Budget Worksheets/First Draft</u> Worksheets Distributed to Departments Library Board Approves Library Director Budget to be Submitted (3rd Wed) New Staffing Proposals from Department Heads Due to Finance Director Budget Proposals from Department Heads Due to Finance Director CIP Adopted Initial Compilation of Requests Completed</p>	<p>Tuesday Wednesday Monday Monday Tuesday Monday</p>	<p>June 18 July 17 July 22 July 29 August 13 August 19</p>
<p><u>Review Process</u> Department Head Presentations to City Administrator/Finance Director Department Head Presentations to Mayor Mayor Decisions on Priorities to Finance Director Mayor Approval of Draft Budget to Be Submitted to Council</p>	<p>Monday Wednesday Wednesday Monday</p>	<p>August 26 August 28 September 4 September 16</p>
<p><u>Library Exemption Resolution (Library Director)</u> Referred at Council Meeting Approved by Library Board (3rd Wednesday) Approved by Council</p>	<p>Tuesday Wednesday Tuesday</p>	<p>September 10 September 18 September 24</p>
<p><u>Proposed Budget Document Review</u> Committee of the Whole Discussion of Budget Process and Priorities Budget Summary & Notice Sent to Official Newspaper Publication of Budget Summary; Notice of Public Hearing (15 days prior) Proposed Budget Posted to City's Website Budget Summary & Notice Sent to Neighborhood Associations Referred at Council Meeting Finance Committee Presentations Day 1 (6 pm) Finance Committee Presentations Day 2 (6 pm) PUBLIC HEARING – Common Council Meeting</p>	<p>Wednesday Tuesday Friday Friday Monday Tuesday Tuesday Wednesday Tuesday</p>	<p>August 28 September 17 September 20 September 20 September 23 September 24 October 1 October 2 October 8</p>
<p><u>Council Proposed Amendments/Final Budget Adoption</u> Amendments Due to Finance Director (electronic format by 4:30 pm) Summary Report and Amendment Details Posted to City's Website Fitchrona EMS Annual Meeting and Budget Adoption (3rd Thursday) Committee of the Whole Discussion of Budget and Amendments PUBLIC HEARING – Common Council Meeting Discussion and Action on Amendments, Adoption of Budget</p>	<p>Thursday Thursday Thursday Wednesday Tuesday Tuesday</p>	<p>October 10 October 17 October 17 October 23 November 12 November 12</p>
<p><u>Miscellaneous Dates – Information Provided by Others</u> DOR Releases Preliminary Equalized Value, TID Values, New Construction DOR Releases Certified Values ETF Releases Pension and Health Rates DOR Releases ERP Budget Limit Notices</p>	<p>Prelim Final Approximately Final</p>	<p>August 1 August 15 September 15 November 1</p>

Differences in the 2020 Operating Budget schedule from prior year include:

- 1) October COW falls earlier in the year due to 10/1 being a Tuesday. Having five Tuesdays in October adds additional time between COW meeting to discuss the amendments and the adoption of the budget.