DATE: September 9, 2020

TO: All Department Heads

FROM: Brian Sabo

SUBJECT: Notice to file 2021 Budget Estimates

You are hereby notified to file, on or before September 28, 2020, itemized estimates of expenditures/uses required by your department for the year 2021. Please refer to the enclosed budget calendar for related deadlines.

Please submit all estimates to my office. Any questions regarding the procedures, instructions or format of forms should be directed to me.

Your cooperation in meeting scheduled deadlines and responding to requests for additional information will be appreciated by all concerned.

BUDGET CALENDAR 2021

LEGAL DATE	COUNCIL DATE	ITEM
Sept. 14th	N/A	Request Revenue & Expense Estimates from Department Heads.
Sept. 28st	N/A	Estimates Due
Oct. 1st	N/A	Staff Preliminary Budget Due to Mayor
Nov. 15th	Nov. 10th	Public Hearing on Revenue Sources for Budget
Nov. 18th	Nov. 10th	Mayor's Preliminary Budget & Budget Message Due to Council
Nov. 1st-25th	Nov. 10th	Publish Notice of Preliminary Budget & Budget Hearings
Nov. 20th		Copies of Budget Made Available to Public
Nov. 30th	Nov. 24th	Property Tax Ad Valorem Public Hearing
Before Year End	Nov. 24th	Final Budget Hearing, Adopt Budget