

City of Lake Geneva

2021 Budget Process Schedule

Tuesday, August 4, 2020	<u>Regular Finance, License, and Regulation Committee (FLR) Meeting - Review Timeline</u>
Monday, August 10, 2020 6:00 PM	<u>Regular City Council Meeting – Approve Timeline</u>
Tuesday, August 11, 2020	Administrator’s staff meeting to notify Department Heads of Budget due dates and guidelines
Tuesday, August 25, 2020	Department Capital Improvements and Equipment Replacement Budgets due to City Finance Director
Friday, September 11, 2020	Department 2021 Operating Budget Requests due to City Finance Director
Thursday, September 24, 2020 9:00 am – 11:00 am	<u>Special FLR Meeting (Council Chambers):</u> Department Budget Request Presentations 9:00 Library 9:20 Parking 9:40 Court 9:50 Clerk 10:00 PW/Streets/Parks/Cemetery 10:15 Lakefront
Thursday, September 24, 2020 1:00 pm – 3:00 pm	<u>Special FLR Meeting (Council Chambers):</u> Department Budget Request Presentations 1:00 Fire 1:30 Police/ Emergency Mgmt 2:15 Bldg & Zoning 2:30 Administrator 2:45 Finance/Attorney
Thursday, September 24, 2020 4:00 pm – 6:00 pm	<u>Special FLR Meeting (Council Chambers):</u> Budget Request Presentations (if necessary) 4:00 Historic Preservation 4:15 Geneva Lake Level 4:30 GLEA 4:45 Tourism 5:00 YMCA 5:15 Museum 5:30 BID 5:45 Geneva Lake Use 6:00 Avian 6:15 GLLEA
Tuesday, September 29, 2020	Compile/review all Budget requests by Administrator, Finance Director, Mayor, and FLR Chair
Wednesday, October 7, 2020 4:30 pm	<u>Special FLR Meeting – Presentation of Budget Summary/Budget Workshop - Review and Recommendations</u>
Wednesday, October 14, 2020 4:30pm	<u>Special FLR Meeting – Budget Workshop - Review and Recommendation</u>
Wednesday, October 21, 2020 4:30 pm	<u>Special FLR Meeting – Budget Workshop – Review and Recommendation (if needed)</u>
Monday, October 26, 2020 6:00pm	<u>Regular City Council – approve Budget Summary to publish</u> (preliminary budget on website)
Friday, October 30, 2020	Deadline to newspaper for publishing Budget Summary
Thursday, November 5, 2020	Publication Date for the Budget Summary
Monday, November 23, 2020 6:00pm	<u>Regular Council Meeting with a Public Hearing</u> for the 2021 City Budget