



15728 Main Street, Mill Creek, WA 98012
 Administration 425-745-1891
 Police 425-745-6175
 All Other Departments 425-551-7254

2021-2022 Finance Calendar

Date	Task	Person(s) Responsible
September		
Thru Dec	Citizen Outreach on Budget	City Manager, City Council
Sep. 8	Budget Call Letter	Finance Director
Sep. 22	Council Meeting - CARES Act Update and Actions	City Manager, Finance Director, and City Council
Sep. 22	Salary/benefits projections / Preliminary personnel projections	Finance Director
Sep. 27	CIP Review	City Manager, Directors
Sep. 27	Revenue projections	Finance Director
Sep. 29	CIP Review	City Manager, Directors
Sept. 27	Departmental budgets due	Directors
Sept. 27	2020 YE revenue/expenditure projections due	Directors
Sept. 30	Preliminary budget compiled	Finance Director
Sept. 28-29	Department sessions with City Manager	City Manager, Directors
October		
Oct. 6	Study Session - 2019-2020 Projections / 2021-2022 Estimate of Preliminary Expenses and Revenues	City Manager, City Council
Oct. 13	Study Session - Present Proposed CIP 2021-2026	City Manager, City Council
Oct. 26	Publication notice of public hearing on 2021-2026 Capital Facility Plan (Nov 10)	City Clerk
Oct. 26	Publication notice of public hearing on revenue sources for levy setting and preliminary budget (Nov 10)	City Clerk
Oct. 29	City Manager's budget document complete	City Manager / Finance Dir.
November		
Nov. 1	Manager prepares preliminary budget and budget message. Files with clerk and council.	City Manager / City Clerk
Nov. 3	Study Session - Proposed Budget presented to Council	City Manager
Nov. 9	Publication notice of public hearing on Property Tax Levy. (Nov 24)	City Clerk
Nov. 9	Publication notice of public hearing on Public Hearing on preliminary Budget. (Nov 24)	City Clerk
Nov. 10	Public hearing on 2021-2026 Capital Facility Plan (set by ordinance)	City Manager, City Council
Nov. 10	Public hearing on preliminary budget and Property Tax Levy – Copies available to the Public	City Manager, City Council

Nov. 16	Publication notice of public hearing and Adoption of Proposed 2021-2022 Budget. (Dec 1)	City Clerk
Nov. 23	Publication notice of public hearing on and Adoption of 2019-2020 Final Budget Amendment. (Dec 8)	City Clerk
Nov. 23	Publication notice of public hearing and Adoption of Proposed 2019-2020 Budget (if needed). (Dec 8)	City Clerk
Nov. 24	Public hearing on Property Tax Levy (set by ordinance)	City Manager, City Council
Nov. 24	Public hearing on preliminary budget	City Manager, City Council
Nov. 30	Property tax levies filed with the County	Finance Director
December		
Dec. 1	Public hearing and the Adoption of Proposed 2021-2022 Budget	City Manager, City Council
Dec. 8	Public hearing and Adoption of 2019-2020 Final Budget Amendment	City Manager, City Council
Dec. 8	Public hearing and Adoption of Proposed 2021-2022 Budget (if needed)	City Manager, City Council