



## **ADMINISTRATION**

**DATE:** July 16, 2019  
**FROM:** Keith J. Hunke, City Administrator  
**ITEM:** 2020 Budget Schedule

### **REQUEST**

Consider approval of revised 2020 Budget Schedule.

Please place this item on the July 23, 2019 City Commission meeting.

### **BACKGROUND INFORMATION**

The 2020 Budget Schedule has been revised to reflect the date change for the special City Commission meeting regarding the 2020 Budget.

### **RECOMMENDED CITY COMMISSION ACTION**

Approve revised 2020 Budget Schedule.

### **STAFF CONTACT INFORMATION**

Keith J. Hunke, khunke@bismarcknd.gov, 701-355-1300

**City of Bismarck  
2020 Budget  
Tentative Schedule**

7/16/2019

April 29	Departments receive Employee Budget, Fees & Charges, and CIP Worksheets
May 13	Departments submit Employee Budget worksheets for current full-time employees to Fiscal Services Departments submit proposed employee changes to Human Resources
May 20	Departments e-mail updated Fees & Charges worksheets to Fiscal Services and enter revenue projections in the New World System
May 28	Departments e-mail technology request forms to Director of Finance
June 3	Departments e-mail Capital Improvement Project Forms to Fiscal Services  Departments receive SEAs, Organizational Charts and narratives of mission statement and goals and objectives
June 17	Departments receive budget forms, guidelines and instructions General Fund Departments receive base budget allocations from Finance
June 25	City Commission considers budget priorities for “Call for Projects”
July 1	Departments enter budget expenditures in New World System Departments e-mail (if applicable) priority initiative requests new or changes for employees, base funding and one-time expenditures to Director of Finance
July 8 - 12	Budget Committee schedules meeting with Departments on priority initiatives requests for employees, base and/or one-time budget expenditures and other budget related issues and with Human Resources on employee and benefit costs
July 23	City Commission receives Budget Committee funding priorities
August 5	Departments e-mail SEAs, Organizational Charts and narratives of mission statement and goals and objectives to Fiscal Services
<del>August 6</del> (7:30am) <u>August 7</u> (7:30am)	Budget Committee presents department requests and budget recommendations to City Commission
August 9	City submits preliminary budget to the County Auditor
September 10	Budget Ordinance introduced by City Commission
September 24	City Commission adopts Budget Ordinance
October 7	City submits Budget Ordinance to County Auditor