



## **FINANCE DEPARTMENT**

**DATE:** March 16, 2021  
**FROM:** Dmitriy Chernyak, Finance Director  
**ITEM:** 2022 Budget Tentative Calendar

### **REQUEST**

To approve the 2022 tentative budget calendar.

Please place this item on the March 23, 2021 City Commission meeting regular agenda.

### **BACKGROUND INFORMATION**

2022 budget process is beginning earlier this year compared to prior years. The budget schedule for the 2022 budget is attached. This schedule is expected to increase communication between department directors, City Commissioners, and the Budget Committee.

### **RECOMMENDED CITY COMMISSION ACTION**

To approve the 2022 tentative budget calendar.

**CITY OF BISMARCK  
2022 BUDGET SCHEDULE  
(TENTATIVE)**

|                   |   |
|-------------------|---|
| April 15, 2021    | Departments receive budget forms: Employee Budget, Fees and Charges, Priority Initiative (base and one-time), CIP, and fees and charges worksheets<br><br>Open 2021 budget for entering in New World System for Departments<br><br>Departments receive service efforts and accomplishments (SEAs), department organizational charts, and narratives for the budget document |
| April 15          | General Fund Departments receive calculated base budget allocation and other information to enter budgets into New World System   |
| April 30          | Departments submit Employee Budget worksheets for current full-time employees to ReNee Kline ( <a href="mailto:rkline@bismarcknd.gov">rkline@bismarcknd.gov</a> ) in Fiscal Services<br><br>Departments submit proposed employee changes to Human Resources   |
| April 30          | Departments finish entering revenue projections and base budgets into New World<br><br>Departments complete & save deliverables in <a href="#">L:\2021 Budget</a> , as follows:<br>1. Updated Fees and Charges worksheet(s)<br>2. CIP form(s)<br>3. Priority Initiatives (base and one-time) form(s)<br>4. Technology Requests (ITGC)                                       |
| May 7             | Human Resources provides recommendations to Finance regarding requested new positions or position adjustments   |
| May 17 – June 22  | City Commissioners meet with Finance and portfolio Department Directors to discuss budget   |
| June 4            | Departments save SEAs, Organizational Charts, and narratives for the budget document in <a href="#">L:\2021 Budget</a>  |
| June 11           | Departments receive REVISED / UPDATED base budget allocations from Finance  |
| June 21           | Budget Committee considers budget priorities for ‘Call for Projects’, if any  |
| June 21 – June 25 | Budget Committee meets with Departments on priority initiatives requests for employees, base budgets, one-time budget expenditures, and other budget related items.<br><br>Budget Committee meets with Human Resources on employee and benefit costs  |
| July 13           | Budget Committee presents draft #1 recommendations and budget information to the City Commission  |
| July 27           | Budget Committee presents draft #2 recommendations and budget information to the City Commission  |

|                    |   |
|--------------------|---|
| August 3 (8:00 am) | City Commission reviews final Budget Committee recommendations and approves 2022 preliminary budget |
| August 10          | City submits preliminary budget to the County Auditor   |
| September 14       | Budget Ordinance introduced by City Commission  |
| September 28       | City Commission adopts Budget Ordinance   |
| October 5          | City submits Budget Ordinance to County Auditor   |