

PREPARATION CALENDAR FOR FY 2022/2023 BUDGET

Date	Day	Action
December 1, 2021	Wednesday	City Council to approve FY22-23 budget calendar
December 15, 2021	Wednesday	Regular City Council Meeting – City Council to review priorities
December 17, 2021	Friday	City Manager review and approval of budget instruction manual.
January 3, 2022	Monday	Distribution of Budget Request Instruction Manual to Dept. Heads.
January 21, 2022	Friday	Deadline for submission of Budget Requests
January 24 - 28, 2022	M-F	City Manager and City Treasurer review all submissions and prepare outline for a recommended budget, and prepare for meetings with departments.
Jan. 31 – Feb. 4, 2022	M-F	City Manager and City Treasurer meet with departments to review and make determinations for inclusion in the recommended budget.
February 15	Monday	Receipt of maximum tax rate letter from Dept. of Taxation
February 15	Monday	Department of Taxation provides Preliminary Revenue Projections package, to be reviewed by City Manager and City Treasurer.
February 21	Monday	Last day for local government entities to notify Department of Taxation about proposed tax rate changes.
Feb. 21 - 25, 2022	M-F	City Manager and City Treasurer meet with departments for any revisions necessitated by Preliminary Revenue Projections.
March 1	Tuesday	Governor certifies population for distribution of Cigarette, Liquor, Basic City/County Relief Tax and Gasoline Tax (NRS 370.260; 369.173; 377.055(3), and 360.285).
March 2	Wednesday	Regular City Council meeting. Designation of auditor or auditing firm must be made no later than three months prior to the close of the fiscal year. Department of Taxation is to be notified of the designation (NRS 354.624).
March 15	Tuesday	Department of Taxation provides Final Revenue Projections Package, specifically for Motor Vehicle Fuel tax and Consolidated tax for non-school entities for use in preparing the tentative budget document. The final estimates of net proceeds of minerals for calendar year 2021 are also included.
March 25	Friday	Department of Taxation provides Final Abated Revenue Projections (pro-forma) package for property taxes. (NRS 361.4535(2)).
March 28-29	Monday-Tuesday	City Manager and City Treasurer meet with department heads after receipt of final property tax revenue projections
April 1	Friday	Issuance of tentative budget and recommended Five-Year Capital Improvement Program to Mayor, City Council and any other interested parties.
April 6	Wednesday	Regular City Council Meeting
April 7	Thursday	City Council Budget Workshop
April 8	Friday	City Council Budget Workshop
April 11-13	M-W	Treasurer to prepare Dept. of Taxation tentative budget document
April 15	Friday	Tentative Budget submitted to Department of Taxation (NRS 354.596).
May 5	Thursday	Notice of Public Hearing published (NRS 354.596).
May 12	Thursday	City Council Budget Workshop (if needed)
May 13	Friday	City Council Budget Workshop (if needed)
May 18	Wednesday	Public Hearing on Tentative City Budget (NRS 354.596). New Legislation states the public hearing on the tentative budget must be held by the governing body not sooner than the third Monday in May and not later than the last day in May. Final Budget Adoption.
May 25	Wednesday	City Council Budget Workshop – Final Budget/Adoption (If needed)
June 1	Wednesday	The final budget for all local government shall be adopted on or before this date and shall be filed with the county clerk and the Department of Taxation. (NRS 354.598).