



FINANCE DEPARTMENT

DATE: February 17, 2022
FROM: Dmitriy Chernyak, Finance Director
ITEM: 2023 Budget Tentative Calendar

REQUEST

To approve the 2023 tentative budget calendar.

Please place this item on the March 8, 2022 City Commission meeting regular agenda.

BACKGROUND INFORMATION

The budget schedule for the 2023 budget is attached. This schedule will be followed tentatively with changes that may occur due to various reasons throughout the process.

RECOMMENDED CITY COMMISSION ACTION

To approve the 2023 tentative budget calendar.

STAFF CONTACT INFORMATION

Dmitriy Chernyak, Finance Director

Phone: 701-355-1600

E-mail: dchernyak@bismarcknd.gov



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

April 15, 2022	<p>Departments receive budget forms: Position Budgeting, Fees and Charges, Priority Initiatives (base and one-time), and CIP worksheets</p> <p>Forms are located at L:\ 2023 Budget</p> <p>Open 2023 budget for entering in New World System for Departments</p> <p>Departments receive service levels and accomplishments (SLAs), department organizational charts, and narratives for the budget document</p> <p>General Fund Departments receive calculated base budget allocation and other information to enter operating budgets into New World System</p>
April 29	<p>Departments submit Employee Budget worksheets for current full-time employees to Aria Spano (aspano@bismarcknd.gov)</p> <p>Departments submit proposed employee changes to Human Resources for review</p> <p>Departments finish entering revenue projections and base budgets into New World</p> <p>Departments complete and save deliverables in L:\ 2023 Budget, as follows:</p> <ol style="list-style-type: none">1. Updated Fees and Charges worksheet(s)2. CIP form(s)3. Priority Initiatives (base and one-time) form(s)4. Technology Requests (ITGC) <p>Human Resources provides recommendations to Department Director and Finance Director regarding requested new positions or position adjustments</p>
May 16 – June 17	<p>City Commissioners meet with Finance Director and respective portfolio Department Directors to discuss budget</p>
June 3	<p>Departments submit and save SLAs, organizational charts, and narratives for the budget document in L:\ 2023 Budget</p>
June 13	<p>Departments receive REVISED / UPDATED base budget allocations from Finance</p>
June 17	<p>Department update operating budgets based on updated base budget allocations</p>
June 20 – June 24	<p>Budget Committee meets with Departments on priority initiatives requests for employees, base budgets, one-time budget expenditures, and other budget related items.</p>
June 27 – July 11	<p>Finance Director meets with each City Commissioner to discuss budget committee recommendations</p>
July 12	<p>Budget Committee presents draft #1 recommendations and budget information to the City Commission</p>



July 26	Budget Committee presents draft #2 recommendations and budget information to the City Commission
August 2 (8:00 am)	City Commission reviews final Budget Committee recommendations and approves 2023 preliminary budget
August 10	City submits preliminary budget to the County Auditor
August 23	Budget Ordinance introduced by City Commission
September 13	City Commission adopts Budget Ordinance
October 10	City submits Budget Ordinance to County Auditor