



MID-CYCLE BUDGET PREPARATION CALENDAR

FY 2018 - 2021 Quadrennial Budget & FY 2018 - 2021 CIP Budget

December & January	Budget Process Prep Work <ul style="list-style-type: none">• Finance completes Chart of Accounts and sets up OpenGov Budget Builder Module for departmental inputs
February 4, 2019	Begin Departmental Line-item Budgeting (due February 21) <ul style="list-style-type: none">• Departments prepare supplies and services budget requests• Public Works calls for CIP projects and distributes forms. CIP input and rating forms due to Public Works by February 21• Finance begins revenue forecasting and updates labor costing• HR submits FTE counts to Finance for Workforce Planning Module
February 21, 2019	Departmental & CIP Budgets Due (Supplies, Services and Capital) <ul style="list-style-type: none">• Public Works Assessment Team begins ranking CIP projects
February 25 - 28, 2019	Finance Reviews Requests with Department Budget Teams
March 4 - 7, 2019	City Manager Budget Meetings with Department Heads
March 11 - 28, 2019	Finance Completes Analytical Review & Balances Proposed Budget <ul style="list-style-type: none">• Public Works presents CIP Project Ranking to CMO by March 31• Finance completes revenue forecast, labor cost and balances budget
April 15, 2019	City Council Sets the Public Hearing <ul style="list-style-type: none">• Set the Public Hearing and send public notice at least 5 days prior
May 8, 2019	Budget Preview with Budget, Fiscal & Legislative Standing Cmte. <ul style="list-style-type: none">• Present Proposed Mid-cycle Budget with CIP requests and labor cost
May 20, 2019	City Council Budget Workshop (Public Budget Hearing) <ul style="list-style-type: none">• Present Proposed Mid-cycle Budget with CIP requests and labor cost
May 27, 2019	Finance prepares Final Proposed Budget <ul style="list-style-type: none">• Finance makes any appropriate budget adjustments
June 3, 2019	Submit Final Proposed Budget and Adopt by Resolution <ul style="list-style-type: none">• Adopt the Mid-cycle Budget, CIP Budget and Classification and Compensation Plan by Resolution of the City Council
July 1, 2019	New Fiscal Year Begins

~ ~ ALL DATES SUBJECT TO CHANGE BY CITY MANAGER ~ ~