

FY2020 Budget Preparation Calendar

Due Date	Function	Responsible Party
February 5	Open Munis for budget entry	Budget Staff
March 1	CIP/M&E/Schedule 9 forms distributed to departments	Budget Staff
March 5	Operating budgets due from Departments	Directors
March 5	Facility repairs and improvement requests due to Facilities Management Division	Directors
March 5	Computer hardware & software requests due to Information Technology Division	Directors
March 12	Preliminary Budget Discussion - Council Meeting	Finance Staff
March 15	Fleet / Facilities / Information Technology Operating budgets due	Directors
April 1	Parks & Recreation and Golf Course Revenue projections due to Budget Office	Parks & Recreation
April 1	Machinery & Equipment request forms (non fleet-related) due to Budget Office	Directors
April 1	Program Improvement/Modification requests (Schedule 9) due to Budget Office	Directors
April 1	New Position Requests (Schedule 9 and 9a) due to Budget Office	Directors
April 1	Capital Improvement Project (CIP) request forms due to Budget Office	Directors
April 1 - 12	City Engineer review and comment of CIP request forms (department response due April 19)	City Engineer
April 1 - 12	Finance/Budget review and comment of Machinery & Equipment, Program Improvement and New Position requests (department response due April 19)	Directors
April 12	IT Allocation due to Budget Office	IT Manager
April 15	General Fund Administrative Fee Allocation forms sent to Departments (due back April 26)	Finance Staff
April 19	Department responses to Engineer's comments on CIP forms due	Directors
April 19	Department responses to Finance's comments on M&E, Program Improvements and New Position forms due	Directors
April 26	General Fund Administrative Fee allocation forms due from Departments	Directors
April 22 - May 3	Finance/Budget review of CIP request forms	Finance Director/Budget Officer
May 8	Macro-level budget discussion with City Manager and Deputy City Manager	Finance Director/Budget Officer
May 10	Department responses to Finance's comments on CIP forms due	Directors
May 17	CIP, M&E, Program Improvements, New Positions sent to to City Manager / Deputy City Manager for review.	Finance Director/Budget Officer
June 3	Preliminary property valuation from Property Appraiser	Property Appraiser

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Due Date	Function	Responsible Party
June 5	Discussion of General Fund with City Manager - based on Property Appraiser's June 1 estimates	Finance Director/Budget Officer
June 10 - 21	City Manager/Deputy City Manager meetings with Directors to discuss proposed budgets, CIP, M&E, and new position requests	Finance Director/Budget Officer/Directors
June 21 - 28	Final revisions to Proposed Budget	Budget Office
June 28	Final property valuation from Property Appraiser	Property Appraiser
July 1 - 8	Final review of Proposed Budget	City Manager / Deputy City Manager
July 9	Deliver Preliminary Budget to Mayor & Council	Budget Staff
July 15-26	Individual Council Member Briefings	City Manager, Deputy City Manager, Finance Director/Budget Officer
July 31	City Council Budget Workshop to set preliminary millage to be used in TRIM notices	All
September 11	1st Public Hearing	All
September 25	2nd Public Hearing	All
September 27	FY2020 Budget Posted	All