

## **FY19 BUDGET SCHEDULE (Revised 12-5-17)**

*\*Denotes regular City Council meeting dates*

October 2*	Council Approval of FY19 General Fund Budget Schedule
October 3-6	Dept. Manager meetings w/ City Management for CIP Review
October 3-24	Staff liaison to committees share results of review of CIP from City Management and obtain committee feedback
October 10	HRIP recommendations from Dept. Managers due for FY19
October 16*	Council guidance for FY19 General Fund Budget Preparation
October 18-20	HRIP review by Dept. Managers to City Management
October 18	Memo to Department Managers to begin formulating FY19 GF Budgets
October 19-Nov. 6	Staff liaison discusses FY19 General Fund Budget with committees and solicits input & recommendations for funding
October 25	CIP & HRIP presented at Dept. Manager's meeting
October 26-27	Final consideration of CIP & HRIP by City Management
November 3	Proposed CIP sent to Council & Dept. Managers
November 6*	CIP Draft presented to Council- overview for questions, input & discussion
November 10	First Draft of FY19 Budget due from Dept. Heads to Finance
November 13-17	Management review of Draft Budget with Dept. Heads
November 17-25	Staff liaison shares proposed budget with committees
Nov. 27-Dec. 1	Management final review of FY19 budget with Dept. Heads
December 4*	Public Hearing & Potential Council Amendment of CIP (Council)
December 15	Council receives Draft FY19 GF Budget & sent to Dept. Managers
December 18*	Presentation of FY17 Audit FY19 Budget Overview presented to City Council
<b>January 4</b>	<b>Special Council Mtg. on FY19 Budget</b> Dept. Manager Budget Presentations, public input & possible City Council approval
January 15*	Final date for City Council budget approval (if needed)
January 19	Council approved budget sent to Steering Committee (min. 45 days before Annual Mtg. vote)
January 24	Steering Committee Meeting (Tentative)
January 25-26	Budget book preparation

January 29	Budget book finalized and printed Budget books available Council approved budget available to voters (min. 20 days before Town Mtg.)
February 2	Post Warnings and Public Hearing Notices (min. 30 days) for March 5 Pre-Town Mtg. & Public Hearing and March 6 Town Meeting Vote
March 5	Pre-Town Meeting & Public Hearing on City & School District Budgets
March 6	Annual Meeting-Vote on budgets and any other warned articles