

## Fiscal Year 2020 Budget Process Calendar

| DATE  | TIME          | TASK   | LOCATION         |
|---|---------------|--|------------------|
| <b>Pre-Budget Training and Deadlines</b>              |               |  |                  |
| March 1, 2019   |               | Budget System Open for Budget Entry (except for position budgeting)          |                  |
| March 15, 2019  | 9 & 11 AM     | <b>Training</b> on Budget Entry  | IT Training Room |
| April 15, 2019  |               | Department Head Retreat  | Gibson Room      |
| April 22, 2019  |               | Budget System Open for Personnel Budgeting                                   |                  |
| April 26, 2019  | 9:00 - 10:00  | Option 1: <b>Training</b> on Personnel Budgeting                             | IT Training Room |
|   | 3:00 - 4:00   | Option 2: <b>Training</b> on Personnel Budgeting                             | IT Training Room |
| May 3, 2019   | 5:00 PM       | Budget <b>Deadline</b> for Internal Service Funds and Charges to Departments |                  |
| May 10, 2019  | 5:00 PM       | Budget <b>Deadline</b> for Budget Entry into System & CIP Requests           |                  |
| <b>City Manager's Budget Review</b>                   |               |  |                  |
| May 15, 2019  | 8:30 - 9:00   | Court  | Rainbow Room     |
| May 15, 2019  | 10:00 - 12:00 | Admin (Clerk, Animal Shelter, IT, Manager, etc.)                             | Rainbow Room     |
| May 23, 2019  | 9:00 - 10:00  | Police Department  | Rainbow Room     |
| May 23, 2019  | 10:00 - 10:30 | Legal  | Rainbow Room     |
| May 23, 2019  | 11:00 - 11:30 | HR   | Rainbow Room     |
| May 23, 2019  | 11:30 - 12:00 | Finance  | Rainbow Room     |
| May 23, 2019  | 2:00 - 3:30   | Public Works   | Rainbow Room     |
| May 23, 2019  | 3:30 - 4:30   | Planning & CD  | Rainbow Room     |
| May 24, 2019  | 8:30 - 9:00   | Library  | Rainbow Room     |
| May 24, 2019  | 9:00 - 10:00  | Fire Department  | Rainbow Room     |
| May 24, 2019  | 10:00 - 11:30 | Park and Rec   | Rainbow Room     |
| <b>Commission Involvement and Budget Finalization</b> |               |  |                  |
| June 4, 2019  | 4:15 PM       | City Commission Budget Work Session  |                  |
| June 18, 2019   | 4:15 PM       | City Commission Budget Work Session  |                  |
| June 27, 2019   | TBD           | City Manager Presents Proposed Budget to Commission at Work Session          |                  |
| July 2, 2019  | 7:00 PM       | City Manager Budget Follow-Up and Set Budget Public Hearing                  |                  |
| July 16, 2019   | 7:00 PM       | Budget Public Hearing/ Adopt or Continue                                     |                  |
| August 20, 2019                                       | 7:00 PM       | Adopt Annual Tax Levy  |                  |