

Budget Calendar

Oct 18, 2018	Initial staff budget meeting to review fiscal policies and priorities, present special budget issues, distribute budget manuals, and instruct staff on the budget preparation process and schedule.
Oct 29, 2018 - Nov 21, 2018	The City Manager's Office develops base budget expenditures and revenues for each activity by fund in consultation with division personnel from each department. In preparation for this meeting departments will be expected to discuss expenditures and revenues related to their budget activities. In addition department directors will be asked to present an initial list of supplemental budget items they wish to request for the FY 2020 budget.
Nov 26, 2018	Department directors will submit their supplemental request forms via email to the Administrative Services Director.
Dec 05, 2018	Department directors will submit their budget memorandum and strategic plan worksheet via email to the Administrative Services Director.
Nov 27, 2018 - Dec 28, 2018	City Manager's Office reviews budget memorandums, supplemental request forms and strategic plan worksheets to determine departmental budget issues and discussion items. The City Manager's Office combines departmental base and supplemental budgets and prepares financial summaries.
Jan 11, 2019	Department Budget Presentations to City Council – Public meeting
Jan 28, 2019	City Council Budget Workshop – Operating Funds (General Fund, Road Use Tax Fund and Police & Fire Retirement Fund) – Public meeting
Feb 11, 2019	City Council Budget Workshop – Hotel/Motel Tax Fund and Enterprise Funds (Solid Waste Fund, Water Fund, Sewer Fund and Storm Water Fund) – Public meeting
Feb 18, 2019	Regular City Council meeting to approve the budget publication, setting the maximum budget levels.
Feb 22, 2019	Publication of notice of public hearing on the proposed FY 2020 budget and notice of public hearing on amendment of current budget for FY 2019. Line item budget made available for public inspection at city hall and library.
Feb 28, 2019	Public information meeting is held to give an overview of the proposed budget to the public and provide an opportunity for feedback and questions from those in attendance. Comments from the meeting will be summarized and distributed to the City Council prior to the public hearing on the proposed budget. – Public meeting
Mar 11, 2019	Special City Council meeting for budget public hearings. Following public hearings, proposed adoption of FY 2020 budget and FY 2019 budget amendment. – Public meeting
Mar 15, 2019	Adopted and amended budgets filed with Polk County auditor.
Mar 26, 2019	City Manager updates management team on outcomes of FY 2020 budget process. Management team provides feedback on budget process.
Jul 01, 2019	New fiscal year begins.

