

FY 2019

BUDGET SCHEDULE
PROPOSED

March 30	Preliminary Budget forms to department heads
April 9-13	City Manager budget planning meeting with President of Council, Mark Jantzer
April - May	Pay Plan and Classification Study (Human Resources)
April 27	Send social service budget request forms (Tami)
May 18	Income estimates due from Finance Department
June 13	Annual Plan presentation to Civil Service Commission (Human Resources) 10 AM in Council Chambers
June 11	Budget request forms (including social service budget request forms) due in City Manager's Office
June 14 & 21	Budget Workshops to be held 4:00 – 6:30 PM in Auditorium Room 203
June 18 to June 29	Meetings with the Department Head, City Manager and Finance to go over Individual Budgets – Time blocked on June 21 st -23 rd to meet individually with each department to discuss the budget.
June 28	Annual Pay Plan Public Meeting (Human Resources) 10 AM
June 30 – July 22	Finance - Work on budget and budget message and presentation
July 25	Have budget ready to copy and bind
August 6	Proposed Budget and Annual Plan to City Council
August 28	Committee of the Whole Meeting – Preliminary Budget Questions & Answers Session at 4:15 PM in Auditorium Room 201
September 4	Council President's Budget Message due
September 18	Special City Council meeting - public hearing on Budget Ordinance; Committee of the Whole meeting on budget; and first reading of Budget Ordinance 6:30 PM in Council Chambers
September 25	Special City Council meeting - Final adoption of budget ordinance 6:30 PM in Council Chambers