

FINANCE MEMORANDUM
#13-06

DATE: May 20, 2013

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager
Jason Loveland, Director of Finance

SUBJECT: Draft 2014 Budget Calendar

BACKGROUND:

According to Section 8-2 of the City Charter:

"The City Manager, prior to the beginning of each fiscal year, shall submit to the City Council the budget for said ensuing fiscal year and an accompanying message."

UPDATE:

A draft budget calendar for the production of the 2014 Annual Budget & Five-Year Capital Improvement Plan has been included with this memorandum. The draft budget calendar closely follows the same timeline as that used for production of the 2013 budget process and addresses all associated requirements of the City Charter and State Statute.

While the draft budget calendar provides for the development and communication of organizational goals and priorities, a date has not yet been determined. The establishment of goals should occur early enough in the process so as to allow the City Manager and staff adequate lead time to develop and incorporate strategies within the proposed budget to accomplish the goals.

Staff is seeking general discussion and direction regarding the draft budget calendar and process.

PROS/CONS:

A budget calendar provides a clear and concise planning tool used by all involved in the budget process.

STAFF REFERENCE:

If Councilmembers have any comments or questions, you may contact Jason Loveland at jloveland@northglenn.org or at 303-450-8817.

Draft Budget Calendar

| Date | Activity |
|------------------|---|
| January 30, 2013 | File the 2013 Adopted Budget with the Colorado Division of Local Governments. Due By: January 30 th (C.R.S. 29-1-113(1)) |
| May 20 | Present 2014 Budget Calendar to City Council |
| TBD | Development/Communication of 2014 Organizational Goals & Priorities |
| TBD | Preliminary Executive Team Budgetary Meeting |
| July 8 – 10 | Develop Preliminary Projections, and Budget Worksheets |
| July 11 | Distribute Projections, Preparation Manual, and Worksheets to Departments |
| July 11 – 26 | Departments Complete Budget Worksheets and Package Requests |
| July 29 | Departments Submit Budget Worksheets/Requests to Finance |
| August 1 – 4 | Develop Preliminary Budget Reports |
| August 5 | Distribute Preliminary Budget to City Manager |
| August 5 – 16 | Executive Level Review of the Preliminary Budget |
| August 19 – 22 | Develop & Compile Proposed Budget Document |
| August 25 | Receive Preliminary Abstract of Assessments from County Assessor Due By: August 25 th (C.R.S. 39-5-121(2)(b)) |
| August 26 | Calculate Preliminary Mill Levy Rate |
| August 27 – 30 | City Manager Review of the Proposed Budget |
| September 3 – 6 | Proposed Budget Development & Analysis |
| September 11 | Submit Proposed Budget to City Council (Work Session scheduled for 09/16) |
| September 16 | Formal Presentation of Proposed Budget Document to City Council |
| October 7 & 21 | Departmental Budget Presentations To Council |
| November 4 | Departmental Budget Presentations To Council |
| November 5 | Election Day |
| November 11 | Public Hearing on the Proposed Budget and Capital Improvement Program |
| November 18 | Legislative Level Review & Instruction |
| November 19 – 29 | Develop & Compile Recommended Budget Document |
| December 4 | Submit Recommended Budget to City Council (Meeting scheduled for 12/9) |
| December 9 | Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy |
| December 10 | Receive Certified Final Assessed Valuation from County Assessor Due By: December 10 th (C.R.S. 39-1-111(5)) |
| December 15 | Certification of the Annual Mill Levy Due By: December 15 th (C.R.S. 39-5-128(1)) |
| December 16 – 31 | Compile and Format Adopted Budget, CIP, and Budget-In-Brief Documents for Print and Distribution |