

FINANCE MEMORANDUM
#18-02

DATE: April 9, 2018

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: James A. Hayes, AICP, City Manager *JH*
Jason Loveland, Director of Finance *AL*

SUBJECT: 2019 Budget Calendar

PURPOSE:

Staff is presenting the 2019 budget development schedule as a discussion item for Council.

BACKGROUND:

In accordance with 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.”

The budgeting process begins by prioritizing the vision and values of the community. City Council sets these priorities annually. These guide the City Manager as he and staff prepare the proposed budget. Additional spending over the prior year amount is requested by departments and evaluated against the established priorities. Each new dollar of spending must be requested and approved. All additional spending is limited to forecasted revenue increases to maintain a balanced budget.

UPDATE:

As part of the budgeting process, a budget calendar for the production of the 2019 Annual Budget & Five-Year Capital Improvement Plan is presented to the City Council. The proposed adoption date of the 2019 budget is Oct. 22.

The 2019 draft budget calendar addresses all associated requirements of the City Charter and State Statute.

On Feb. 3, Council established priorities that allow the City Manager and staff time to develop and incorporate strategies into the proposed budget to accomplish the those priorities.

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.

2019 Budget Calendar

Date	Activity
January 30, 2018	File the 2018 Adopted Budget with the Colorado Division of Local Governments Due By: Jan. 30 (C.R.S. 29-1-113(1))
February 3	Development/Communication of 2019 Organizational Goals & Priorities
March 13	Executive Team Budget Meeting & Debriefing on Goals & Priorities
April 9	Present 2019 Budget Calendar to City Council
May 14 – 18	Develop Preliminary Projections and Budget Worksheets
May 21	Distribute Projections, Preparation Manual, and Worksheets to Departments
May 21 – June 8	Departments Complete Budget Worksheets/Package Requests/CIP
June 11 – 15	Develop Preliminary Budget Reports
June 18 – 22	Distribute Preliminary Budget to City Manager/Staff Budget Retreat/CIP
June 25 – 29	Executive Level Review of the Preliminary Budget
July 2 – 6	Develop & Compile Proposed Budget Document
July 9 – 13	City Manager Review of the Proposed Budget
July 16 – 20	Proposed Budget Development & Analysis
July 23	Submit Proposed Budget to City Council (Study Session scheduled for 8/6)
August 6	Formal Presentation of Proposed Budget Document to City Council
August 20	All Departments Budget Presentation To Council
August 25	Receive Preliminary Abstract of Assessments from County Assessor Due By: Aug. 25 (C.R.S. 39-5-121(2)(b))
August 26	Calculate Preliminary Mill Levy Rate
September 10	Submit Recommended Budget to City Council
October 8	Public Hearing on the Proposed Budget and Capital Improvement Program
October 9 – 15	Legislative Level Review & Instruction
October 22	Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy
November 1 – 30	Develop & Compile Recommended Budget Document
November 6	Election Day
December 10	Receive Certified Final Assessed Valuation from County Assessor Due By: Dec. 10 (C.R.S. 39-1-111(5))
December 15	Certification of the Annual Mill Levy Due By: Dec. 15 (C.R.S. 39-5-128(1))
December 15 – 31	Compile and Format Adopted Budget, CIP, and Budget-In-Brief Documents for Print and Distribution