

FINANCE DEPARTMENT MEMORANDUM
#03-2019

DATE: March 25, 2019
TO: Honorable Mayor Carol Dodge and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Jason Loveland, Director of Finance *12*
SUBJECT: 2020 Budget Calendar – Draft

PURPOSE

Staff is presenting the 2020 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 may set, or revise, these annually. The priorities guide the City Manager as she and staff prepare the proposed budget.

UPDATE

As part of the budgeting process, a budget calendar for the production of the 2020 Annual Budget & Five-Year Capital Improvement Plan is presented to the City Council. The proposed adoption date of the 2020 budget is October 28.

The 2020 draft budget calendar addresses all associated requirements of the City Charter and State Statute.

Council will be establishing priorities over the next several weeks that allow the City Manager and staff time to develop and incorporate the Council direction into the proposed budget.

STAFF RECOMMENDATION

The memorandum is for informational purposes only.

STAFF REFERENCE

If Councilmembers have any comments or questions they may contact Jason Loveland at jloveland@northglenn.org or at 303.450.8817.

ATTACHMENT

1. 2020 Budget Calendar – Draft

2020 Budget Calendar – Draft

Date	Activity
January 30, 2019	File the 2019 Adopted Budget with the Colorado Division of Local Governments Due By: Jan. 30 (C.R.S. 29-1-113(1))
March 25	Present 2020 Budget Calendar to City Council
April 1	City Council Strategic Planning Session #1
May 6	City Council Strategic Planning Session #2
May 13 – 17	Develop Preliminary Projections and Budget Worksheets
May 20	City Council Strategic Planning Session #3
May 20	Distribute Projections, Preparation Manual, and Worksheets to Departments
May 21 – June 9	Departments Complete Budget Worksheets/Package Requests/CIP
June 10 – 14	Develop Preliminary Budget Reports
June 17 – 21	Distribute Preliminary Budget to City Manager/Staff Budget Retreat/CIP
June 24 – 28	Leadership Review of the Preliminary Budget
July 1 – 5	Develop & Compile Proposed Budget Document
July 8 – 12	City Manager Review of the Proposed Budget
July 15 – 19	Proposed Budget Development & Analysis
July 24	Submit Proposed Budget to City Council (Study Session scheduled for 8/5)
August 5	Formal Presentation of Proposed Budget Document to City Council
August 19	All Departments Budget Presentation To Council
August 26	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 9	Submit Recommended Budget to City Council
October 14	Public Hearing on the Proposed Budget and Capital Improvement Program
October 14 – 18	Legislative Level Review & Instruction
October 28	Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy
November 1 – 30	Develop & Compile Recommended Budget Document
November 5	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 Distribute