



FY 2019 / 2020 BUDGET CALENDAR

Date
(Subject to Change)

Action Required

February 7, 2019	Budget workbooks to departments.
February 21, 2019	Final date for submission of completed department budgets to Finance.
February 25 thru March 14, 2019	Review department budget requests. Schedule follow-up meetings with departments and budget committee.
March 7, 2019	Final submission of staffing changes (e.g. retirements, recruitments, reductions, additions, other known modifications) to Finance & HR. Submit goals & objectives to Finance.
March 11, 2019	Prepare preliminary FY 2019/20 revenue estimates; update monthly.
March 29, 2019	Submit proposed budget to City Manager for review and recommendations. Meet with departments, if necessary.
April 12, 2019	Submit budget to City Council and Departments.
April 15 or 16, 2019	City Council to set time and dates for: Budget Work Sessions: May 6, 2019 thru May 20, 2019 Adopt Tentative Budget: Recommend May 20, 2019 Adopt Final Budget: Recommend June 17, 2019
April 22 thru 25, 2019	One on ones with City Council members.
April 24, 2019	Resolution & Tentative Budget for Clerk/Attorney review.
May 6, 2019*	Public budget work sessions with City Council and Departments. Initial roll-out of budget to the Public.
May 20, 2019*	Public hearing and adoption of FY 2019/20 Tentative Budget by City Council. (Last date to meet legal requirements: July 15, 2019. Must be done on or before the third Monday in July {A.R.S. §42-17101}).
May 29, 2019	Resolution & Final Budget for Clerk/Attorney review.
May 30 or 31, 2019	First publication of FY 2019/20 Tentative Budget. (Must be published once a week for at least two consecutive weeks {A.R.S. §42-17103}).
June 6 or June 7, 2019	Second publication of FY 2019/20 Tentative Budget. (Must be published once a week for at least two consecutive weeks {A.R.S. §42-17103}).
June 17, 2019*	Adoption of FY 2019/20 Final Budget {A.R.S. §42-17105}.

****Request Department Directors be present***