**BUDGET CALENDAR**

The City’s Fiscal year begins on July 1, 2019 and ends one year later on June 30, 2020. For this reason the budget is referred to as the 2019-2020 Budget or FY 2020 Budget. The budgeting process takes several months. The Budget Calendar summarizes the schedule and lists critical due dates.

**COMMENT**

**ITEM**

**DATE**

REVIEW

* City Priority/Balancing Guidelines
* Budget reduction process/Dept participation
* Use of Fund Balance
* Set-asides and assumptions
* Balancing Options
* Current and forecast revenue

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**Ongoing Every Thursday**

**10 a.m. - 12 noon**

**3 p.m. – 5 p.m.**

Financial Status Meeting with Budget Committee

**January 15, 2019**

**2 p.m.**

Council Visioning: Meet with council to discuss goal for budget.

Council members/Mayor invited to share thoughts, ideas, and goals with the Budget Committee before budget draft is completed.

Council members/Mayor and Department Heads to discuss specific budget needs.

Council and Department Head Budget Meeting

**January 22, 2019 3:30 p.m.**

* Fund Narratives
* Employee/Capital Outlay Requests
* Budget Line Items
* Capital Facility Budgets

Fund Manager/Department Head Assignment Due at Staff Meeting 10 a.m.

**February 13, 2019**

\*Meetings scheduled for each Thursday through March 7th.

Fund Managers begin meeting with Budget Committee

**February 14, 2019**

Note: Familiarize Council in work sessions.

Draft Budget Completed

**March 15, 2019**

Proposed budget delivered to Council

Distribution to Council

**March 15, 2019**

* Updated Revenue Review
* Updated Department Heads

City Council Preliminary Budget Review

**April 2, 2019**

Adoption of Preliminary Budget

**May 21, 2019**

**May 7, 2019**

Adoption of Proposed 2019-2020 Budget

Final Public Hearing

**June 18, 2019**

Public Hearing of Prelim. Budget

Meeting held at work session of Council Mtg.

Staff Presentation of Proposed Budget.

Proposed Budget Delivered to Council

Distribution to Public

**May 7, 2019**

Note: The 2019-2020 Budget Calendar complies with the requirements outlined in the Utah State Code. Contained in the Appendix is a summary of the State Code requirements for adopting the budget.