

FY 2009 BUDGET CALENDAR

October thru December 2007

Capital improvement plan (CIP) budget preparation. This process involves input by departments; the review of project budgets and operating and maintenance budgets by engineering, budget, and facilities management staff; the prioritization of projects based on City Council's strategic priorities and financial constraints; a discussion of various financing options by the CIP finance team; and preparation of the Preliminary CIP 2009-2018 document for City Council review.

November 2007

- 15 Operating Budget Input Kickoff Meeting
- 26 FY 2009 budget input by departments begins and continued through December 21.

December 2007

- 21 Last day for FY 2008 budget input by departments

January 2008

Budget staff and Deputy City Manager for Administrative Services meet with each department to review supplemental requests and begin to develop General Fund balancing scenarios. Budget staff completes revenue projections for FY 2009 in conjunction with staff from the various departments.

February 2008

- 1–22 Management and Budget Department staff and Deputy City Manager for Administrative Services present various General Fund balancing scenarios to the Executive Team.
- 25 City Manager's meeting with department directors to present FY 2009 budget strategy.
- 29 City Manager's follow up meeting with all department directors. Directors whose operations are supported by the General Fund presented 4.5% ongoing base budget reductions (with the exception of the Police, Fire, and Homeland Security Departments which were not required to make 4.5% reductions). They also discussed their most critical supplemental requests for consideration at the final balancing meeting.
- 29 City Manager's final balancing meeting with Assistant City Manager, Deputy City Managers, Police and Fire Chiefs, City Court Presiding Judge, City Attorney, City Clerk, and Management and Budget Department staff.

March 2008

- 14 Delivery of the City Manager's recommended FY 2009 operating budget document and the preliminary FY 2009-2018 CIP document to City Council for discussion at the budget workshops scheduled for March and April 2008.
- 25 1:30 PM – 5:00 PM, 1st budget workshop.



April 2008

- 1 1:30 PM – 5:00 PM, 2nd budget workshop
- 15 8:30 AM – 12:00 PM, 3rd budget workshop
- 22 1:30 PM – 5:00 PM, final budget workshop

May 2008

The final budget document is prepared. This includes preparation of all schedules such as fund balance analyses, summary of revenues, operating budgets by program and fund, debt service schedules, transfers between funds, summary of tax levy and tax rate, etc, departmental narratives, budget message, etc. which takes about 6 weeks.

- 30 Preliminary FY 2009 budget to City Council for June 10 council meeting

June 2008

- 5 The Planning Department presents the CIP to the Planning Commission as required by Arizona state law for review to ensure consistency with the City's General Plan.
- 10 City Council public hearing and preliminary budget adoption.
- 12 Final adoption and tax levy adoption meeting dates published in Glendale Star. Summary budget information required under Arizona state law is published with the June 24 meeting date and time for the final budget adoption, the setting of the property tax levy for FY 2009, and the respective public hearings for the two actions.
- 19 Final adoption and tax levy adoption meeting dates published in Glendale Star. Summary budget information required under Arizona state law is published with the June 24 meeting date and time for the final budget adoption, the setting of the property tax levy for FY 2009, and the respective public hearings for the two actions.
- 24 City Council public hearing and final budget adoption, and City Council public hearing and adoption of the property tax levy at regular City Council evening meeting.

July 2008

- 1 Start of FY 2009
- 2 FY 2009 budget document complete and available for distribution

September 2008

- TBD Clean up ordinance to Council re: FY 2008 inter-fund budget transfers