

FY 2010 BUDGET CALENDAR

October 2008 thru January 2009

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 2010-2019 document for City Council review.

Preparation of operating budget items such as premiums for workers compensation insurance, risk management insurance, vehicle replacement, technology replacement, phone services, and indirect cost allocation. Analysis of revenue trends also prepared during this time, with periodic updates to executives in the City Manager's Office.

November 2008

- 1 Hiring freeze implemented.
- 13 Operating budget kickoff meeting.
Departments asked to identify 6% ongoing reductions for GF non-salary budget
- 17 Departments begin FY 2010 budget input. Input continues through December 19.

December 2008

- 19 Last day for FY 2010 budget input by departments
- 31 6% ongoing reductions for GF non-salary budget implemented. All GF department budgets affected except for the Police and Fire Departments.

January 2009

Budget staff reviews supplemental requests and completes development of GF balancing scenarios. Budget staff completes revenue projections for FY 2010 in conjunction with staff from the various departments. Budget staff meets with Assistant City Manager and other executive team members to evaluate balancing alternatives and develop proposed FY 2010 budget for final balancing meeting on February 9, 2009.

- 5 Departments asked to identify 10% and 15% ongoing reductions for GF non-salary budget. Memos due January 30, 2009.

February 2009

- 9 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, Human Resources Director, and Management and Budget Department staff.
 - 10 10% one-time reductions for GF FY 2009 non-salary budget implemented. All GF Department budgets affected except for the Police and Fire Departments. The 15% Ongoing reductions will be implemented with the FY 2010 budget.
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March 2009

- 13 Delivery of the City Manager's recommended FY 2010 operating budget document and the preliminary FY 2010-2019 CIP document to City Council for discussion at the budget workshops scheduled for March and April 2009.
- 24 1:30 PM – 5:00 PM, 1st budget workshop.
- 31 1:00 PM – 5:00 PM, 2nd budget workshop

April 2009

- 7 1:30 PM – 5:00 PM, 3rd budget workshop
- 29 8:30 AM – 11:30 AM, final budget workshop

May 2009

The FY 2010 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, departmental narratives, budget message, etc.

June 2009

- 2 Preliminary FY 2010 budget to City Council for June 9 council meeting
- 9 City Council preliminary budget adoption.
- 11/18 The June 23 date of the FY 2010 budget adoption and public hearing, as well as property tax levy public hearing, is published in the *Glendale Star*. Summary FY 2010 budget information, as required under Arizona state law, is also published. The August 11, 2009, date for the property tax levy adoption is published too.
- 18 The Planning Department presents the FY 2010-19 CIP to the Planning Commission for review as required by Arizona state law to ensure consistency with the City's General Plan. The Planning Commission sent a letter to the City Council indicating that the FY 2010-19 CIP is consistent with the Glendale's General Plan.
- 23 City Council public hearing and budget adoption, and City Council public hearing for the property tax levy at a City Council evening meeting.

July 2009

- 1 Start of FY 2010
- 2 FY 2009 budget document complete and available for distribution

August 2009

- 11 Adoption of the FY 2010 property tax levy.

September 2009

- TBD Clean up ordinance to Council re: FY 2009 inter-fund budget transfers
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