

**City of Louisville, Colorado
Budget Calendar
2019 - 2020 Biennial Budget Development**

Dates	Description	2018												2019			
		January	February	March	April	May	June	July	August	September	October	November	December	January			
July 17, 2018	City Council Reviews/Evaluates Current Financial Policies and Directs Any Changes																
July 20, 2018	Finance Submits Consolidated <i>Requested Biennial Budget</i> to City Manager & Departments																
July 23 - July 27, 2018	City Manager Meets with HR and Departments on Merits, Market Adjustments, and Position Audits																
July 23 - August 3, 2018	City Manager Reviews Operational Budget Requests and Meets with Departments																
July 27, 2018	City Manager Issues Final Decisions on Merits, Market Adjustments, and Position Audits																
August 3, 2018	City Manager Issues Final Decisions to Finance and Departments on <i>Recommended Budget</i>																
August 6 - August 24, 2018	Finance Consolidates and Summarizes City Manager's <i>Recommended Budget</i> - Prepares for Distribution																
August 10, 2018	Non-Profit Agencies Submit Grant Request Applications to Finance Department																
August 14, 2018	City Council Reviews Five-Year Staffing Plan at Study Session (Special Meeting)																
September 4, 2018	City Manager's Recommended Budget Presented to City Council at a Regular Meeting (<i>Public Hearing Set</i>)																
September 11, 2018	City Council Reviews and Discusses Recommended Budget at Study Session (Special Meeting)																
September 18, 2018	City Council Reviews and Discusses Recommended Budget at Regular Meeting																
September 19 - September 24, 2018	Finance Consolidates and Summarizes a <i>Revised Recommended Budget</i> for Public Hearing and Distribution																
September 24, 2018	Finance Prepares and Issues Public Notice for October 2 Public Hearing (Publish September 28)																
October 2, 2018	City Council Conducts Public Hearing on Revised Recommended Budget																
October 16, 2018	City Council Reviews and Discusses Revised Recommended Budget (<i>Final Meeting before Adoption</i>)																
October 17 - October 29, 2018	Finance Prepares <i>Final Budget</i> and Resolutions to Adopt the Budget, Appropriate Funds, and Levy Taxes																
November 5, 2018	City Council Presented with Resolutions to Adopt the Budget, Appropriate Funds, and Levy Taxes																
November 6, 2018	Finance Prepares Mill Levy Certification Letter and Submits to City Clerk for Signature and to Boulder County																
November 6 - December 31, 2018	Finance Prepares Formal Budget Document and Application to GFOA for Budget Presentation Award																
November 19, 2018	Finance Committee Reviews Grant Requests from Non-Profit Agencies and Makes Recommendations																
December 18, 2018	City Council is Presented with Finance Committee Recommendations on Non-Profit Agency Grants																
December 28, 2018	Finance Issues Letters to Non-Profit Agencies Notifying Them of Council Decision on Grants																
January 2, 2019	Finance Publishes Formal Budget Document and Submits Application to GFOA for Budget Award																

City Manager & Council
City Manager Only
All Departments
Finance Department

Dated: 01/18/18

