

Eileen M. Donoghue
City Manager

By state law, the budget must be submitted to the City Council within 170 days after the Council organizes in early January. The projected timeline, detailed below in this memo, projects that the FY20 budget will be submitted to the City Council in May of 2019.

FY2020 Budget Timeline:

1. **January 9 - 15, 2019** – Budget instructions and financial sheets distributed to Department Heads.
2. **February 8, 2019** – All FY2019 budget requests to the Budget Department for initial review (email submissions to Karen Moynihan kmoynihan@lowellma.gov; CC: Conor Baldwin cbaldwin@lowellma.gov).
3. **February 11, 2019 – February 22, 2019** - Finance Department work with departments to complete budgets.
4. **March 1, 2019** – Department's complete budget submission (all information emailed to Karen Moynihan (kmoynihan@lowellma.gov))
5. **March 18, 2019 – March 22, 2019** – CFO, Budget staff, and/or City Manager may meet with Department Heads to discuss departmental budgets.
6. **March 25, 2019 – May 10, 2019** – Final budget preparation.
7. **May 28, 2019** – Budget introduction to the Lowell City Council.