



## BUDGET CALENDAR

Time Frame	Task	Department(s)
January – April 2018	Review and calculate revenue projections for General Fund, Special Revenue Funds, Enterprise Funds and Capital Projects Funds.	Finance
February 2018	Review/Update salary projections.	Personnel, Finance
March 5, 2018	City Council update and presentation: <ul style="list-style-type: none"> <li>• FY 2016-2017 Audited Financial Statements</li> <li>• FY 2017-2018 Mid-year Budget</li> <li>• FY 2018-2019 Budget Outlook</li> </ul>	Administration, Finance
March 2018	Prepare/update budget instructions and forms for departments to complete during budget development.	Finance
April 2, 2018	Agenda item to discuss citywide strategic goals and City Council priorities for Fiscal Year 2018-2019.	Administration, Finance
April 3, 2018	City Manager meets with Department Heads to discuss the budget schedule and provide direction regarding budget guidelines (e.g. Maintenance of effort, only funded enhancement requests, etc.). Budget forms distributed.	All Departments
April 3 - 13, 2018	Departments review and complete budget forms.	All Departments
April 16 - 20, 2018	Preliminary review of department budget forms, including review of enhancement and Capital requests.	Administration, Finance
April 23 - 26, 2018	City Manager/Finance Director meetings with Department Heads to discuss budget requests.	All Departments
April 30, 2018	Finalize City Manager's recommendations.	Administration, Finance
April/May 2018	Prepare Proposed Budget document.	Administration, Finance
May 17, 2018	Provide Proposed Budget to City Council and post to the City's website.	Administration, Finance
May 21, 2018 May 29, 2018	Budget Study Session(s).	All Departments
May/June 2018	Update Proposed Budget based on direction provided at Budget Study Sessions.	Administration, Finance
May 31, 2018	Publish Notice of Public Hearing for budget adoptions.	City Clerk
June 18, 2018	Budget hearing and adoption, including adopting of Gann Limit.	Administration, Finance
July 2, 2018	Post adopted budget to the City's Finance system.	Finance
July/August 2018	Produce Adopted Budget book, distribute to City Council, post to the City's website, and submit for GFOA Award.	Finance