

**BUDGET CALENDAR**

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## **Budget 2016-2018**

### **Internal Calendar**

#### **(Operating Budget, Capital Budget, Master Fee Schedule)**

January 21 -	Budget kickoff meeting
February 1 -	Questica/TeamBudget ready for Department Input
February 17 -	Initial ET review of enhancements requested
Feb 18 to March 1 -	Finance Division meets with Departments regarding Operating budget and Capital budget, including any changes to master fee schedule
February 19 -	Budget information reviewed “promoted” in Questica by 5:00 pm Review and update fees and charges for Divisions – other than CPI Personnel adjustments completed in Questica by the Finance Division
February 24 -	ET review of Operating budget, Capital budget and master fee schedule changes – First Review
February 25 -	ASD review of budget with City Manager
Feb 25 to March 11 -	Finance Division completes remaining changes to the budget
March 3 -	ASD review of budget with City Manager
March 4 -	Enhancement worksheets are due to the City Manager
March 9 -	ASD review of budget with City Manager
March 11 -	ET review of Operating budget, Capital budget and master fee schedule changes – Second Review
March 14 -	Finance Committee meeting – EPS study / parking / LTFF
March 16 -	Final review of Operating budget, Capital budget and master fee schedule by ET ET review of potential budget enhancements
March 17 -	ASD review of budget with City Manager

## **Budget 2016-18**

### Internal Calendar (cont'd.)

March 18 -	ASD review of budget with ET
March 24 -	ASD review of budget with City Manager
March 30 -	ASD review of budget with City Manager
April 6 -	Finance Committee meeting -- review of Operating budget, Capital budget and master fee schedule
	List of possible Enhancements provided for review by the Finance Committee (for possible inclusion in the budget)
April 7 – mid-April -	Budget adjustments based upon FC review
mid-April -	Finance Committee review of adjusted budget
April 19 -	Council review of master fee schedule
May 3 -	Council review of Operating budget and Capital budget
June 21 -	Council approval of Operating budget, Capital budget and master fee schedule