



FY2015-16 BUDGET CALENDAR

<i>RESPONSIBLE DEPARTMENT / STAFF</i>	<i>ACTION / ACTIVITY</i>	<i>DATE</i>
Finance Department/ All Departments	<p style="text-align: center;">FY2015-17 BUDGET KICK OFF & TRAINING</p> <ul style="list-style-type: none"> ▪ Workshop and training on the budget process, budget input and budget reports; <ul style="list-style-type: none"> ▪ Budget Guidelines and Procedures distributed; ▪ Discussion of budget changes and policies; 	February 19, 2015 9AM – 12PM
Finance Department/ City Manager/City Council	FY2014-15 Mid-Year Budget Review.	February 24, 2015
All Departments	FY2015-16 Budget Input Window	March 5, 2015- March 19, 2015
All Departments	Signed personnel list; department budget summary; program & org charts; and, five-year financial forecast if applicable due to Finance Department.	March 19, 2015
Finance Department/City Manager/All Departments	<p style="text-align: center;">Budget Hearings</p> <p style="text-align: center;">City Manager and Executive Budget Committee hold internal budget hearings with departments to review mid-biennium budget analysis and Proposed FY2015-17 Operating & CIP Budget.</p>	April 7, 2015 – April 21, 2015
Finance Department/ City Manager/City Council	Study Session with the City Manager and City Council; Transmit to Council proposed operating budget for fiscal year 2015-16 and fiscal years 2015-16 to 2019-20 Capital Improvement Plan.	June 16, 2015
Finance Department/ City Manager/City Council	City Council review and policy discussion. Budget Checklist created.	June 23, 2015
Finance Department/ City Manager/City Council	Council to adopt FY2015-16 Operating Budget, and FY2015-16 to FY2019-20 Capital Improvement Plan.	June 30, 2015
Finance Department	Adopted FY2015-16 budget available in MUNIS.	July 1, 2015



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Finance Department	Submit Adopted FY2015-16 Operating and Capital Improvement Budgets to GFOA & CSMFO for Distinguished Budget Award Programs.	September 30, 2015
Finance Department	First Quarter (7/1 – 9/30/15) Operating & CIP Performance Measure Status Reports due.	October 9, 2015
Finance Department/ All Departments	Second Quarter (10/1 – 12/31/15) Operating & CIP Performance Measure Status Reports due.	January 15, 2016
Finance Department/City Manager/City Council	FY2015-16 Mid-Year Budget Review	February 2016
Finance Department/ All Departments	Third Quarter (1/1 – 3/31/16) Operating & CIP Performance Measure Status Reports due.	April 8, 2016
Finance Department/ All Departments	Fourth Quarter (4/1 – 6/30/16) Operating & CIP Performance Measure Status Reports due.	July 8, 2016