Detailed Budget Calendar

No.	Date	Responsible Party	Event
1.	Jan. 2022 thru Jan. 2023	Finance staff	Work with City staff to document City's Financial Strategic Plan
2.	August 2022 thru June 2023	Finance staff	Work with City staff to document and improve Department / Divisions Performance Measures
3.	Sept. 2022	Finance Management Staff	Meeting to discuss Budget Calendar and Budget Team Assignments
4.	9/27/2022	Finance & **City Council**	***Approval of FY 2023-24 & FY 2024-25 Budget Preparation Calendar***
5.	Oct. 2022 thru Jan. 2023	Community Engagement Team	Develop and implement strategy for resident education of City's Budget process
6.	Oct. 2022. thru Jan. 2023	Community Engagement Team	Work on and implement Budget Tool on City's website. Prepare for Community Pop-Up Events.
7.	10/3/2022	Accounting	Send Budget Carryover request to Department Contacts
8.	10/10-13/2022	Accounting/Finance Dept.	City External Financial Audit begins. (Rogers, Anderson, Malody & Scott, LLP)
9.	10/10/2022 – 10/24/2022	Budget Core Team	CIP Budget Preparation and Budget Entry Manual updated
10.	10/17/2022	Budget Core Team	Discussions with departments on CIP Philosophy for the 2-year budget. (Selection and prioritization of upcoming City projects).
11.	10/19/2022	DPW/CIP Budget Staff	DPW / CIP Budget "Kick-Off" meeting
12.	10/20/2022	CIP Budget Staff	CIP Budget "Kick-Off" meeting with other departments (Finance - Facilities, Cultural Affairs, Library, Community Development – Open Space)
13.	10/25 & 27/2022 and 11/1/2022	Finance & DPW Staff	CIP Entry Budget Training. Inform Project Managers to start documentation of CIP Project requests and images (in same format as last budget).
14.	10/31/2022	Budget Carryover Team	Budget Carryovers completed, memo prepared, approved, and posted
15.	Nov. 2022	Budget Core Team	Work with Facilities, Library, and Theatres on documentation of CIP Project requests and images. Inform Project Managers to start documentation of CIP Project requests and images (in same format as last budget).
16.	10/31 – 11/4/2022	User Fees Team	User Fee information to Departments to document changes in fees, service, etc., to update FY 2023 user fees

No.	Date	Responsible Party	Event
FY 2023-24 & 2024-25 Budget Preparation Calendar			
17.	Nov. 2022 thru Jan. 2023	Finance Budget Team and all Departments	Discussion with applicable staff on documenting Department Goals, Objectives, Achievements, Performance Measures, etc. Request updated Department Organization Charts.
18.	11/8/2022	All Staff	Election Day
19.	11/16/2022	Finance Budget Team and all Departments	Submittals of Capital Improvement Program (CIP) Requests and Images due to Finance
20.	11/18/2022	Finance Budget Team and all Departments	Operating Budget historical/budget reports to Department key contacts to review prior to Budget Kick-Off meeting
21.	11/21/2022	Budget Core Team	Meet to discuss budget duties and budget preparation process
22.	11/21-24/2022	All Departments	Review of Department and Development User Fees
23.	11/30/2022	Presentation by Budget Core Team, Finance Budget Team, and CMO	FY 2023-24 & FY 2024-25 Budget Kick-Off Meeting with Department Heads and Budget staff
24.	11/30/2022 – 12/23/2022	Budget Core Team	Budget Entry opens. Departments enter preliminary M&O budgets.
25.	12/5 & 12/8/2022	Budget Core Team	Computer data entry workshops (Applicable budget entry staff).
26.	12/19/2022 – 12/22/2022	Budget Core Team	Input, verify, and review all CIP projects are in the system.
27.	1/9/2023	User Fees Team	Review of current user fees with staff.
28.	1/12/2023	User Fees Team	Ensure all fees have been reviewed and ready for input into the user fee model
29.	12/22/2022	All Departments	Operating Budget Initial Draft Entry Completed
30.	12/22/2022	All Departments	CIP Budget to Finance Department for review
31.	12/23/2022 – 1/3/2023	Citywide Staff	Holiday Closure
32.	Jan. 2023	**Finance Audit Committee**	***FY 2021-22 Financial Audit Results***
33.	Jan. thru Feb. 2023	Finance Staff	Performance Measures updated in Budget Software
34.	1/3/2023	User Fees Team	Fee Notice to interested parties (BIA, COC, etc.). User Fees manual available (including Developer Impact Fees) (Depends on progress of Development related User Fee Study)
35.	1/9/2023	All Departments	Proposed Personnel Payroll Allocations forms and Re-class Requests due to Department (due back to Finance and HRD, 1/27/2023)
36.	1/9/2023 – 1/19/2023	Budget Core Team, Finance Budget Team & All Dept.	Review of preliminary department revenue and expenditure projections.

No.	Date	Responsible Party	Event
		FY 2023-24 & 2024-25 Budget Preparation Calendar	
37.	1/16/2023 – 1/27/2023	Finance Budget Team	Projections of Fund Balance/Net Position for Capital Improvement Program (CIP) Funds. Revised CIP report back to Project Managers for review (Fund Balance Analysis).
38.	1/23/2023 – 2/10/2023	Budget Core Team, Finance Budget Team & All Dept.	Operating Budget meetings with Finance and each Department.
39.	2/2/2023	All Departments	Submit Department Organization Charts to Finance.
40.	2/6/2023 – 2/16/2023	Budget Core Team, Accountants	Revenue analysis completed for all Funds.
41.	2/6/2023 – 2/24/2023	Budget Core Team	Mid-Year Payroll Budget Analysis for FY 2022-23.
42.	2/6/2023	User Fees Team	Draft of Proposed User Fees Manual (with Developer Impact Fees) completed, forwarded to Print Shop.
43.	2/10/2023	All Departments	Deadline for department FY 2023-24 & FY 2024-25 Budget Objectives and Performance Measures input.
44.	2/20/2023 – 3/10/2023	Finance Budget Team	Payroll Budget analysis for FY 2023-24 & FY 2024-25
45.	2/28/2023	**City Council**	***City Council User Fees (including Dev. Impact Fees) Study Session***
46.	Mar. 2023	**Finance Audit Committee**	***FY 2022-23 Mid-Year Budget Update***
47.	Mar./Apr. 2023	**Capital Facilities Committee**	***Review Proposed CIP Budget***
48.	3/6/2023 – 3/16/2023	Finance Budget Team	Operating and CIP Fund Balance calculations and analysis prepared.
49.	3/6-3/10/2023	City Manager and Department Heads	Review of CIP Budget document.
50.	4/3/2023	**Planning Commission**	***Planning Commission Review of Proposed CIP for General Plan Consistency***
51.	4/11/2023 & 4/18/2023	City Clerk Department	Notice of User Fees Public Hearing for publication in local newspaper 7 and 14 days prior to meeting.
52.	4/4/2023	**City Council**	***City Council CIP Budget Study Session***
53.	4/24/2023	Budget Core Team	Operating & CIP Budget Documents Completed (all sections).
54.	4/24/2023	Budget Core Team	Study Session Operating Budget to Print Shop.
55.	4/25/2023	**City Council**	***City Council User Fees (including Dev. Impact Fees) Public Hearing***
56.	5/1/2023	Budget Core Team	Public Hearing CIP Budget to Print Shop.
57.	5/9/2023	**City Council**	***City Council Operating Budget Study Session***
58.	5/23/2023	**City Council**	***City Council Goal Setting Meeting***

No.	Date	Responsible Party	Event
FY 2023-24 & 2024-25 Budget Preparation Calendar			
59.	5/24/2023	City Clerk Department	Notice of Operating and CIP Budget Public Hearing for publication in local newspaper 14 days prior to meeting.
60.	June 2023	**Finance Audit Comm./ Capital Facilities Comm.**	***FY 2023-24 & FY 2024-25 Final Review of Operating Budget and CIP Budget***
61.	6/6/2023	**City Council**	***Public Hearing: Adoption of Operating Budget and CIP Budget***
62.	6/20/2023	**City Council**	Adopt Gann Limit (Consent Item)
63.	7/1/2023	All Departments	Beginning of FY 2023-24 & Adopted User Fees go into effect.
64.	7/1/2023 – 9/8/2023	Budget Core Team	Prepare and submit budgets to GFOA and CSMFO for award programs.