

WEEKLY BUDGET CALENDAR PROCESS

November 15	Initial meeting of City Manager with staff to discuss budget goals and objectives.
November 21	Preparation of background information for budget preparation.
December 2	Issue guidelines, background information, and forms to departments.
December 12 thru January 27	Review of Departmental budgets by City Treasurer.
January 24	Send out forms to contribution groups.
January 26 thru March 16	City Manager meets with departments on General Fund, Replacement Fund, and Capital Funds budgets.
February 24	Budget requests due from contribution groups.
March 19	Begin final review of budget.
March 21 – PRAB	Review of contribution groups budgets by Park and Recreation Advisory Board (PRAB) and Arts Advisory Board (AAB)
April 3 – AAB	
March 23	Print budget.
March 26	Submittal of budget to Council.
March 28 thru May 21	Budget review work sessions by Council with public and departments including Green Ridge House.
April 23 & May 29	Public Hearings on budget.
June 4	Adoption of General Fund, Capital Funds, Other Funds, and Green Ridge House budgets.