

CITY OF TRACY - BUDGET PREPARATION SCHEDULE TWO YEAR BUDGET CYCLE: FY 16/17 – FY 17/18

November thru December 2015	Finance staff prepares preliminary base budget estimates and budget forms and instructions
December 2015	Request for new Projects
January 28, 2016	Outreach to Community – Penny for your thoughts
February 2, 2016	Internal Budget Kick Off Meeting Distribution of budget instructions and forms
Mid February 2016	Internal CIP Project Prioritization Discussion
February 22, 2016	Proposed CIP Project Review - Senior Leadership Team Meeting
January 24 thru March 21, 2016	Departments prepare budget submittals Phases 1 & 2: Due Feb 26, 2016 Phases 3 & 4: Due Mar 21, 2016
March 15, 2016	FY 15/16 Mid-Year Update
March 15, 2016	Council Budget Kick-Off
February 1 thru March 30, 2016	Finance staff prepares preliminary budget packages
March 22 thru March 28, 2016	Technical review of departmental budget submittals
February 1 thru April 15, 2016	Finance staff prepares preliminary budget packages
April 4 thru April 14, 2016	Management review of departmental submittals and formulation of a proposed budget, review augmentation requests
April 13, 2016	Augmentation Review with Department Heads and City Manager
May 3, 2016	CAFR Presentation Council Budget Kickoff
May 9, 2016	FY 2016/17 – 2020/21 CIP Council Workshop Joint SCFA City Council Meeting (send to Tracy Rural before this meeting)
April 18 thru May 9, 2016	Finance staff prepares proposed budget document and sends it to the printer
May 17, 2016	FY 2016/17 Master Fee Schedule Update
May 24, 2016	Proposed Draft Budget/Budget Workshop/Council Input
May 25, 2016	Planning Commission Meeting
June 7, 2016	1st Council Budget Approval
June 21, 2016	2nd Council Budget Approval (if necessary)
July 1, 2016	New fiscal year starts; adopted budget goes into effect