

## 2023 Budget Preparation and Approval Process Schedule

August '22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- August 9 – Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 10 – Distribution of the People & Operating Plan to Department Managers
- August 19 – Distribution of Budget Worksheets to Department Managers
- September 1 – Review CIP Internally with Department Heads
- September 9 – Non –Personnel Budgets Due
- September 13 – Present 5-year Capital Improvement CIP to committee/council for Feedback
- September 19 – through 23 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- October 3 – Present Non-Personnel Items to Finance/Personnel Committee for feedback
- October 17 – Present Personnel items to Finance/Personnel committee for feedback
- **October 20 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- *Week of October 24<sup>th</sup> – Print Budget Books and Distribute*
- November 2 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 15 – Public Hear and Budget Adoption