

**CITY OF CARSON  
BUDGET CALENDAR  
FY 2009/10**

<b>DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
March 23	City Manager, Administrative Services General Manager and General Managers	Budget meeting to discuss major issues and high priority items
March 26	Administrative Services General Manager and Finance Officer	Distribute budget worksheets and instructions for budget preparation, narratives, and other on-line forms
April 14	City Council, City Manager and Administrative Services General Manager	Budget Policies Meeting - Discussion of major budget policies
March 26 – April 23	City Manager and General Managers	Preparation of General Fund work group budgets, input budget requests, review and revise budget narratives
March 26 – April 23	Administrative Services General Manager and Finance staff	Prepare revenue estimates and salary/benefit projections
April 23	City Manager and General Managers	General Fund work group budgets due to Finance
April 23 – May 7	City Manager, Administrative Services General Manager, and Finance Officer	Review work group submissions
May 21	City Manager, Administrative Services General Manager, Finance Officer and General Managers	Discuss and finalize general fund budget
May 25	City Manager	Distribute proposed General Fund budget to City Council and staff
May 26	City Council, City Manager, General Managers, and Finance Officer	Budget workshop #1 – Presentation of General Fund budget
June 4	City Council, City Manager, General Managers, and Finance Officer	Budget workshop #2 – Review of General Fund budget
June 15	City Council, City Manager, General Managers, and Finance Officer	Budget workshop #3 – Continued review of General Fund budget
June 22	City Council, City Manager, General Managers, and Finance Officer	Budget Workshop #4 – Public Hearing on General Fund Budget
June 30	City Council, City Manager, General Managers, and Finance Officer	Budget Workshop #5 - Adoption of General Fund budget
July 1 – August 31	Finance	Preparation of final budget document