

## **DRAFT**

### **2012 Budget Process Calendar**

<u>Friday, January 29</u>	Meeting With Personnel Re: Compensation	<u>Tuesday, June 14</u>	Public Comment on CC Regular Agenda
<u>Tuesday, February 15</u>	County Treasurer annual report due		State Assessed numbers released
<u>Tuesday, March 1</u>	Letter mailed to outside agencies and application materials posted on the web Meeting with County	<u>Tuesday, June 21</u>	City Commission study session (4:00-6:00 p.m.) @ City Hall Review of funds
<u>Friday, March 18</u>	Run Baseline Payroll Projection	<u>Thursday, June 30</u>	Budget Distributed to City Commission and posted on website
<u>Wednesday, March 30</u>	Budget Priorities/ Budget Kick off Memo distributed	<u>Friday, July 1</u>	Budget information from County Clerk and Treasurer should be received
<u>Friday, April 8</u>	Run Payroll Projections	<u>Tuesday, July 5</u>	City Commission Study Session (4:00 – 6:00 p.m.) @ City Hall City Manager's Recommended Budget
<u>Thursday, April 14</u>	1 <sup>st</sup> Quarter 2011 Report	<u>Tuesday, July 12</u>	City Commission authorizes publication of Budget
<u>Monday, April 25</u>	Department Budget Information Submitted to City Manager's Office County provides revenue estimates	<u>Wednesday July 13 – Noon</u>	Budget material provided to Journal World for publication 07/16/11
<u>Friday, April 29</u>	Requests Due from Social Service Agencies and vendor services	<u>Tuesday, August 2</u>	Public Hearing on Budget – Budget Ordinance first reading
<u>April/May</u>	Goals Update/ Review Citizen Survey	<u>Tuesday, August 9</u>	Budget adopted by City Commission – Budget Ordinance second reading
<u>Monday, May 2</u>	Department Summary Pages updated in “Pages to Publish” folder on network	<u>Wednesday August 10 – Noon</u>	Budget ordinance provided to Journal World for publication 08/13/2011
<u>Friday, May 6</u>	Budget Information provided to Douglas County for Fire Med and Planning	<u>Monday, August 15</u>	Budget, along with certified copy of ordinance, filed with County Clerk
<u>Tuesday, May 17</u>	City Commission Study Session (4:00 to 6:00 p.m.) @ City Hall Provide direction on Operating Budget Motor, Recreational, and 16/20 vehicle tax estimates due from County Receive recommendations from social service funding advisory board	<u>Thursday, August 25</u>	Statutory deadline for budget submittal
		<u>Friday, September 30</u>	Adopted Budget posted on the web
		<u>Tuesday, November 1</u>	Budget submitted to GFOA for review (90 days following adoption)
		<u>Thursday, December 1</u>	County Clerk submits all budgets to State A&R