

DRAFT

2013 Budget Process Calendar

<u>Wednesday, February 15</u>	County Treasurer annual report due	<u>Tuesday, June 12</u>	Public Comment on CC Regular Agenda
<u>Friday, March 16</u>	4 th Quarter 2011 Report		State Assessed numbers released
<u>Friday, March 23</u>	Run Baseline Payroll Projection	<u>Tuesday, June 19</u>	City Commission study session (4:00-6:00 p.m.) @ City Hall
<u>Tuesday, March 27</u>	CC adopts Budget Calendar		Review of funds
<u>Friday, March 30</u>	Budget Priorities/ Budget Kick off Memo distributed Letter mailed to vendor / social service agencies and application materials posted on the web	<u>Thursday, June 28</u>	Budget Distributed to City Commission and posted on website
<u>Thursday, April 19</u>	1 st Quarter 2012 Report	<u>Monday, July 2</u>	Budget information from County Clerk and Treasurer should be received
<u>Wednesday, April 25</u>	County provides revenue estimates	<u>Tuesday, July 10</u>	City Commission Study Session (4:00 – 6:00 p.m.) @ City Hall
<u>Monday, April 30</u>	Department Budget Information Submitted to City Manager’s Office Department Summary Pages updated in “Pages to Publish” folder on network	<u>Wednesday July 11 – Noon</u>	City Manager's Recommended Budget City Commission authorizes publication of Budget
<u>Tuesday, May 1</u>	City Commission Study Session (4:00 to 6:00 pm) @ City Hall Police Facility Needs	<u>Tuesday, July 24</u>	Budget material provided to Journal World for publication 07/14/12 (ten days notice)
<u>Friday, May 4</u>	Requests Due from social service agencies and vendor services Budget Information provided to Douglas County for Fire Med and Planning	<u>Tuesday, July 31</u>	Public Hearing on Budget – Budget Ordinance first reading (no later than 8/15) Budget adopted by City Commission – Budget Ordinance second reading
<u>Tuesday, May 15</u>	City Commission Study Session (3:00 to 6:00 p.m.) @ City Hall Goals Update Provide direction on Operating Budget Provide direction on budget/financial policies	<u>Wednesday August 1 – Noon</u>	Budget ordinance provided to Journal World for publication 08/4/2012
<u>Friday, June 1</u>	Motor, Recreational, and 16/20 vehicle tax estimates due from County Receive recommendations from social service funding advisory board	<u>Friday, August 10</u>	Budget, along with certified copy of ordinance, filed with County Clerk (at least ten days from hearing)
		<u>Sunday, August 25</u>	Statutory deadline for budget submittal
		<u>Friday, September 28</u>	Adopted Budget posted on the web
		<u>Tuesday, November 12</u>	Budget submitted to GFOA for review (90 days following adoption)
		<u>Saturday, December 1</u>	County Clerk submits all budgets to State A&R