

2016 Budget Process Calendar DRAFT

Tuesday, April 21	<p>City Commission Study Session (3:00 – 5:15 pm) @ City Hall Orientation Dept. Presentations County provides revenue estimates</p>
Wednesday, April 22	<p>Letter mailed to vendor / social service agencies and application materials posted on the web Budget Priorities/ Budget Kick off Memo distributed Run Baseline Payroll Projection</p>
Monday, April 27	<p>Budget 101 meeting Time and Location TBD</p>
Tuesday, April 28	<p>City Commission Study Session (3:00 – 5:15 pm) @ City Hall Orientation Dept. Presentations</p>
Monday, May 4	<p>Public Input Meeting</p>
Thursday, May 7	<p>Public Input Meeting</p>
Friday, May 8	<p>Budget Information provided to Douglas County for Fire Med and Planning</p>
Friday, May 15	<p>Requests due from social service agencies and vendor services Department Budget Information Submitted to City Manager’s Office</p>
Tuesday, May 19	<p>City Commission Study Session (3:00 – 5:15 pm) @ City Hall Goal Setting Public Comment on CC Regular Agenda</p>
Wednesday, May 20	<p>Motor, Recreational, and 16/20 vehicle tax estimates due from County</p>
Friday, May 29	<p>Receive recommendations from social service funding advisory board Department Summary Pages updated in “Pages to Publish” folder on network</p>
Monday, June 1	<p>State Assessed numbers released to County</p>
Tuesday, June 16	<p>City Commission Study Session (3:00 – 5:15 pm) @ City Hall: Budget Overview Results of resident survey</p>
Wednesday, July 1	<p>Budget information from County Clerk and Treasurer should be received</p>
Thursday, July 2	<p>Recommended Budget Distributed to City Commission and posted on website</p>
Tuesday, July 7	<p>City Commission Study Session (3:00 – 5:15 pm) @ City Hall</p>
Tuesday, July 21	<p>City Commission authorizes publication of Budget</p>
Wednesday July 22 – Noon	<p>Budget material provided to Journal World for publication Friday 07/25/13 (ten days between publication and hearing)</p>
Tuesday, August 4	<p>Public Hearing on Budget – Budget Ordinance first reading (no later than 8/15)</p>
Tuesday, August 11	<p>Budget adopted by City Commission – Budget Ordinance second reading</p>
Wednesday August 12 – Noon	<p>Budget ordinance provided to Journal World for publication Friday,08/14/2015</p>
Wednesday, August 19	<p>Budget, along with certified copy of ordinance, filed with County Clerk (at least ten days from hearing)</p>
Tuesday, August 25	<p>Statutory deadline for budget submittal</p>
Tuesday, September 1	<p>Notify Outside Agencies of budget allocations</p>
Wednesday, September 30	<p>Adopted Budget posted on the web</p>
Friday, October 30	<p>Outside Agency agreements mailed</p>
Wednesday, November 11	<p>Budget submitted to GFOA for review (90 days following second reading) Publish hard copies</p>
Tuesday, December 1	<p>County Clerk submits all budgets to State</p>