

2017-2021 Capital Improvement Plan and 2017 Budget Calendar

Updated 06/15/2016

Red indicates City Commission Meeting Green indicates Work Sessions Blue indicates Public Input

January	Capital Improvement Plan software installed and departments trained
Friday, February 19	Deadline for Department CIP items to be entered into software
Tuesday, March 1	City Commission meeting (5:45 pm) @ City Hall Consideration of CIP criteria and calendars
Wednesday, March 2	Capital Improvement Plan forms and instructions posted on the City's website and distributed to the public
Thursday, March 10	Management team assigned CIP projects for scoring
Monday, March 21	Deadline for legal notice for May Planning Commission meeting
Friday, March 25	Management team completed scoring for CIP projects
Tuesday, March 29	City Commission meeting (5:45 pm) @ City Hall Review of Sales Tax Reserve Fund
Wednesday, March 30	Executive Team review scorings and make adjustments to CIP scoring
Friday, April 1	Public input for CIP sheet submittals due
Friday, April 8	Budget team score public CIP submittals and complete financing plan for first and second priority proposed CIP projects
Thursday, April 28	Kickoff memo to staff, run baseline payroll projections and letters to outside agencies
Tuesday, May 3	City Commission Study Session (3:00 – 5:15 pm) @ City Hall 2015 Year-end 2016 Fund projections 2017 possible tax lid implications
Wednesday, May 4	Budget 101 meeting for outside agencies (11:00 am) @ City Hall
Thursday, May 12	Budget Listening Session (6:00 – 8:00 pm) @ East Lawrence Rec Center
Friday, May 13	Department Budget Information Submitted to City Manager's Office
Monday, May 16	Budget Listening Session (6:00 – 8:00 pm) @ Holcom Rec Center
Tuesday, May 17	Executive Team CIP Discussions
Thursday, May 19	Draft CIP due for inclusion in study session
Monday, May 23	Projects in Capital Improvement Plan distributed to Planning department for inclusion in planning commission packet.
Tuesday, May 24	City Commission Budget Work Session (3:00 – 5:15 pm) @ City Hall CIP review and scoring financing and scoring review City Commission Meeting (5:45 pm) Public Comment on CC Regular Agenda
Wednesday, May 25	Motor, Recreational, and 16/20 vehicle tax estimates due from County Budget Information provided to Douglas County for Fire Med and Planning
Friday, May 27	Department Summary Pages updated in "Pages to Publish" folder on network

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Tuesday, May 31	Requests due from social service agencies and vendor services
Wednesday, June 1	State Assessed numbers released to County
Tuesday, June 14	City Commission Budget Work Session (3:00 pm) @ City Hall Department Presentations 3:00-5:15 pm Break 5:15-5:45 pm City Commission Meeting: Proclamations and Consent Agenda only (5:45 pm) City Commission Work Session continuation approximately 6 pm @ City Hall Department Presentations continued
Tuesday, June 21	City Commission Budget Work Session (3:00 – 5:15 pm) @ City Hall: Outside agency funding requests Recommendations from social service funding advisory board, economic development Fund Overview and rate adjustments
Friday, July 1	Budget information from County Clerk and Treasurer should be received
Thursday, July 7	Recommended Budget Distributed to City Commission and posted on website
Tuesday, July 12	City Commission Budget Work Session (3:00 pm) @ City Hall Recommended budget review 3:00-5:15 pm Break 5:15-5:45 pm City Commission Meeting: Proclamations and Consent Agenda only (5:45 pm) City Commission Work Session continuation approximately 6 pm @ City Hall Recommended budget review continuation
Tuesday, July 19	City Commission authorizes publication of Budget Set maximum expenditure amount
Wednesday July 20 – Noon	Budget material provided to Journal World for publication Friday 07/22/16 (ten days between publication and hearing)
Monday, July 25	Planning Commission meeting – review CIP and, if appropriate, approve projects as being in conformity with the comprehensive plan
Tuesday, August 2	Public Hearing on Budget – Budget Ordinance first reading (no later than 8/15)
Tuesday, August 16	Budget and CIP adopted by City Commission – Budget Ordinance second reading
Wednesday August 17 – Noon	Budget ordinance provided to Journal World for publication Friday,08/19/2016
Thursday, August 25	Statutory deadline for budget submittal. 2017 budget, along with certified copy of ordinance, filed with County Clerk (at least ten days from hearing)
Tuesday, August 30	Notify Outside Agencies of budget allocations
Friday, September 30	Adopted Budget posted on the web Outside Agency agreements mailed
Friday, November 11	Budget submitted to GFOA for review (90 days following second reading)