

DRAFT

2011 Budget Process Calendar

<u>Friday, January 29</u>	Meeting With Personnel Re: Compensation
<u>Friday, March 12</u>	Budget Priorities/ Budget Kick off Memo distributed
<u>Friday, March 19</u>	Run Baseline Payroll Projection
<u>Tuesday, March 23</u>	City Commission Goals Update/ Study Session (4:00 to 5:00 p.m.) @ City Hall
<u>Friday, March 26</u>	Letter mailed to outside agencies and application materials posted on the web
<u>Friday, April 9</u>	Run Payroll Projections
<u>Thursday, April 15</u>	1 st Quarter 2010 Report distributed to CC
<u>Friday, April 23</u>	Department Budget Information Submitted to City Manager's Office
	County provides revenue estimates
<u>Friday, May 7</u>	Budget Information provided to Douglas County for Fire Med and Planning
<u>Monday, May 17</u>	City Commission Study Session (3:00-5:00 p.m.) @ City Hall <ul style="list-style-type: none">• Provide direction on Operating Budget• Review of funds part I
<u>Monday, May 31</u>	Requests Due from Contractual Agencies (alcohol & non-alcohol funds)
	Douglas County provides assessed valuation
<u>Friday, June 12</u>	Receive recommendations re: agency awards
<u>Tuesday, June 15</u>	City Commission study session (4:00-6:00 p.m.) @ City Hall <ul style="list-style-type: none">• Review of funds part II
	Public Comment on CC Regular Agenda
	State Assessed numbers released
<u>Thursday, July 1</u>	Budget Distributed to City Commission and posted on website
<u>Tuesday, July 13</u>	City Commission Study Session (4:00 – 6:00 p.m.) @ City Hall <ul style="list-style-type: none">• City Manager's Recommended Budget• City Commission authorizes publication of Budget
<u>Wednesday July 14 – Noon</u>	Budget material provided to Journal World for publication 07/17/10
<u>Tuesday, July 27</u>	Public Hearing on Budget – Budget Ordinance first reading
<u>Tuesday, August 3</u>	Budget adopted by City Commission – Budget Ordinance second reading
<u>Wednesday August 4 – Noon</u>	Budget ordinance provided to Journal World for publication 08/7/2010
<u>Monday, August 9</u>	Budget, along with certified copy of ordinance, filed with County Clerk
<u>Wednesday, August 25</u>	Statutory deadline for budget submittal
<u>Thursday, September 30</u>	Adopted Budget posted on the web
<u>Friday, November 1</u>	Budget submitted to GFOA for review (90 days following adoption)