

**DRAFT**  
**2010 Budget Process Calendar**

<u>Thursday, March 5</u>	Memo to Commission outlining major budget issues for 2010																																																				
<u>Friday, March 11</u>	Letter mailed to outside agencies and application materials posted on the web Budget materials available on-line to Department Directors																																																				
<b><u>Tuesday, April 7</u></b>	<b><u>City Commission election</u></b>																																																				
<b><u>Tuesday, April 14</u></b>	<b><u>Installation of New Mayor/ City Commission</u></b>																																																				
<b><u>Friday, April 17</u></b>	<b><u>Department Budget Information Submitted to City Manager's Office</u></b>																																																				
<b><u>May 6 - 7</u></b>	<b>Commissioners meet with Department Heads re: Major Issues:</b>																																																				
	<table border="0"> <tr> <td>Planning/Dev. Services</td> <td>Wednesday</td> <td>5/6</td> <td>2:00 p.m.</td> </tr> <tr> <td>Legal</td> <td>Wednesday</td> <td>5/6</td> <td>2:20 p.m.</td> </tr> <tr> <td>Fire/Medical</td> <td>Wednesday</td> <td>5/6</td> <td>2:40 p.m.</td> </tr> <tr> <td>Finance</td> <td>Wednesday</td> <td>5/6</td> <td>3:00 p.m.</td> </tr> <tr> <td>Police</td> <td>Wednesday</td> <td>5/6</td> <td>3:20 p.m.</td> </tr> <tr> <td>City Commission/ City Manager's Office/Transit</td> <td>Wednesday</td> <td>5/6</td> <td>3:40 p.m.</td> </tr> </table> <hr/> <table border="0"> <tr> <td>Public Works</td> <td>Thursday</td> <td>5/7</td> <td>2:00 p.m.</td> </tr> <tr> <td>Information Systems</td> <td>Thursday</td> <td>5/7</td> <td>2:20 p.m.</td> </tr> <tr> <td>Parks &amp; Recreation</td> <td>Thursday</td> <td>5/7</td> <td>2:40 p.m.</td> </tr> <tr> <td>Utilities</td> <td>Thursday</td> <td>5/7</td> <td>3:00 p.m.</td> </tr> <tr> <td>Administrative Services</td> <td>Thursday</td> <td>5/7</td> <td>3:20 p.m.</td> </tr> <tr> <td>Public Health</td> <td>Thursday</td> <td>5/7</td> <td>3:40 p.m.</td> </tr> <tr> <td>Library</td> <td>Thursday</td> <td>5/7</td> <td>4:00 p.m.</td> </tr> </table>	Planning/Dev. Services	Wednesday	5/6	2:00 p.m.	Legal	Wednesday	5/6	2:20 p.m.	Fire/Medical	Wednesday	5/6	2:40 p.m.	Finance	Wednesday	5/6	3:00 p.m.	Police	Wednesday	5/6	3:20 p.m.	City Commission/ City Manager's Office/Transit	Wednesday	5/6	3:40 p.m.	Public Works	Thursday	5/7	2:00 p.m.	Information Systems	Thursday	5/7	2:20 p.m.	Parks & Recreation	Thursday	5/7	2:40 p.m.	Utilities	Thursday	5/7	3:00 p.m.	Administrative Services	Thursday	5/7	3:20 p.m.	Public Health	Thursday	5/7	3:40 p.m.	Library	Thursday	5/7	4:00 p.m.
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<b><u>Friday, May 8</u></b>	<b>Requests Due from Contractual Agencies (alcohol &amp; non-alcohol funds)</b>																																																				
<b><u>Tuesday, May 26</u></b>	<b>City Commission goal setting session (3:00 to 6:00 p.m.) @ City Hall</b>																																																				
<b><u>Monday, June 1</u></b>	<b>Submittals Due for City Commission Initiated Program Improvements</b>																																																				
<b><u>Monday, June 8</u></b>	<b>City Commission Study Session (3:00-5:00 p.m.) @ City Hall</b> <ul style="list-style-type: none"> <li>· Provide Direction on Operating Budget</li> <li>· Review 2008 CIP Budget</li> </ul>																																																				
<u>Friday, June 12</u>	Receive recommendations from Alcohol Advisory Board re: agency awards																																																				
<b><u>Tuesday, June 16</u></b>	<b><u>City Commission meeting – Public Comment on CC Regular Agenda</u></b>																																																				
<b><u>Thursday, July 2</u></b>	<b>Budget Distributed to City Commission and posted on website</b>																																																				
<b><u>Monday, July 13</u></b>	<b>City Commission Study Session (3:00 – 5:00 p.m.)</b> <ul style="list-style-type: none"> <li>· City Manager's Recommended Budget</li> </ul>																																																				
<u>Tuesday, July 21</u>	City Commission authorizes publication of Budget																																																				
<u>Wednesday July 22 – Noon</u>	Budget material provided to Journal World for publication 08/01/08																																																				
<b><u>Tuesday, August 11</u></b>	<b>Public Hearing on Budget – Budget Ordinance first reading</b>																																																				
<u>Tuesday, August 18</u>	Budget adopted by City Commission – Budget Ordinance second reading																																																				
<u>Wednesday, August 19</u>	Budget filed with County Clerk																																																				
<u>Monday, September 14</u>	Adopted Budget posted on the web																																																				
<u>Friday, October 30</u>	Budget submitted to GFOA for review																																																				