









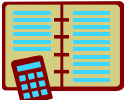









## 2012 BUDGET CALENDAR

DATE	STAFF	ACTION
May 2011	Dept Heads/Council 	Management City Improvement Team begins preparing 2012 CIP update All new City Improvement Projects to be submitted to the Planning Department
6/24/2011 11/2011*		CIP forms due to Project Accountant Council Retreat to Review Goals and Objectives (previously July 10, 2011)
07/20/11	Finance 	Budget kickoff. First budget presentation to City Council (goals, priorities, proposed revenue, Finance Committee Recommendations)
07/29/11		Make available electronically, the Budget Instruction Manual to Department Heads. All forms and worksheets are provided electronically.
08/01/11 to 08/31/11	Finance 	Complete revenue forecast for all funds. Complete 2012 personnel summaries. Complete debt service worksheets for all funds. Complete interfund allocations, insurance and all non-departmental budgets.
08/01/11 to 08/31/11	Dept Heads 	Meet with Council Committee members for detailed review of all department expenditures, revenues, Baseline Adjustment Requests (BAR) New Programs, Capital Replacement items, Capital Improvement Plan projects
08/12/11	Dept Heads 	Submit all Capital Replacement and New Capital Forms to IT Manager, to be considered in 2012
08/31/10	Dept Heads 	Departments submit Budget Checklist to Finance with budget information (electronic copy) including: Budget Narrative, Expenditure and Revenue projections and all forms for supplemental decisions including New Program and Baseline Adjustment Request, and Capital Outlay.
09/01/11 to 09/23/11	Finance 	Review submitted 2012 Budget figures. Verify 2012 estimates, and recap supplemental requests. Prepare Proposed Preliminary Budget
09/14/11	Finance 	Set public hearing for 2012 revenue sources
09/23/11		Present revenue and expenditures to the Mayor for modification and review
09/21/11	Finance/Mayor 	Review 2011 revenues and expenditures with City Council
09/30/11		Distribute Proposed Preliminary budget to council in packets
10/12/11	Finance 	Set public hearing for final 2012 Budget
10/19/11		Review 2012 revenue sources with City Council
10/19/11		Public Hearing for 2012 revenue sources

\*Due to elections the Council retreat will be held in November or December, this is usually held earlier in the year.

## 2012 BUDGET CALENDAR

DATE	STAFF	ACTION
10/01/11 to 10/27/11  10/28/11	Finance 	Prepare 2012 Preliminary Budget document  Present Preliminary Budget to Council in packets
10/31/11	Finance 	Make copies of Preliminary Budget document available to the public
11/01/11	City Clerk 	Publish notice of filing of Preliminary budget and notice of public hearing on Final Budget
11/02/11  11/02/11	Finance 	Set 2012 Property Tax Levy  Present City Improvement Plan
11/09/11	All Departments 	Open public hearing. Continue public hearing to November 16, 2011  Special Budget Work Session Police, Court, Capital Equipment, Human Resources, Information Services, Non Departmental, HDP, Executive, Legislative, Clerk, Finance, Planning, Recreation, Engineering, Public Works
11/16/11	Finance 	Continue Public hearing from November 9, 2011  Close public hearing  Review Baseline Adjustment and New Program Requests
12/14/11	Finance 	Final review and approval of 2012 Budget
12/21/11	Finance 	Ordinance adoption of the Final 2012 Budget