

OPERATING BUDGET PROCESS

Operating Budget Development:

The City Charter requires the City Manager to submit a balanced operating budget to City Council by April 1st for the next ensuing fiscal year. The fiscal year begins on July 1st and ends June 30th of the following year. The proposed budget, which may be modified by the City Council, is required to be adopted by a majority vote of the City Council 47 days prior to the end of the current fiscal year. Otherwise, the budget as submitted by the City Manager becomes the budget for the ensuing fiscal year.

Operating and Capital Budget Calendar:

The following table illustrates the schedule used to develop the FY 2010-11 Operating and Capital Budgets.

Date	Activity	Responsible Party
<u>2009</u>		
Sept 10	Five Year Forecast draft completed	Budget Office
Sept 12	Council Strategic Planning Meeting on Budget and Fiscal Policy	City Council, City Manager, Budget
Oct 3	Budget framework completed. Update to software completed	Budget Office
Oct	Citizen meetings for Budget input	City Council, City Manager, Budget Office, Public Communications
Oct 20	Operating and Capital Budget framework to Departments	Budget Office
Nov 14	Council Strategic Planning Meeting	City Council, City Manager, Budget
Nov 20	Capital Improvement Budget requests back from departments	Departments, Budget Office
Dec 1 and Dec 4	Department submission of Operating Budget due to Budget Office	Departments, Budget Office
Dec 10 to Dec 31	Review and summarize Operating and Capital Improvement Budget requests	Budget Office
<u>2010</u>		
Jan	Operating and Capital Improvement Budget review with Department Heads	City Manager, Departments and Budget Office
Jan 9	Council Strategic Planning Meeting	City Council, City Manager, Budget

Feb 15 to Feb 26	Summary to City Manager's Office	Budget Office
Feb. 15 to March 5	Preparation of the Proposed Operating and Capital Budget Document	Budget Office
March 13	Council Strategic Planning Meeting	City Council, City Manager, Budget
March 10	Manager's budget message to Budget Office	City Manager
March 15	Operating and Capital Improvement Budgets to Printer	Budget Office
March 23	Operating and Capital Budgets presented to Council (April 1 is 90th Day Prior to July 1)	City Manager and Budget Director
March 28	Advertise Operating and Capital Budgets	City Clerk and City Attorney
April 13 to April 27	Council Work Sessions	City Manager and City Council
April 27 & May 11	Public Hearings on Operating and Capital Improvement Budgets	City Clerk and City Council
May 11, 2010	City Council adopts Operating and Capital Improvement Budgets (May 15 is 47th Day Prior to July 1)	City Council
June 8	Amendments required by State Budget action are presented to City Council for action prior to July 1 implementation	City Manager and City Council