



## Budget Calendar for FY 2012-13

Date	Activity	Responsible Party
09/20/11	Five Year Forecast completed	Budget Office
10/19/11	Strategic Planning Session: Five Year Revenue and Expenditure Forecasts Review of Priorities and Definitions of Desired Results	City Council, City Manager and Budget Office
10/21/11	Initial budget targets distributed to departments for incorporation in the FY 2012-13 Operating Budget	City Manager, Departments and Budget Office
10/27/11	Citizen Meeting at the Conference Center for Citizen budget input	City Council, City Manager, Budget and Public Communications Offices
11/02/11	Operating and Capital Budget framework to Departments; also discussion with department heads at Management meeting	Budget Office
November TBA	Joint meeting of City Council and School Board	Mayor, School Board Chair, City Manager, and School Superintendent
11/30/11	Operating and Capital Improvement Budget requests due in Budget Office	Departments and Budget Office
01/03/12	Strategic Planning Session	City Council, City Manager and Budget Office
01/06/12	Completion of analysis, review and summarization of Operating and Capital Improvement Budget requests	Budget Office
01/09/12 through 01/31/12	Review of department funding proposals for Operating and Capital Improvement Budgets	City Manager, Deputy City Managers, Departments and Budget Office
02/13/12	Revenue and spending summaries to City Manager	Budget Office
03/05/12	Final date for revisions to Manager's proposed budget	Budget Office
03/09/12	Manager's budget message to Budget Office	City Manager
03/13/12	Operating and Capital Improvement Budgets to Printer	Budget Office
03/20/12	Operating and Capital Budgets presented to Council (April 1 is 90th Day Prior to July 1)	City Manager and Budget Director
03/27/12	Advertise Operating and Capital Budgets	City Clerk and City Attorney
04/10/12 to 04/24/12	Council Work Sessions	City Manager and City Council
04/24/12 and 05/15/12	Public Hearings on Operating and Capital Improvement Budgets	City Clerk and City Council
05/15/12	City Council adopts Operating and Capital Improvement Budgets (May 15 is 47th Day Prior to July 1)	City Council
06/12/12	Amendments required by State Budget action are presented to City Council for action prior to July 1 implementation	City Manager and City Council