

## 2010 BUDGET CALENDAR

<b>DATE</b>	<b>STAFF</b>	<b>ACTION</b>
February, 2009	City Manager Dept. Heads CFP Team	Capital Facilities Plan process begins.
April 21, 2009	Finance	1 <sup>st</sup> Quarter Budget Review presented to Council.
May, 2009	City Manager Council	Finalize City Goals and Objectives.
May 18, 2009	Finance	2009 personnel estimate worksheets to departments for review.
May 29, 2009	Dept. Heads	2009 personnel estimate worksheets returned to Finance.
June 2, 2009	City Manager Dept. Heads	First public hearing on Capital Facilities Plan.
June 3, 2009	Finance	Open Division Level in H.T.E. for budget input. Budget instructions and forms available on intranet.
June 16, 2009	City Manager Dept. Heads	Second public hearing on Capital Facilities Plan. Pass resolution on CFP.
July 6, 2009	Finance	2010 personnel estimate worksheets to departments for review.
July 7, 2009	City Manager Dept. Heads	If needed, continue public hearings on CFP (then pass resolution).
July 13, 2009	Finance	Close Division Level of budget. Open Department Level.
July 20, 2009	Dept. Heads	2010 personnel estimate worksheets returned to Finance.
July 21, 2009	Finance	2 <sup>nd</sup> Quarter Budget Review presented to Council.
July 31, 2009	Finance	Interfund charges finalized.
July, 2009	City Manager & Finance Committee	Town meeting on budget.
August 3, 2009	Dept. Heads	Finalize fees and service charges.
August 7, 2009	Finance	Finalize General Fund revenues.
August 10, 2009	Dept. Heads	Budget requests completed for all funds.
August 10, 2009	Finance	Close Dept. Level of budget. Complete revenue estimates for all funds. Prepare revenue and expenditure summaries for City Manager.
August 14, 2009	City Manager Council	Council to Finalize 2010 Budget Priorities.
August 21, 2009	Finance	Revenue and expenditure summaries due to City Manager for review.
Aug. 24-Sept. 4, 2009	City Manager Dept. Heads Finance	Internal budget reviews with City Manager, Dept. Heads. & Finance (non-utilities).
Sept. 7-Sept. 11, 2009	City Manager Dept. Heads Finance	Internal budget reviews with City Manager, Dept. Heads & Finance (utilities).
Sept. 21-Sept. 25, 2009	City Manager Dept. Heads Finance	Final internal reviews with City Manager, Dept. Heads and Finance.
October, 2009	City Manager Finance and Finance Committee	Council Finance Committee meets to review budget. (A minimum of three or four meetings are needed).
October 20, 2009	Finance	3 <sup>rd</sup> Quarter Budget Review presented to Council.
October 18, 2009	City Clerk	City Clerk publishes notice of public hearing (for two consecutive weeks) on: filing preliminary budget for November 2, 2009 revenue sources for November 3, 2009; and public hearing on final budget for November 17, 2009.
November 2, 2009	Finance	File preliminary budget with City Clerk. Preliminary budget document available to public.
November 3, 2009	City Manager Finance	2009 Budget Status Reports and preliminary budget amendment estimates to Council. Public hearing on revenue sources and property taxes.
November 17, 2009	City Manager Finance	Continuation of public hearing on revenue sources. First public hearing on proposed 2010 Budget. Levy property taxes.
December 1, 2009	City Manager Finance	Second public hearing on proposed 2010 Budget. Adoption of Final 2010 Budget.