

**FISCAL YEAR 2010 – 2011
BUDGET CALENDAR**

Departmental Budget Information Meetings (Department Budget Files Made Available During Meetings)	Beginning Monday, February 8, 2010
Department Requests Due (requests submitted within Department Budget Files in shared drive)	Due same month as budget presentations
Initial Meetings – City Administrator, ACA Finance, and Comptroller	2 weeks before budget presentation
Proposed Department Budgets sent to Committee and Board for Budget Presentation	1 week before budget presentation
Budget Presentations to Finance Committee	Each Finance Committee Meeting in February, March, April
Proposed Budget Compiled for Board of Mayor and Aldermen	Friday, May 7, 2010
Budget Notice	Thursday, May 13, 2010
Budget Hearings	Monday - Thursday, May 17-20
First Reading of Budget & Tax Rate Ordinances (SW+Water Rates Ordinances, if necessary)	Tuesday, May 25, 2010
Second Reading (Public Hearing)	Tuesday, June 8, 2010
Third & Final Reading	Tuesday, June 22, 2010
New Fiscal Year	Thursday, July 1, 2010

Amendments to the proposed budget may be made during the budget hearings and included in the approved budget at the second or third reading. Once the budget is approved, any budget amendments are required according to Charter to have three readings before the Board of Mayor and Aldermen. Any department, which is the legal level of budgetary control, that exceeds its legally adopted budgetary amounts is required by City Charter to have budget amendments approved by the Board to cover the actual expenditures.

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Budget Presentations Adopt Budget Calendar Review 1st Half of FY2010	Finance Committee, Thursday, January 21, 2010
Budget Presentations Police Drug Fund Fire Solid Waste Fund Facilities Tax Fund	Finance Committee, Thursday, February 18, 2010
Budget Presentations Parks Streets/Traffic/Street Aid Fund Road Impact Engineering/TOC Stormwater Fund Planning/Codes/CDBG Fund	Finance Committee, Thursday, March 18, 2010
Budget Presentations Elected Officials, Legal, Administration, Communications HR Court, Recorder's Office Facilities Maintenance/Properties MIT Purchasing/Finance	Finance Committee, Thursday, April 15, 2010
Budget Presentations Revenues Pay Plan Capital Projects Fund Transit Fund Debt Service Appropriations Water/Wastewater	Special Finance Committee, Thursday, April 22, 2010
Budget Delivered to BOMA	Friday, May 7, 2010
One-on-one Meetings with Aldermen	Monday-Thursday, May 10-14
Budget Hearings As Needed	Finance Committee Monday- Thursday, May 17-20, 2010