



MEMORANDUM

January 12, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Russ Truell, ACA/CFO

RE: Proposed Calendar for FY2012-2013 Budget Process

Purpose

The purpose of this memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information to consider adopting a calendar for the upcoming budget year.

Background

The City historically has put in place a calendar that covers the submission and review of budget documentation for the next fiscal year. Included in the calendar of dates are the departmental presentations to the Budget and Finance Committee, the date of the budget submission to the Board of Mayor and Aldermen, timing of the public hearings of the proposed budget, the dates for readings of the budget and tax rate ordinances, and the effective date of the budget.

Recommendation

It is the recommendation of City staff that the Board adopt the attached calendar for the new budget cycle, allowing staff to begin the process of developing the new budget in a timely manner and scheduling the presentation of the budget to the Board and to our citizens.

BUDGET MEETINGS CALENDAR (TENTATIVE)

<p>Budget Presentations Adopt Budget Calendar Review 1st Half of FY 2012</p>	<p>Finance Committee, Thursday, January 19, 2012</p>
<p>Budget Presentations Police, Drug Fund Fire Solid Waste Fund Facilities Tax Fund Parks</p>	<p>Finance Committee, Thursday, February 16, 2012</p>
<p>Budget Presentations Streets/Traffic/Fleet/Street Aid Fund Road Impact Engineering/TOC Stormwater Fund Planning/Codes/CDBG Fund</p>	<p>Finance Committee, Thursday, March 15, 2012</p>
<p>Budget Presentations Elected Officials, Legal, Administration, Communications HR, Capital Investment Planning Court, Revenue Management Facilities Management MIT, Finance, Purchasing</p>	<p>Finance Committee, Thursday, April 19, 2012</p>
<p>Budget Presentations Revenue, Pay Plan Capital Projects Fund Transit Fund Debt Service Appropriations Water/Wastewater/Reclaimed</p>	<p>Special Finance Committee, Thursday, April 26, 2012</p>
<p>Budget Delivered to BOMA</p>	<p>Friday, May 4, 2012</p>
<p>One-on-one Meetings with Aldermen</p>	<p>Monday-Thursday, May 7-10, 2012</p>
<p>Budget Hearings (as needed)</p>	<p>Finance Committee Monday-Thursday, May 14-17, 2012</p>

BUDGET CALENDAR (TENTATIVE)

Department Budget/ Information Meetings	To be scheduled with each department between Monday, January 23, 2012 through Friday, February 10, 2012 (starting with February presentation departments)
Department Requests Due	Due same month as budget presentations
Initial Meetings - Finance	3 weeks before budget presentation
Initial Meetings – City Administrator	2 weeks before budget presentation
Proposed Department Budgets Distributed to Committee and Board for Budget Presentations	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 4, 2012
Budget Notice	Thursday, May 10, 2012
Budget Hearings (as needed)	Monday-Thursday, May 14-17, 2012
First Reading of Budget & Tax Rate Ordinances (Solid Waste+Water Rates Ordinances, if necessary)	Tuesday, May 22, 2012
Second Reading (Public Hearing)	Tuesday, June 12, 2012
Third & Final Reading	Tuesday, June 26, 2012
New Fiscal Year	Sunday, July 1, 2012