

2013 City Budget Calendar

January							February							March							April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										1	2	3	4					1	2	3										1	2	3	4	5
1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	26	27	28	29				25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31																			29	30												

 Denotes City Commission review/action

January 2012

- 9th..... ▶ Distribute 2013-2018 CIP citizen request forms to Advisory Boards/Media/Citizens.
- 31st..... ▶ City Administration presents 2011 revenue update and 2012 revenue projections to City Commission at a work session.

February 2012

- 20th – 24th.... ▶ Department/Division training on 2013 budget process and 2013-2018 CIP input (as needed).
- 27th..... ▶ Budget schedule is sent to all outside agencies.

March 2012

- 2nd..... ▶ Target date for citizens and advisory boards to have 2013-2018 CIP requests submitted to City Hall.
- 16th..... ▶ City departments to have all 2013-2018 CIP items submitted to Finance.
 - ▶ Finance Staff will distribute department operational budgets and personnel request forms.
- 23rd..... ▶ Deadline for personnel forms to Finance (2012 adjustments and 2013 requests) plus any new position requests for 2013.
 - ▶ Finance distributes preliminary 2013-2018 CIP document to all City departments.

April 2012

- 2nd ▶ Finance distributes information with Management and discuss first draft of 2013-2018 CIP.
- 2nd –6th..... ▶ Finance meets with Management to discuss first draft of 2013-2018 CIP.
 - ▶ First draft of 2013-2018 CIP is submitted to City departments.
- 13th..... ▶ Deadline for City Departments, outside agencies, and other organizations to have 2013 Budget requests in to Finance.
- 23rd –27th..... ▶ Management meets with Department Heads as needed to discuss 2013-2018 CIP.

May 2012

- 2nd..... ▶ Finance department distributes first draft of 2013 Budget to the City Manager and all City Departments.
- 7th – 11th..... ▶ Management meets with Finance and Department Heads to review first draft of 2013 Budget and 2013-2018 CIP.
- 22nd..... ▶ First City Commission work session on proposed 2013 Budget and 2013-2018 CIP. *(Fourth Tuesday)*

June							July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
																					30													

 Denotes City Commission review/action

June 2012

- 1st..... ▶ Finance Department distributes second draft of 2013 Budget and staff changes to the 2013-2018 CIP.
- 12th..... ▶ Second City Commission work session on the proposed 2013 Budget and 2013-2018 CIP (*Second Tuesday*)
- 18th..... ▶ Management and Finance meet to finalize recommended 2013 Budget and 2013-2018 CIP.
- 26th..... ▶ Third City Commission work session on the proposed 2013 Budget and 2013-2018 CIP plus outside agencies appear before the City Commission to make 2013 funding requests. (*Fourth Tuesday*)

July 2012

- 10th..... ▶ Fourth City Commission work session on proposed 2013 Budget and 2013-2018 CIP. (*Second Tuesday*)
- 16th..... ▶ Planning Board considers if the 2013-2018 CIP is in conformance with the City's Comprehensive Plan.
- 20th..... ▶ Published notice of 2013 City Budget Public Hearing to be held on July 31st will appear in the *Manhattan Mercury*.

August 2012

- 7th..... ▶ City Commission Meeting and required Public Hearing on the 2013 City Budget and first reading of an ordinance approving the 2013 City Budget and the amended 2012 City Budget for select funds if necessary. (*First Tuesday*)
- 21st..... ▶ City Commission approves second reading of an ordinance approving the 2013 City Budget, approve a resolution adopting the 2013-2018 CIP, and amended 2012 City Budget for select funds if necessary. (*Third Tuesday*)
- 23rd..... ▶ Publish the 2013 City Budget Ordinance.
- 24th..... ▶ Certify 2013 City Budget to County Clerk.

September (Open)

October 2012

- 29th..... ▶ Final draft of the 2013 City Budget to the printer for publication.

November 2012

- 12th..... ▶ Deadline to submit final 2013 City Budget document to GFOA.

December (Open)