

**APPROVED Budget Process and Schedule
FY 2011-12**

ACTION	PROPOSED DATE
Department Head Budget Meeting	January 13, 2011
City Council appoints Budget Committee Members to fill 3 vacancies	January 18, 2011
City Council approves tentative calendar, designate Budget Officer and affirms goals	January 18, 2011
City Prepares DRAFT Budget	February - April
Publish Legal Notice, newsletter, web page, twitter and facebook key dates and opportunities for public input as part of budget process.	Follow state law requirements for legal ads and ongoing and as soon as possible for other communication channels
Proposed Budget document available at City Hall and posted online	2 weeks prior to first meeting – April 25, 2011
Budget Document Open House & Orientation	May 2, 2011
Budget Committee meetings #1 – Budget Message, Budget Orientation and Fund Review	May 9, 2011
Budget Committee meeting #2 – Discussion, proposed changes or amendments makes recommendation on the budget and tax rate/levy	May 16, 2011
City Council holds Budget Hearings/Considers adoption	June 6, 2011
City Council adopts Budget, Makes Appropriations, Imposes & Categorizes Property Tax NOTE: Must be completed by June 30, 2011	June 6, 2011
Staff submits Tax Certification documents to Assessor.	By July 2011