

FY '2013' BUDGET SCHEDULE

December 2011

21 Wednesday Department Head Meeting on budget procedure, format and guidelines

January 2012

17 Tuesday ***School Board Public Hearing #1 on the proposed FY13 budget**

19 Thursday **Planning Board meeting; Adoption of the Capital Improvement Program**

23 Monday Capital Improvement Program (CIP) document to be submitted to City Council

25 Wednesday ****Fire Commission Public Hearing on the proposed FY13 budget**

30 Monday *****Police Commission Public Hearing on the proposed FY13 budget**

February 2012

9 Thursday **School Board Public Hearing #2 on the proposed FY13 budget**

10 Friday Proposed Budgets from Municipal Departments due back to Finance Dept

13 Monday **City Council Work Session on CIP**

24 Friday Finance Department submits all proposed budgets to the City Manager

Feb 27-Mar 02

Departmental budget reviews with City Manager

March 2012

5 Monday **City Council holds Public Hearing on CIP**

19 Monday **City Council meeting; Adoption of the CIP**

April 2012

11 Wednesday Proposed Budget document to be submitted to the City Council

18 Wednesday **Public Hearing on City Manager's Proposed FY13 budget with presentations from Police, Fire, School and Municipal Departments**

30 Monday **Work Session with City Council to review the School Department Budget**

May 2012

2 Wednesday **Work Session with City Council to review Police Department Budget and Fire Department Budget**

8 Tuesday **Work Session with City Council to review the Municipal Budget**

14 Monday **Re-open Public Hearing on the City Manager's Proposed FY13 budget**

16 Wednesday **Work Session with City Council –final budget review if necessary**

21 Monday **City Council meeting; Adoption of the FY13 Budget**

Note: All Work Sessions and Public Hearings will be held in the Eileen Dondero Foley Council Chambers and will be televised with the exception of the following:

***School Board Public Hearing to be held at the Little Harbour School**

****Fire Commission Public Hearing to be held at Fire Station 2.**

All Work Sessions will begin at 6:30 p.m

All Public Hearings will begin at 7:00 p.m.

***** Exception: Police Commission Public Hearing will begin at 6:00 pm**

FY '2013' CAPITAL IMPROVEMENT PLAN SCHEDULE

| | | | |
|----------------|----------|--|--|
| September 2011 | | | Finance/Planning Dept initiate CIP process with departments Departments submit CIP projects to Finance/Planning Departments |
| November 2011 | | | Planning/Finance Dept convey draft CIP to each department for review |
| December 2011 | | | Planning Board CIP Subcommittee meets with each department to prioritize capital requests |
| January 2012 | | | |
| 19 | Thursday | | Planning Board Adoption of CIP |
| 23 | Monday | | Capital Improvement Plan (CIP) document to be submitted to City Council |
| February 2012 | | | |
| 13 | Monday | | City Council Work Session on CIP |
| March 2012 | | | |
| 5 | Monday | | City Council holds Public Hearing on CIP |
| 19 | Monday | | City Council meeting; Adoption of the CIP |

FY '2013' FEE COMMITTEE BUDGET SCHEDULE

| | | | |
|---------------|--------|--|------------------------------------|
| November 2011 | | | Fees to Departments for Review |
| January 2012 | | | Finance Department Recommendations |
| February 2012 | | | Fee Committee Meeting |
| May 2012 | | | |
| 21 | Monday | | Fees Adopted by Resolution |