

2017-2021 Capital Improvement Plan and 2017 Budget Calendar

DRAFT 03/04/2016

January	Capital Improvement Plan software installed and departments trained
Friday, February 19	Deadline for Department CIP items to be entered into software
Tuesday, March 1	City Commission meeting (5:45 pm) at City Hall consideration of CIP criteria and calendars
Wednesday, March 2	Capital Improvement Plan forms and instructions posted on the City's website and distributed to the public
Thursday, March 10	Management team assigned CIP projects for scoring
Monday, March 21	Deadline for legal notice for May Planning Commission meeting
Friday, March 25	Management team completed scoring for CIP projects
Tuesday, March 29	City Commission meeting (5:45 pm) at City Hall Review of Sales Tax Reserve Fund
Wednesday, March 30	Executive Team review scorings and make adjustments to CIP scoring Budget 101 meeting for outside agencies (TBD) @ City Hall
Friday, April 1	Public input for CIP sheet submittals due Kickoff memo to staff, run baseline payroll projections and letters to outside agencies
Friday, April 8	Budget team score public CIP submittals and complete financing plan for first and second priority proposed CIP projects
Thursday, April 14	Draft CIP due for inclusion in study session
Tuesday, April 26	City Commission Study Session (3:00 – 5:15 pm) @ City Hall Fund projections for all funds CIP review and scoring financing and scoring review
Thursday, April 28	City budget listening session (6 pm) @TBD
Friday, April 29	Requests due from social service agencies and vendor services Department Budget Information Submitted to City Manager's Office
Tuesday, May 3	City Commission Study Session (3:00 – 5:15 pm) @ City Hall Dept. Presentations finalize proposed CIP for Planning Commission Review
Wednesday, May 4	Projects in Capital Improvement Plan distributed to Planning Commission for their review to ensure projects are in conformity with the Comprehensive Plan City budget listening session (7 pm) @TBD
Tuesday, May 10	City Commission Study Session (3:00 – 5:15 pm) @ City Hall

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Monday, May 23	Planning Commission meeting – review CIP and, if appropriate, approve projects as being in conformity with the comprehensive plan
Tuesday, May 24	City Commission Study Session (3:00 – 5:15 pm) @ City Hall Public Comment on CC Regular Agenda
Wednesday, May 25	Motor, Recreational, and 16/20 vehicle tax estimates due from County Budget Information provided to Douglas County for Fire Med and Planning
Friday, May 26	Receive recommendations from social service funding advisory board Department Summary Pages updated in “Pages to Publish” folder on network
Thursday, June 1	State Assessed numbers released to County
Tuesday, June 14	City Commission Study Session (3:00 – 5:15 pm) @ City Hall: Budget Overview
Tuesday, June 21	City Commission Study Session (3:00 – 5:15 pm) @ City Hall: Budget Overview
Friday, July 1	Budget information from County Clerk and Treasurer should be received
Thursday, July 6	Recommended Budget Distributed to City Commission and posted on website
Tuesday, July 12	City Commission Study Session (3:00 – 5:15 pm) @ City Hall
Tuesday, July 26	City Commission authorizes publication of Budget
Wednesday July 27 – Noon	Budget material provided to Journal World for publication Friday 07/29/16 (ten days between publication and hearing)
Tuesday, August 9	Public Hearing on Budget – Budget Ordinance first reading (no later than 8/15)
Tuesday, August 16	Budget and CIP adopted by City Commission – Budget Ordinance second reading
Wednesday August 17 – Noon	Budget ordinance provided to Journal World for publication Friday,08/19/2016
Thursday, August 25	Statutory deadline for budget submittal. 2017 budget, along with certified copy of ordinance, filed with County Clerk (at least ten days from hearing)
Tuesday, August 30	Notify Outside Agencies of budget allocations
Friday, September 30	Adopted Budget posted on the web Outside Agency agreements mailed
Friday, November 11	Budget submitted to GFOA for review (90 days following second reading)
Thursday, December 1	Publish hard copies of final budget County Clerk submits all budgets to State