

FINANCE MEMORANDUM
#12-09

DATE: May 21, 2012

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Bill Simmons, City Manager *WAS*
Shawn Cordsen, Director of Finance *SC*

SUBJECT: Draft 2013 Budget Calendar

BACKGROUND:

According to Section 8-2 of the City Charter:

“The City Manager, prior to the beginning of each fiscal year, shall submit to the City Council the budget for said ensuing fiscal year and an accompanying message.”

UPDATE:

A draft budget calendar for the production of the 2013 Annual Budget & Five-Year Capital Improvement Plan has been included with this memorandum. The draft budget calendar closely follows the same timeline as that used for production of the 2012 budget process and addresses all associated requirements of the City Charter and State Statute.

While the draft budget calendar provides for the development and communication of organizational goals and priorities, a date has not yet been determined. The establishment of organizational goals provides the foundation from which the budget is developed. The establishment of goals should occur early enough in the process so as to allow the City Manager and staff adequate lead time to develop and incorporate supporting tactics and strategies within the proposed budget.

Staff is seeking general discussion and direction regarding the draft budget calendar and process.

PROS/CONS:

A budget calendar provides a clear and concise planning tool used by all involved in the budget process.

STAFF REFERENCE:

If Councilmembers have any comments or questions, you may contact Shawn Cordsen at scordsen@northglenn.org or at 303-450-8719.

Draft Budget Calendar

Date	Activity
January 30,2012	File the Adopted Budget with the Colorado Division of Local Governments Due By: January 30 th (C.R.S. 29-1-113(1))
May 21	Present 2013 Budget Calendar to City Council
TBD	Development/Communication of 2013 Organizational Goals & Priorities
TBD	Preliminary Executive Team Budgetary Meeting
July 5 – 8	Develop Preliminary Projections, and Budget Worksheets
July 9	Distribute Projections, Preparation Manual, and Worksheets to Departments
July 9 – 27	Departments Complete Budget Worksheets and Package Requests
July 27	Departments Submit Budget Worksheets/Requests to Finance
August 1 – 3	Develop Preliminary Budget Reports
August 6	Distribute Preliminary Budget to City Manager
August 6 – 17	Executive Level Review of the Preliminary Budget
August 20 – 24	Develop & Compile Proposed Budget Document
August 25	Receive Preliminary Abstract of Assessments from County Assessor Due By: August 25 th (C.R.S. 39-5-121(2)(b))
August 27	Calculate Preliminary Mill Levy Rate
August 27 – 31	City Manager Review of the Proposed Budget
September 3 – 7	Proposed Budget Development & Analysis
September 12	Submit Proposed Budget to City Council (Work Session scheduled for 09/17)
September 17	Formal Presentation of Proposed Budget Document to City Council
October 1 & 15	Departmental Budget Presentations To Council
November 5	Departmental Budget Presentations To Council
November 6	Election Day
November 12	Public Hearing on the Proposed Budget and Capital Improvement Program
November 19	Legislative Level Review & Instruction
November 20 – 30	Develop & Compile Recommended Budget Document
December 5	Submit Recommended Budget to City Council (Meeting scheduled for 12/10)
December 10	Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy
December 10	Receive Certified Final Assessed Valuation from County Assessor Due By: December 10 th (C.R.S. 39-1-111(5))
December 15	Certification of the Annual Mill Levy Due By: December 15 th (C.R.S. 39-5-128(1))
December 16 – 31	Compile and Format Adopted Budget, CIP, and Budget-In-Brief Documents for Print and Distribution