

City of Pacifica – Budget Calendar FY 2010/2011

City of Pacifica - Budget Calendar FY 2010-11

March 2010							April 2010							May 2010							June 2010							July 2010							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
														30	31																				

When	What	Who	Why
March			
Week of 8-12	Master Fee Review to Departments	Finance	Master Fee
Week of 8-12	Distribution of Budget Worksheets to Departments	All Departments WWTP Priority for Rate	Budget Sewer Rates/WWTP Budget
Week of 15-19	Finance Meetings with Departments	All Departments Set meetings with Ann and Sandra	Budget
Mon., March 15	Memo to City Council re: Sewer Rates	Finance/WWTP In conjunction with Staff Report	Sewer Rate
Week of 22-26	Master Fee Draft	Finance	Master Fee
Fri., March 19	Budgets due to Finance	All Departments	Budget
Mon., March 22	City Council Meeting Sewer Rate Resolution of Intent	Finance/CM WWTP	Sewer Rate Resolution
Thursday/Friday March 25/26	Budget Meetings with CM	All Departments	Budget
Wed., March 24	Master Fee Notice #1 in Tribune	Finance Friday, March 19 submit notice to Tribune	Master Fee Notice
Wed., March 24	Master Fee Document for Public Review	Finance City Clerk	Master Fee
Friday, March 26	Last day to Mail Sewer Notices	Finance Prepare and Mail Notice	Sewer Rates Mailing Notice
Wed., March 31	Master Fee Notice # 2 Tribune	Finance – Notice to Tribune on Friday, March 26	Master Fee Notice
Mon., April 12	City Council – Master Fee (Public Hearing)	City Council Finance	Master Fee

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28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
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When	What	Who	Why
APRIL			
Wed., April 14	BUDGET WORKSESSION #1	All Departments General Fund Goals and Objectives	GF Budget Dept. Goals
Mon., April 26	City Council – Review of Annual Investment Policy	City Council Finance	Investment Policy
Wed., April 28	BUDGET WORKSESSION #2	All Other Funds Most Departments	Non-General Fund Budgets
Wed., April 28	Gann Limit Notice in Tribune #1	Finance – Notice to Tribune by Friday, April 23	Gann Limit Public Notice
MAY			
Wed., May 5	Notices: Gann #2, CIP #1, RDA #1, UUT #1 and NPDES #1	Finance – Notice to Tribune on Friday, April 30	Public Notices
Wed., May 5	BUDGET WORKSESSION #3	If necessary	TBA
Mon., May 10	City Council – Gann Limit Sewer Hearing – First Reading	Finance WWTP	
Wed., May 12	Notices: CIP #2, RDA #2, UUT #2 and NPDES #2	Finance – Notice to Tribune on Friday, May 7	Public Notices
Wed., May 19	Notice: General Fund #1	Finance – Notice to Tribune on Friday, May 14	Public Notice
Monday., May 24	City Council – CIP, RDA, UUT, NPDES, Sewer Rate – Rate Revision (Consent)	Public Works, WWTP, Finance	Presentation and Adoption
Wed., May 26	Notice: General Fund #2	Finance – Notice to Tribune on Thursday, May 20	Public Notice
JUNE			
Mon., June 14	City Council – General Fund Budget	Finance and Departments	Presentation and Adoption

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21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
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When	What	Who	Why
JULY			
Wed., July 7	Notice: Sewer Report #1	Finance – Notice to Tribune on Thursday, July 1	Public Notice
Wed., July 14	Notice: Sewer Report #2	Finance – Notice to Tribune on Thursday, July 8	Public Notice
Mon., July 26	City Council – Hearing and Adopt Sewer Rate Report	Finance/WWTP	Adopt Report
AUGUST			
Fri., August 6	Sewer Data to County for Tax Roll	Finance	Sewer Rates