City of Pacifica – Budget Calendar FY 2012/2013

When	What	Who	Why
February			11119
Tuesday, Feb 28	Five Year Financial Plan	Financing City Services Taskforce	Options A, B and C
Tuesday, Feb 21-29	Wastewater Budget Preparation	Finance and Wastewater Staff	Sewer Rate for 2012/13
Wednesday, Feb 29	Mid Year Budget Adjustments	All Departments	For Mid-Year Staff Report for March 12
March			
Wednesday., March 7	Memo to City Council re: Sewer Rates	Finance/WWTP In conjunction with Staff Report	Sewer Rate
Monday, March 12	Sewer Rate Staff Report Mid-Year Budget Adjustments	City Council WWTP and Finance	Adoption of Resolution of Intent for Rate Revision
Week of March 1	Draft Budget documents to Departments	Finance and City Manager	Preliminary Budget
Monday, March 12	Draft Budget Documents to Return to Finance	All Departments return draft budget docs	Final Documents for City Manager meetings the week of March 26-30
Week of March 26-30	Budget Meetings with City Manager	All Departments	Budget
Friday, March 23	Sewer Rate	Finance	Mail Notices (Last Day)
APRIL			
Wed., April 11	Budget Worksession #1	All Departments – General Fund	General Fund Budget
Mon., April 23	City Council – Review of Annual Investment Policy and GASB 54	City Council Finance	Investment Policy and Reserve Policy
Wed., April 25	BUDGET WORKSESSION #2	All Other Funds Most Departments	Non-General Fund Budgets
MAY			
Wed., May 2	Notices: CIP #1, UUT #1 and NPDES #1	Finance – Notice to Tribune on Friday, April 27	Public Notices
Wed., May 9	BUDGET WORKSESSION #3	If necessary	TBA
Mon., May 14	City Council Sewer Hearing – First Reading	Finance WWTP	
Wed., May 9	Notices: CIP #2, RDA #2, UUT #2 and NPDES #2	Finance – Notice to Tribune on Friday, May 4	Public Notices
Wed., May 23	BUDGET WORKSESSION #4	If necessary	TBA
Wed., May 16	Notice: General Fund #1 and Gann #1	Finance – Notice to Tribune on Friday, May 11	Public Notice
Tuesday., May 29	City Council – CIP, UUT, NPDES, Sewer Rate – Rate Revision (Consent)	Public Works, WWTP, Finance	Presentation and Adoption
Wed., May 23	Notice: General Fund #2 and Gann #2	Finance – Notice to Tribune on Thursday, May 17	Public Notice
JUNE			
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Mon., June 11	City Council – General Fund	Finance and Departments	Presentation and Adoption
Or June 25	Budget and Gann		
JULY			
Monday, July 9	Comprehensive Fee and Charges	Adoption of new fees and charges	
•	Report	3	
Tuesday., July 4	Notice: Sewer Report #1	Finance – Notice to Tribune on Friday, June 29th	Public Notice
Wed., July 18	Notice: Sewer Report #2	Finance – Notice to Tribune on Friday, July 6	Public Notice
Mon., July 23	City Council – Hearing and Adopt	Finance/WWTP	Adopt Report
	Sewer Rate Report		
AUGUST			
Fri., August 3	Sewer and Fire Data to County for	Finance	Sewer Rates
	Tax Roll		- 15 - 15 - 15 - 15 - 15 - 15 - 15 - 15