

City of Pacifica – Budget Calendar FY 2013/2014

When	What	Who	Why
February			
Thursday, February 7	Joint Work Session on 5 YR Fin. Plan	Council and Financing City Services TF	Work session - 5YR Plan completion
Wed., February 13	Work session – 5 YR Financial Plan	Council	Work Session
Tuesday, Feb 19-28	Wastewater Budget Preparation	Finance and Wastewater Staff	Sewer Rate for 2013/14
March			
Wed., March 6	Five Year Financial Plan	Council	Recommendations for Budget Preparation
Wed., March 6	Business Improvement District (BID)	Finance staff to send notice to Rockaway BID	Notice for annual report for June 10 th agenda
Wed., March 8	Notice for Master Fee and Cost Allocation Plan	Finance – Notice to Tribune on Friday, March 1	Public Notice
Thursday, March 7	Memo to City Council re: Sewer Rates	Finance/WWTP In conjunction with Staff Report	Sewer Rate
Monday, March 11	Sewer Rate Staff Report	City Council WWTP and Finance	Adoption of Resolution of Intent for Rate Revision
Week of March 11	Draft Budget documents to Departments	Finance and City Manager	Preliminary Budget
Wednesday, March 13	Five Year Financial Plan	Council	Recommendations for Options
Monday, March 18	Draft Budget Documents to Return to Finance	All Departments return draft budget docs	Final Documents for City Manager meetings the week of March 25-29
Monday, March 25	Comprehensive Fee and Charges Report	Adoption of new fees and charges	Master Fee and Cost Allocation Plan
Week of March 25-29	Budget Meetings with City Manager	All Departments	Budget
Friday, March 22	Sewer Rate	Finance	Mail Notices (Last Day)
APRIL			
Wed., April 10	Budget Worksession #1	All Departments – General Fund	General Fund Budget
Mon., April 22	City Council – Review of Annual Investment Policy and GASB 54 Adopt Reserve Policy	City Council Finance	Investment Policy and Reserve Policy
Wed., April 24	BUDGET WORKSESSION #2	All Other Funds Most Departments	Non-General Fund Budgets
MAY			
Wed., May 1	Notices: CIP #1, UUT #1 and NPDES #1	Finance – Notice to Tribune on Friday, April 26	Public Notices
Wed., May 8	BUDGET WORKSESSION #3	If necessary	TBA
Mon., May 13	City Council Sewer Hearing – First Reading	Finance WWTP	
Wed., May 8	Notices: CIP #2, RDA #2, UUT #2 and NPDES #2	Finance – Notice to Tribune on Friday, May 3	Public Notices
Wed., May 22	BUDGET WORKSESSION #4	If necessary	TBA
Wed., May 15	Notice: General Fund #1 and Gann #1	Finance – Notice to Tribune on Friday, May 10	Public Notice
Tuesday, May 28	City Council – CIP, UUT, NPDES, Sewer Rate – Rate Revision (Consent)	Public Works, WWTP, Finance	Presentation and Adoption
Wed., May 22	Notice: General Fund #2 and Gann #2	Finance – Notice to Tribune on Thursday, May 16	Public Notice
JUNE			
Mon., June 10 Or June 24	City Council – General Fund Budget and Gann	Finance and Departments	Presentation and Adoption
Monday, June 10	BID Annual Report	City Administration to City Council	Report due June 1 for presentation
JULY			
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 22	City Council – Hearing and Adopt Sewer Rate Report	Finance/WWTP	Adopt Report
AUGUST			
Fri., August 2	Sewer and Fire Data to County for Tax Roll	Finance	Sewer Rates