

**BUDGET ADOPTION CALENDAR
FY2009**

	February 5, 2008	Tuesday	Budget Request Forms prepared by Finc Director & Distributed to Departments
	February 11-15, 2008	Mon-Fri	Finance Director compiles Projected Revenues
	February 15, 2008	Friday	Dept heads can turn in budget requests if completed
	February 20, 2008	Wednesday	Last day to turn preliminary department requests into Finance Director
	February 18-29, 2008	1 1/2 wks	Finance Director compiles all departments salaries, fica, retirement, wc costs. Input into master budget worksheets.
	February 29, 2008	Friday	CA & Finc Director review overall budget
	March 3 , 4, 5	Mon-Weds	Dept heads meet with City Administrator
	March 6, 2008	Thursday	Department changes due back to Finance Director
	March 6, 7 &10	Thurs, Fri, & Mon	All Department requests, personnel, capital outlay, capital projects input into master budget worksheets by Finance Director, 1st Council Budget Notebook Prepared by Finance Director
	March 11 -13	Tues-Thurs	Workbook Draft to Printer
	March 14, 2008	Friday	Budget Workbook Ready in Council Mailboxes
	March 17, 2008	Monday	Regular Council Meeting
	March 18, 2008	Tuesday	1st Budget Workshop
	March 31-April 15	2 1/2 wks	City Administrator prepares answers to issues/questions raised during workshop
	April 8, 2008	Tuesday	2nd Budget Workshop
	April 21, 2008	Monday	Regular Council Meeting
	April 21-24, 2008	Mon-Thurs	Budget Document Revised, corrected, reviewed 2 column budget ad layout prepared
	April 25, 2008	Friday	Deadline to submit ad to Tribune Times
	April 30, 2008	Wednesday	Ad runs in Tribune Times
	*19 DAYS		
Public Hearing	May 19, 2008	Monday	Regular Council Meeting
1st Reading			PUBLIC HEARING 1ST READING
	May 21, 2008	Wednesday	3rd Budget Workshop
2nd Reading	June 16, 2008	Monday	Regular Council Meeting 2ND READING