PLANNING CALENDAR
FISCAL YEAR 2011-2012

Item	Notes	Date/Deadline
Update Business Plans to reflect FY11-12 SOP	New Strategic Operating Plan becomes effective	July 1, 2011
Annual Audit: FY 2010-11 - FY close out and preparation of financial work papers		July - August
Finance Committee - Audit Update - Water Rate Review - FY 2012 Debt Issuance		July 12, 2011
City Council Meeting **FY 2012 Debt Issuance** - Reimbursement Resolution to City Council		July 26, 2011
FY 2012 Debt Issuance - Preliminary meeting with LGC staff		August 2011
Finance Committee -Audit Update **Q4 City Council presentation** -Strategic Operating Plan	All department directors to attend Council	August 23, 2011
Annual Audit: FY 2010-2011 - Validation and verification of year-end balances		September
Team Management -Review FY 2011-12 Five Year Forecast and Planning Tool - FY 2011-12 Capital Planning	Team management meeting	September 12, 2011
Finance Committee - Audit Update - Water Rate Review		September 27, 2011
Annual Audit: FY 2010-11 - Preparation of financial statements, notes, transmittal letter, management discussion and analysis		October
Finance Committee - Audit Update		October 25, 2011
Departmental Fee Proposals due to Budget Office		October 28, 2011
Team Management 2011-2012 Budget Process: - Review Fees	Team management meeting	November 14, 2011
City Council Meeting **- FY 2010-11 Annual Audit Presentation** **Q1 Update** - Strategic Operating Plan updates - Quarterly Financial Report	All department directors to attend Council	November 22, 2011
FY 2012 Debt Issuance - Public Hearing		January 10, 2012
2011-2012 MUNIS Departmental Budget Entry		January 3, 2012

PLANNING CALENDAR
FISCAL YEAR 2011-2012

Item	Notes	Date/Deadline
Retreat City Council Retreat	Agenda: - Council Goal Setting TBD	TBD
Finance Committee - Budget Update - Fees & Charges		January 24, 2012
Budget entry due to Budget Division		January 31, 2012
Budget Office Technical Reviews with departments		February 6-24, 2012
Finance Committee - Budget Update on Key Issues - Fees and Charges		February 2012
FY 2012 Debt Issuance - Rating Agency Presentations		February 16, 2012
Q2 City Council presentation: - Strategic Operating Plan updates - Quarterly Financial Report - Preliminary Budget Information	All department directors to attend Council	February 28, 2012
FY 2012 Debt Issuance - Closing		March 28, 2012
Team Management Budget Review	Team Management meeting, note extended time	March 12, 2012 2-5 p.m.
Finance Committee - General Fund Budget Preview		March 20, 2012
Team Management Budget Review	Team Management meeting, note extended time	March 26, 2012 2-5 p.m.
City Council Budget Worksession - General Fund Budget Preview - Fees and Charges	All department directors to attend City Council	March 27, 2012 3:30 p.m.
Executive Management Proposed Budget Finalization		March 14-April 10, 2012
Finance Team Meeting - Year-End Review & Audit Planning - Encumbrances, Cash & Receivables, Grant Management, etc.		April 4, 2012
Finance Committee - Enterprise Funds and CIP		April 3, 2012
City Council Budget Worksession - Enterprise Funds and CIP **City Council Formal Meeting** 2012-2013 Budget: - Adopt Fees and Charges	All department directors to attend City Council	April 10, 2012
Year-End Deadlines Distributed to all Departments		April 11, 2011

PLANNING CALENDAR
FISCAL YEAR 2011-2012

.Item	Notes	Date/Deadline
City Council Formal Meeting - Proposed Budget Presentation - Set Public Hearing	All department directors to attend City Council	April 24, 2012
Finance Team Meeting - Year-End Review & Audit Planning - Encumbrances, Cash & Receivables, Grant Management, etc.		May 2, 2011
Year-End Close Out - Departments review and close encumbrances - Revenue collection		May 2-31, 2011
Annual Audit: FY 2011-12 - Interim compliance and internal control testing		May – June 2012
City Council Budget Worksession (If Needed) **City Council Formal Meeting:** - Budget Public Hearing **Q3 City Council presentation** - Strategic Operating Plan updates - Third quarter Financial Report	All department directors to attend Council	May 22, 2012
City Council Formal Meeting Budget Adoption	All department directors to attend City Council	June 12, 2012
FY 2011-2012 Year End		June 30, 2012

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	2/7/2012	2/28/2012	3/27/2012	4/24/2012	5/22/2012	6/26/2012
New Business	FY13 Fees & Charges	FY13 Budget Overview Demolition of Properties	FY13 Budget: General Fund Budget Preview Overview of capital planning & debt	FY 13 Budget: Enterprise Funds & CIP	Budget wrap up	FY12 Audit: Interim Field Work Update
Old Business	Parking Services - employment contract Golf Course RFI Combined Campaign Proposal	Commerical Loan Program for EE Projects	Update to Financial Policy for Audit Services Downtown BID Proposal			

	7/24/2012	8/28/2012	9/25/2012	10/22/2012	11/27/2012	12/25/2012
New Business				RFP for FY13 Audit Services		CANCELLED
Old Business			FY12 Audit Update	FY12 Audit Update	RFP for FY 13 Audit Services	

Pending Items: Municipal Banking Services
Leaf Collection Alternatives
Parker Application