

**CITY OF BLACK DIAMOND
2010 BUDGET CALENDAR**

INTERNAL DATE	STATE LAW LIMITATIONS	BUDGET PREPARATION STEPS
August 3	None	Finance formulates message to accompany department budget requests
August 4	September 14	Departmental budget requests distributed
August 28	None	Salary and Benefits projections for 2010
August 28	September 28	Department request estimates to be filed with Finance
August 28	October 1	Revenue projection for all funds; estimate of General Fund ending balance for December 31, 2009
September 21	October 1	Finance submits to CAO the proposed preliminary budget setting forth the complete financial program
September 24	None	Finance provides expenditure budgets for October 1 Council packet
October 1 (Workstudy)	October 5	CAO provides Council with current info on revenue from all sources as adopted in 2009 budget, and provides them with the proposed preliminary budget setting forth the proposed General Fund revenue
October 22 (Workstudy)	None	Mayor, Finance and Department heads review General Fund expenditures budgets with Council
October 29 (Workstudy)	None	Council reviews Public Works budgets for revenues and expenditures for all Public Works budgets, including street, water, wastewater, stormwater and all associated funds. Also reviews overall budget.
November 3 and November 10	November 3 and November 10	City Clerk publishes Notice of Public Hearings on 2010 budget once a week for two consecutive weeks and publishes filing of preliminary budget
November 19	November 20	Copies of Preliminary Budget made available to public
November 19 (Workstudy)	November 19	City Council workstudy at 6 p.m. to review proposed 2010 budget for revenues and expenditures for all funds, including projects from CIP
November 19 (Regular Mtg.)	November 19	City Council holds public hearing on revenue sources and expenditures for the upcoming budget year including possible increases in property tax revenue
November 19 (Regular Mtg.)	November 19	Property tax public hearing
November 19 (Regular Mtg.)	November 19	City Council adopts preliminary property tax levy for 2010 budget (possibly hold 2 nd in December due to delays in information from the County – Must be done by November 30.
December 3 (Regular Mtg.)	December 3	City Council holds final public hearing on 2010 budget
December 3 or 17, (Regular Mtgs.)	December 3 or 17	City Council adopts Final 2010 budget and transmits to the State Auditor's Office