



City of Grand Island

Tuesday, June 19, 2007

Study Session

Item -1

Review of Budget Process

Attached is the 2007/2008 Budget Preparation Schedule. City Finance Director David Springer will review the processes of the 2007/2008 budget.

Staff Contact: David Springer

**Budget Preparation Schedule
2007-2008**

		Person Responsible
City send guidance to outside agencies	04/20/07	
Finance issues initial personnel budget worksheets	04/20/07	
Departments submit 5 year capital improvement plan	05/02/07	
Departments submit initial request for change in personnel status	05/02/07	
Revenue - Departments submit individual fee recommendations	06/04/07	
Departments submit initial operating budget request	05/09/07	
Departments submit initial current year revenue projections/budget estimates	05/09/07	
Departments submit initial current year expenditure projections/budget estimates	05/09/07	
Submission of outside Agencies requests due to Finance	05/09/07	
Preliminary Department conference with City Administrator/Finance Director	5/21 - 6/8/07	
Finance Department reviews, cash summaries, projection analysis	6/11 - 6/20/07	
Revised personnel budgets to departments	06/25/07	
Downtown Improvement Boards submit their budgets	07/13/07	
Study Session: Council review Fee Schedule, Outside Agencies and FTE's	06/19/07	
Council adopts new fees and approves FTE's.	07/10/07	
Public hearing on Solid Waste Agency and adoption of SWA budget	07/24/07	
Council gives preliminary approval of BID budgets & sets date for Board of Equalization	07/24/07	
Council sets Business Improvement District Assessments	07/24/07	
Special public hearing, salary ordinance & CRA budget.	08/07/07	
Presentation of the Budget/Work Session	08/14/07	
County certifies taxable values	08/21/07	
Public hearing & amendment to current year budget if necessary	08/21/07	
Adopt budget & amendment #1 approve lid limit increase, including Parking District No. 1 and CRA & approve outside agency funding.	08/21/07	
Hold public hearing and establish general property tax request	09/11/07	
Establish Parking District #1 Occupation Tax request, Cra Tax Request	09/11/07	
Establish Parking District #2 Property Tax request	09/11/07	
Board of Equilization for BIDs and ordinance for assessments	09/11/07	
Submit Official Budget to State Auditor	09/21/07	
Final Budget Distribution	TBD	