

April 5, 2011

To: All Department Heads
 From: Liz Warmerdam
 Subject: 2011-2012 Budget Timeline



Hello Everyone;

Listed below is the timeline to complete the 2011-2012 Budget broken into three phases:

- 1) Budget Document Preparation
- 2) Budget Review with Interim City Manager
- 3) Budget Review with Council / Finance Subcommittee / Adhoc

It is imperative that all assignments are completed on time so that the budget can be adopted by June 14, 2011.

PHASE 1	BUDGET DOCUMENTS	Department / Responsible Staff	Distribution Date	Date Due From Staff
PAYROLL FY 11-12	Proposed Staff Reductions			Wednesday, April 5 th
	DRAFT Payroll Projections FY 11/12	Finance		Friday, April 8 th
FY 10-11 Projections	Revenues – FY10/11	ALL	Friday, April 8th	Monday, April 18 th
	CITY COUNCIL MTG	ALL	PUBLIC INPUT	Tuesday, April 12th
FY 10-11 Projections	Expenditures - FY 10/11	ALL	Friday, April 8th	Monday, April 18 th
REV 11-12 Projections	DRAFT Revenues – FY 11/12	ALL	Friday, April 8th	Monday, April 18 th
EXP 11-12 Projections	DRAFT Expenditures - FY 11/12	ALL	Friday, April 8th	Monday, April 18 th
	DRAFT	ALL	Friday, April 8th	Monday, April 18 th

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	Fee Schedule - FY 11/12			
DRAFT	Internal Service Funds Requests - Information Services - Vehicle Replacement - Facility Maintenance	Mathews Goswick, Steir, McGuire Stier	Friday, April 8th	Friday, April 22 nd
FINAL	Payroll Projections FY 11-12	Finance		Friday, April 22 nd
FINAL EXP	FINAL Completed Expenditure Spreadsheets	All		Friday, April 29 th
FINAL REV	FINAL Revenue & Fee Schedule	All		Friday, April 29 th
DRAFT	DRAFT Capital Improvement Projects Spreadsheet	Stier, Long, Jimenez	Friday, April 8th	Friday, April 29 th
PHASE 2	BUDGET REVIEW W/CM	DEPT / DIVISION	STAFF	DATE
City Council CM Legal	100-4010 100-4115 100-4320	City Council, City Manager Legal	Deltorchio	Tuesday, May 3 rd
Personnel	100-4520 100-4524	Personnel, / Risk Management	Thomas-Dycus	Tuesday, May 3 rd
Finance	100-4625 100-4630 100-4640 100-4650	Finance	Warmerdam	Tuesday, May 3 rd
City Council/P&R	100-4012 100-4013 100-5536 100-5540 100-5542 100-5543 100-5510 100-5512	Community Events Farmers Market Swim Center, Teen Center, Concession Stands, Youth-Teen Resc. Ctr. Administration, Facility Rentals,	Jimenez	Wednesday, May 4 th

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	100-5520 100-5538 100-5513 to 100-5518; 100-5524 100-5528; 100-5501	Recreation Classes, Sports Program Lupine, Ohlone, Hannah, Tiny Tots, Senior Citizens Library		(Con't)
City Clerk	100-4420 100-4421 100-4423	Management Services Outreach Cable TV	Mathews	Wednesday, May 4th
PD	100-5160; 100-5164; 201	Police Administration Patrol Cops Program	Goswick	Thursday, May 5th
Planning/Bdg	100-5235 100-5238 640	Planning Building RDA - Hsg	Tagashira	Thursday, May 5th
DIF/Bdg Fees	241 242 244 246 247 261 264	General Facilities Comm. Dev Fee Fund Police Facilities Fire Parks and Rec. Traffic STMP Fees	McGuire	Thursday, May 5th
Enterprise Funds	420 430	Sewer HMU	Stier /Blancaflor	Friday, May 6th
CIP's	300 310 630 631 247	Various CIP's Various Funding Sources (240's, 260's...) HMU, Sewer, Streets, Parks, ITC	Stier/Jimenez, Blancaflor, Long	Monday, May 9th
Internal Service	460	IT Capital Projects	Mathews	Monday, May 9th
Internal Service	470	Facilities Maintenance	Stier	Monday, May 9th
Internal Service	450	Vehicle Replacement	Goswick, Stier,	Monday, May 9th

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		Fund	McGuire	
Municipal Services	100-5432; 100-5435; 100-5436 231	Streets Engineering Eng. Inspections Stormwater	Stier	Tuesday, May 10th
DIF Funds	261 262 263 265	Traffic Facilities Gas Tax, Measure C, Road Improvement	Stier	Tuesday, May 10th
Light. & Land.	220- 224	L & L Districts (various)	Stier	Wednesday, May 11th
Debt Services		Debts we can't pay	Warmerdam	Wednesday, May 11th
RDA	601	RDA – GF	Warmerdam	Wednesday, May 11th
Grants/RDA Projects	295 631	Grants (various) Waterfront/ITC Sycamore North	Stier, Long, Harder	Wednesday, May 11th
OTHER	FLOAT	FLOAT	FLOAT	May 12th-13th
PHASE 3	BUDGET REVIEW W/ PUBLIC	DEPT / DIVISION	STAFF	DATE
	2010-2011 Projections Rev & Ex	City Council Workshop	Citizens' Ad Hoc Advisory Committee	Tuesday, May 31st
	2011-2012 Budget Rev & Exp	City Council Workshop	Citizens' Ad Hoc Advisory Committee	Tuesday, May 31st
	Internal Service Funds	City Council Workshop	Citizens' Ad Hoc Advisory Committee	Tuesday, June 7th
	Capital Projects	City Council Workshop	Citizens' Ad Hoc Advisory Committee	Tuesday, June 7th
	Transfers	City Council Workshop	Citizens' Ad Hoc Advisory Committee	Tuesday, June 7th