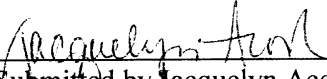


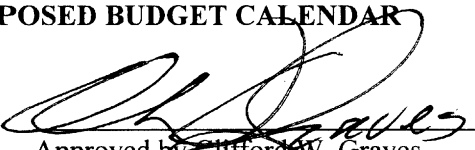


City of Carson Report to Mayor and City Council

May 9, 2011
New Business Discussion

SUBJECT: CONSIDERATION OF FY 2011/12 PROPOSED BUDGET CALENDAR


Submitted by Jacquelyn Acosta
Administrative Services General Manager


Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

The attached proposed budget calendar is being presented to assist staff in selecting dates for the upcoming budget workshops that are acceptable to the City Council.

II. RECOMMENDATION

REVIEW and DISCUSS the FY 2011/12 proposed budget calendar.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

Staff is busy trying to finalize the proposed budgets to present to the City Council. In the meantime, staff would like to set the schedule for the upcoming budget workshops. Staff is asking the City Council to look at the proposed budget workshop dates on the attached budget calendar and let staff know if those dates are acceptable to the City Council.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. FY 2011/12 Proposed Budget Calendar. (pg. 3)

Prepared by: Jacquelyn Acosta, Administrative Services General Manager

TO: Rev010511

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

Action taken by Redevelopment Agency

Date _____ Action _____

**CITY OF CARSON
BUDGET CALENDAR
FY 2011/12**

DATE	RESPONSIBILITY	ACTIVITY
March 3	Administrative Services General Manager, Finance Officer, and Administrative Analyst	Distribute general fund budget worksheets and instructions for budget preparation, narratives, and other on-line forms. Due back by March 24.
March 3 - March 24	City Manager and General Managers	Preparation of general fund work group budgets, input budget requests, review budget narratives and revise, if necessary. Due by March 24.
March 3 - March 28	Administrative Services General Manager and Finance staff	Prepare revenue estimates and salary and benefit projections.
March 21	Administrative Services General Manager, Finance Officer, and Administrative Analyst	Distribute special revenue fund budgets worksheets. Due back by April 4.
March 24	City Manager and General Managers	General fund work group budgets due to Finance.
March 24 – May 5	City Manager and Administrative Services General Manager and Finance Officer	Review work group submissions.
April 4	City Manager and General Managers	Special revenue funds budgets due to Finance.
May 11 – May 26	City Manager, Administrative Services General Manager, Finance Officer and General Managers	Discuss and finalize general fund and special revenue funds budgets.
May 17	City Manager	Distribute proposed redevelopment agency budgets to City Council and staff.
May 26	City Manager	Distribute proposed special revenue funds budgets to City Council and staff.
May 31	City Manager	Distribute proposed general fund budget to City Council and staff.
May 31	City Council, City Manager , General Managers and Finance Officer	Budget Workshop #1 – review of redevelopment agency budgets.
June 6	City Council, City Manager , General Managers and Finance Officer	Budget Workshop #2 – review of special revenue funds budgets.
June 14	City Council, City Manager, General Managers, and Finance Officer	Budget workshop #3 – review of general fund budget.
June 23	City Council, City Manager, General Managers, and Finance Officer	Budget workshop #4 – continue review of general fund budget.
June 30	City Council, City Manager, General Managers, and Finance Officer	Budget workshop #5 – continue review of general fund budget and hold public hearing.
July 12	City Council, City Manager, General Managers, and Finance Officer	Adopt general fund, special revenue funds and redevelopment agency funds budgets.
July 13 – August 15	Finance	Preparation of final budget documents.