

CITY OF EL DORADO
CIP, Sales Tax, and Budget Calendar
2017

November 2, 2015	City Manager request the City Commission think of Sales Tax Committee members
December 7, 2015	City Commission to appoint the Sales Tax Committee
December 7, 2015	HR to present 2017 Salary Schedule to City Commission.
December 7, 2015	Finance Director to present budget Presentation and provide CIP, Sales Tax, and Budget Calendars to the City Commission at the CC Meeting.
December 17, 2015	Capital Improvement Plan (CIP) and Equipment Replacement Plan (ERP) documents distributed to departments including CIP and ERP forms.
January 6, 2016	City Commission workshop “Budget Vision” for Departments and CC to express their budget visions.
January 11, 2016	Departments present funding requests to the Sales Tax Committee.
January 14, 2016	CIP and ERP Request Forms completed and returned to the Finance Director.
January 25, 2016	Send Notice of Public Hearing to Butler County Times Gazette for the Sales Tax Committee Public Hearing to receive funding requests.
January 29, 2016	Departments present CIP and ERP requests to the City Manager and Finance Director as a group. Include Planning Commission Secretary to ensure the CIP’s are within “Comprehensive Plan”.
February 8, 2016	Sales Tax Committee holds public hearing to receive funding requests. The Sales Tax Committee reviews and prepares a recommendation for the City Commission – 5:30 p.m.
February 22, 2016	Send Notice of Public Hearing to Butler County Times Gazette for the City Commission’s Public Hearing to consider the funding recommendation from the Sales Tax Committee.
February 25, 2016	Proposed CIP distributed to the Planning Commission with Ranking Sheets.
February 29, 2016	Send letters to Outside Agencies informing them of the date to present budget request to City Manager and Finance Director.
March 2, 2016	Operating budget instructions distributed to departments.
March 3, 2016	Budget worksheets open for entry.
March 7, 2016	City Commission holds public hearing to consider the funding recommendation from the Sales Tax Committee.
March 24, 2016	Departments present CIP requests to the Planning Commission. The Planning Commission reviews and prepares a recommendation for the City Commission.

March 30, 2016	Send notice of Public Hearing Butler County Times Gazette for City Commission workshop for departments to present CIP and ERP requests.
March 31, 2016	Departments/outside agency budget requests due to the Finance Director.
April 4-8, 2016	Departments/outside agencies present budget requests (revised and proposed) to the City Manager and Finance Director.
April 7, 2016	CIP Ranking Sheets due from Planning Commission to Planning Commission Secretary to compile.
April 13, 2016	City Commission holds workshop and Public Hearing for departments to present CIP and ERP requests. Planning Commission Secretary to present Planning Commission CIP Recommendations.
April 13, 2016	Send notice to Butler County Times Gazette of CIP Public Administrative hearing with the City Manager to allow opportunity for questions from the public.
April 22, 2016	Budget worksheets closed. Any budget changes should be submitted to the Finance Director for review.
April 26, 2016	CIP Public Administrative hearing with the City Manager to allow opportunity for questions from the public – 5:15 p.m.
April 27, 2016	Finance Director meets with City Manager to review Department Budgets – Determined mill levy required.
April 29, 2016	Departments meet with City Manager and Finance Director to cut budget if necessary.
May 2, 2016	Send notice of Public Hearing to Butler County Times Gazette for the City Commission public hearing and adoption of the CIP
May 11, 2016	City Commission workshop for outside agencies and departments to present their budget requests – “FIRST DRAFT” (No Notice of Publication Required).
May 16, 2016	City Commission public hearing and adoption of the CIP.
May 25, 2016	City Commission workshop for opportunity for questions and discussion of the outside agencies and department presented budgets (No Notice of Publication Required).
June 29, 2016	City Commission workshop for Finance Director to present “SECOND DRAFT”/ State Budget Forms and opportunity for questions and discussion.
July 13, 2016	City Commission workshop to review “FINAL” budget. Provide a list of questions City Commission would like answered at the City Commission meeting.
July 18, 2016	Send Notice of City Commission Public Hearing and adoption of the budget
August 1, 2016	City Commission public hearing and adoption of the budget (Notice of Public Hearing Required)