



FY 2013 BUDGET CALENDAR

July 2011 – February 2012

Budget staff analyzed revenue and expenditure data to determine budget and economic outlook for FY 2013. Discussions with the City Manager's Office and other executive management staff occurred during this time regarding numerous balancing options for the FY 2013 revenue, operating and debt service budgets.

Preparation of FY 2013 operating budget items such as premiums for workers compensation insurance, risk management insurance, vehicle replacement, technology replacement, phone services, and indirect cost allocation. Analysis of revenue trends was also prepared during this time, with periodic updates to the assistant city manager.

September 2011 – February 2012

Capital improvement plan (CIP) budget preparation. This process involved input by departments; the review of project budgets and operating and maintenance budgets by engineering, budget and facilities management staff; the prioritization of projects based on City Council's strategic priorities and financial constraints; a discussion of various financing options by the CIP finance team; and preparation of the Preliminary FY 2013-2022 CIP document for City Council review.

November 2011

- 1 Status report through the first quarter on the FY 2012 General Fund operating budget revenues and expenditures was presented to City Council.
- 16-29 FY 2013 operating budget kickoff meetings with the executive leadership team comprised of the assistant city manager, deputy city managers, police and fire chiefs, and City Council appointees.
- 30 FY 2013 operating budget kickoff meeting with department directors and staff to commence budget input. Input continued through December 23, 2010.

December 2011

- 7 City Council goal review and strategic planning retreat facilitated by Dick Bowers, President of R.A. Bowers and Associates with special guest Jim Rounds from Elliott D. Pollack and Company (Meeting 1 of 2).
- 27 Last day for FY 2013 operating budget input by departments.

January 2012

- 3 2012 State Legislative Agenda and Legislative Update presented to Council by the Intergovernmental Programs Department; Debt Management Plan and MPC / Water-Sewer Refinancing Options presented by Financial Services Department.

- 10 City Council goal review and strategic planning retreat facilitated by Dick Bowers, President of R.A. Bowers and Associates (Meeting 2 of 2).

February 2012

- 7 The balancing plan for the FY 2013 general fund operating budget and the FY 2013-2022 capital plan was finalized with the assistant city manager and the executive leadership. Delivery of the City Council budget workbook that contained the city manager's recommended operating budget memo, detailed departmental operating budgets and cost of service worksheets was delivered during the week of February 7.
- 14 1:30 PM – 5:00 PM, 1st operating budget workshop.
- 21 1:30 PM – 5:00 PM, 2nd operating budget workshop.
- 28 1:30 PM – 5:00 PM, 3rd operating budget workshop.

March 2012

- 6 8:30 AM – 5:00 PM, 4th operating budget workshop.
- 20 8:30 AM – 5:00 PM, 5th operating budget workshop.

April 2012

- 3 1:30 PM – 5:00 PM, 6th operating budget workshop.
- 12 Delivery of the preliminary FY 2013-2022 capital improvement plan.
- 13 Sixty-day (60) posting of the property tax, sales tax, bed tax, and civic center fee increases on the city website's home page in accordance with state statutes. This posting was done 60 days in advance of the June 12, 2012, City Council meeting at which the city sales tax and bed tax increases as well as civic center fee increases will be considered along the FY 2013 budget adoption. A public hearing on the proposed property tax increase also will occur at the June 12, 2012 City Council meeting.
- 20 Sixty-day (60) posting of the parks, recreation and library fee increases on the city website's home page in accordance with state statutes. This posting was done 60 days in advance of the June 26, 2012, City Council meeting at which the parks, recreation and library fee increases will be considered.
- 17 8:30 AM – 5:00 PM, 7th operating and capital budget workshop.
- 23 8:30 AM – 5:00 PM, 8th final operating and capital budget workshop.

The FY 2013 tentative budget schedules were prepared. This included preparation of all schedules such as fund balance analyses, summary of revenues, operating budgets by program and fund, debt service schedules, transfers between funds, summary of property tax levy and tax rate, etc.



May 2012

- 17 The FY 2013 tentative budget schedules were delivered to City Council in advance of the May 22 council meeting.
- 22 City Council adopted a resolution approving the FY 2013 tentative budget, directing publication of the tentative budget, giving notice of the June 12 date for the public hearing on the FY 2013 tentative budget and a separate public hearing on the FY 2013 property tax levy and giving notice of the June 26 date for the adoption of the FY 2013 property tax levy.
- 22 1st clean-up ordinance to City Council regarding FY 2012 inter-fund budget transfers.
- 31 Publication in *The Glendale Star* of FY 2013 budget information as required by state statute.

The FY 2013 budget document was prepared. This included preparation of all narratives associated with the tentative schedules such as city organizational chart, Council district map, financial organization chart, budget process, budget message, departmental narratives, budget summaries, financial guidelines, financial policies, capital improvement plan, miscellaneous statistics, etc.

June 2012

- 5 City Council workshop discussion about a potential reduction in the amount of the sales tax increase on single retail item purchases over \$10,000.
- 7 Second publication in *The Glendale Star* of FY 2013 budget information as required by state statute.

The Planning Department presented the FY 2013-2022 CIP to the Planning Commission for review as required by Arizona state law to ensure consistency with the City's General Plan. The Planning Commission sent a letter to the City Council indicating that the FY 2013-2022 CIP is consistent with the Glendale's General Plan.

- 12 City Council conducted a public hearing on the FY 2013 property tax levy. City Council conducted a separate public hearing on the FY 2013 budget and convened a special meeting to adopt a resolution approving the FY 2013 budget. City Council also conducted separate public hearings on the sales tax and bed tax increases and then voted to approve the rate adjustments, as well as approving Civic Center fee increases.
- 26 City Council adopted an ordinance approving the FY 2013 property tax levy. City Council also approved parks, recreation and library fee increases.
- 26 2nd clean-up ordinance to City Council regarding FY 2012 inter-fund budget transfers.

July 2012

- 1 Start of FY 2013.