

CITY OF KENOSHA

2010 BUDGET CALENDAR

FINAL REVISED @ 11/4/09

Thursday, 7/9/09	Review Capital Improvement Plan (CIP) and Operating Budget process @ Special Department Head Meeting
Monday, 7/13/09- Friday, 8/7/09	CIP - 5 year projects entered/updated by departments.
Monday, 7/13/09	Operating Budget process begins. Personnel and Finance will enter all personnel related costs based on 2009 head count data. Departments responsible for entering all other budget amounts.
No later than Friday, 8/14/09	Electronically forward completed operating budget forms to the Finance Department via kbud@kenosha.org . Departments need to have "Estimated 2009" and "2010 Department Requested" information entered into the system.
Monday, 8/17/09- Friday, 8/22/09	CIP reviewed by The Mayor, City Administrator, Director of Finance and Department Heads with CIP responsibility.
Wednesday, 8/31/09- Friday, 9/4/09	Initial Operating Budget consolidation reviewed by The Mayor, City Administrator, Director of Personnel, and Finance Director
Monday, 9/7/09	LABOR DAY - Holiday
Monday, 9/8/09- Friday, 9/18/09	Operating Budget reviewed by The Mayor, City Administrator, Director of Personnel, and Finance Director with ALL Department Heads.
Monday, 10/5/09	The Mayor will distribute Operating Budget and CIP to the Common Council.
Friday, 10/9/09	Operating Budget Summary published in newspaper (Finance Dept.)
Thursday, 10/29/09 5:00pm	<u>Capital Improvement Plan –City Plan Commission Review</u> The City Administrator and Finance Director will present the CIP to the City Plan Commission with ALL Department Heads that have funds requested in attendance. (City Plan

staff to record minutes of this meeting.)

Parks Comm.

Wed., 11/4/09, 5:30pm

P.S. & W. Comm.

Mon., 11/9/09, 5:15pm

P. W. Comm.

Tues., 11/10/09, 5:00pm

The Chairmen of the various committees shall schedule a **CIP Review** item on their agenda at a regularly scheduled committee meeting for their respective Departments and their respective areas of responsibility. The Mayor, City Administrator and Finance Director shall be present along with each respective Department Head to answer questions from the committees.

Parks Comm.

Wed., 11/4/09, 5:30pm

P.S. & W. Comm.

Mon., 11/9/09, 5:15pm

P. W. Comm.

Tues., 11/10/09, 5:00pm

L.&P. Comm.

Tues., 11/12/09, 2:00pm

The Chairmen of the various committees shall schedule Committee **Budget Review** Meetings for their respective departments. The Mayor, City Administrator, Finance Director, and Personnel Director shall be present along with each respective Department Head to answer questions from the committees. (Finance Department staff to record minutes of these meetings.)

Thursday, 11/12/09

6:00pm

CIP - Finance Committee Review

The Mayor, City Administrator and Finance Director will present the CIP to the Finance Committee with ALL Department Heads that have funds requested in attendance. (Finance Department staff to record minutes of this meeting.)

Monday, 11/23/09

5:00pm

Executive Operating Budget - Finance Committee Review

The Mayor, City Administrator, Finance Director, and Director of Personnel will present the Executive Operating Budget to the Finance Committee with ALL Department Heads in attendance. (Finance Department staff to record minutes of these meetings.)

Tuesday, 12/1/09

5:00pm

Operating Budget & CIP - Committee of the Whole Meeting

Public Hearing to be held prior to budget deliberation.

Wednesday, 12/2/09

5:00pm

Operating Budget & CIP - Common Council Adoption

Formal adoption by enactment of appropriation and revenue legislation.

Pursuant to City Ordinance - Chapter II, Section 2.02:

Mayor will submit to Council no later than the First Monday in October an itemized budget (Monday, 10/5/09).

Pursuant to State Statutes - Chapter 65.90:

Budget must be published at least 15 days prior to the public hearing.

(Published 10/9/09 - Public Hearing 12/1/09)