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MEMORANDUM

Management Services Memo No. 12-052

DATE: APRIL 19, 2012

TO: MAYOR AND COUNCIL

THRU: RICH DLUGAS, CITY MANAGER *RD*
DAWN LANG, MANAGEMENT SERVICES DIRECTOR *DL*

FROM: GREG WESTRUM, BUDGET MANAGER *GW*

SUBJECT: 2012-13 PROPOSED OPERATING AND CAPITAL BUDGETS

The Proposed Fiscal Year 2012-13 Budget and FY 2013-2022 Capital Improvement Program (CIP) are provided in this binder for your review in preparation for the May 4, 2012 Budget Briefing. The binder includes an Executive Summary booklet, Budget Highlights booklet, Revenue booklet, Department booklets in alphabetical order, followed by the proposed CIP.

Attached is the agenda for the May 4th Council Budget Briefing. A light continental breakfast will be served at 8:00 a.m. Presentations will begin at 8:30 a.m. Lunch will also be provided.

Lastly, the remaining key dates in the FY 2012-13 Budget Calendar budget process is attached; including submitting budget amendments (if desired), tentative and final adoption of the Budget and CIP, and Property Tax Levy Adoption.

Please feel free to call me at (480) 782-2256 or Dawn Lang at (480) 782-2255 if you have any questions.

Attachments

cc: Pat McDermott, Assistant City Manager
Jeff Clark, Fire Chief
Department Directors

**Agenda for Council Budget Briefing
May 4, 2012
Council Chambers
8:30 a.m.**

- I. Opening Remarks
- II. Overview of Operating Budget & Capital Improvement Program (CIP)
Sources and Uses
- III. Department Operating Budget Presentations
 - a. Overview – 5-year General Fund Forecast
 - b. Operating by Department
 - 1. Financial Highlights (including recommended fee increases)
 - 2. Accomplishments
 - 3. Reallocations, reduction, and efficiencies
 - 4. Decision packages – ongoing and one-time
- IV. Department CIP Budget Presentations
 - a. Overview – 2013-2022 CIP
 - b. Projects by Department
- V. Next Steps and Adjournment

Remaining Budget Calendar - - FY 2012-13 Budget

May 14th Council Budget Amendments Submitted to Budget Division.

Proposed budget amendments are needed no later than 5:00 p.m. on May 14th in order to develop budget estimates and prepare them in proper order to deliver them to Council by Thursday, May 17th.

May 21st Council Budget Amendment Discussion and Special Meeting.

Proposed amendments will be consolidated and discussed following the Study Session in a Special Meeting. Based upon Council vote, amendments will be incorporated into the proposed budget.

May 24th Tentative Adoption.

Tentative adoption of the budget and CIP will be voted on at the May 24th Council meeting.

June 14th Public hearings on the Budget, CIP, and proposed Tax Levy;

and,

Final Adoption of the Budget and CIP. Under state law, the budget cannot increase, only decrease, from the version adopted on May 24th.

June 28th Property Levy Adoption. The final budget-related action is scheduled for June 28th at which time the Council will adopt the property tax levy. By state statute, at least 14 days must lapse between final adoption of the budget and adoption of the tax levy.