City of Woodland
2014 Budget Timeline

07/15/2013

2013	City Timeline	State law time limitations		
June	06/17/2013		Mayor - verbal request **"Call for 2014 Budget"** to Dept Heads. Mayor requests baseline budget and any requests for new items including capital purchases, new expenditures and proposed new staffing. Include funding sources to pay for capital purchases.	
June – Sept			Clerk-Treasurer begins the preparation for the budget. A review of salary, salary allocations, benefits, expenditures, and general revenue forecasts is conducted.	
July	7/9/2013		Clerk-Treasurer prepares baseline budget template for the ensuing year. Baseline budget includes projected ongoing revenues and expenditures with the initial focus on the operating budgets.	
July	7/15/2013		Clerk-Treasurer issues **"Call for 2014 Budget"** to Dept Heads and Agency requests – in writing; **Due Friday, August 30, 2013**	
July/ August			Conduct Revenue forecast. Mayor & CT meet with department heads to determine projected revenues for the following year. Including discussion of anticipated development activity, permits, fees and any rate increases. Dept Heads review the capital projects and propose the projects to complete, including the revenue source to fund the project.	
August	8/5/2013		**CC regular meeting**	
August	8/19/2013		**CC regular meeting**	
August	8/26/2013		**CC-Special Workshop** Committee Reports ➢ Council to comment on 2014 "wish list and/or priorities requested"	
August	**8/30/2013**	By 9/XX/2013	**2014 Department Budget estimates & Agency Requests DUE to Mayor & Clerk-Treasurer** The overall budget proposal, including new requests and capital projects, is presented to the Clerk-Treasurer & Mayor for modifications, revisions or additions.	
September	Tuesday 9/3/2013		**CC regular Meeting**	
September	Week of 9/9		Departments meet with Mayor and CT re: 2014 budget requests	
September	9/16/2013		**CC regular meeting**	
September	Week of 9/16 to 10/7/2013		Mayor and CT meet and review Dept. 2014 Budget requests of 2014 PRELIM budget (make modifications)	
September	9/23/2013		**CC-Special Workshop** Committee Reports & 2013 Revenues/2014 Revenue Estimates (Summary) ➢ Council comments on 2014 budget for "wish list and/or priorities requested" ➢ DH's will provide PRELIM Summaries by type for General Fund, Water Sewer, Street	

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October	By 10/7/2013	By 10/7/2013	Clerk-Treasurer files 2014 Estimated PRELIM Budget with Mayor with any detailed changes approved or requested by the Mayor	
October	10/7/2013	10/X/2013	**Mayor provides proposed 2014 Budget to council as requested by each department (Revenue & Expenditure)**	
October	10/7/2013		**CC regular meeting**	
October	10/14/2013		**CC-Special Workshop**/ 2014 Budget – Dept presentations	
October	10/16/2013		**CC Special-WQCC** hosted by Port of Woodland	
October	10/21/2013		**CC regular meeting**	
October	10/28/2013		**CC-Special Workshop** / 2014 Budget, continue Dept. presentations	
October	10/23/2013	10/18 to paper	City Clerk publishes notice of public hearing for property tax levy 11/4	
Nov	11/4/2013	Before legislative body votes on property tax levy	**CC regular meeting**: Public Hearing on 2014 Property Tax Levy and Ordinance on Property Tax Levy (First Reading)	
Nov	11/13/2013	Nov XX - XX	City Clerk publishes notice of filing of 2014 Preliminary Budget and Notice of public hearing once a week for two consecutive weeks	
Nov	11/XX/2013	11/XX/2013	Prelim Budget made available to the Public	
Nov	11/11/2013		Veteran's Day Holiday	
Nov	11/18/2013	By 11/30/2013	**CC regular meeting**: 2014 Property Tax Levy Ord (Final Reading); and Public Hearing on 2014 Preliminary/Final Budget and Ordinance for 2014 Prelim Budget (First Reading)	
Nov	11/25/2013		**CC Workshop** (4th Monday) Committee Reports & Special Meeting: 2014 Budget Workshop (Council comments)	
Nov	11/28&29/2013		Thanksgiving Holidays	
Dec	12/2/2013	Adopt by 12/31/2013	**CC regular meeting: Adopt** Ordinance for 2014 Budget (Final Reading)	
Dec	12/9/2013**		*CC-Special Budget workshop**if needed*	
Dec	12/16/2013		**CC regular meeting**-Final meeting for the year (authorize 2014 contracts, etc. as needed)	