

## City of West Point 2014 Budget Calendar

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|---------------------------------|---|
| August 6, 2013                  | Budget request forms distributed to Departments at Department Directors meeting with City Manager 2:00 P.M.   |
| August 27, 2013                 | City Manager reviews Budget Process with Mayor and City Council at work session 6:00 P.M.   |
| August 28- September 4, 2013    | City Manager meets with Mayor and City Council in individual meetings   |
| September 19, 2013              | Department Directors meeting with City Manager to discuss budget 2:00 P.M.<br>Department budget request forms returned to City Manager  |
| September 20 – October 22, 2013 | City Manager assembles budget request, compare with revenue estimates, and compiles the budget document<br>City Manager meeting(s) with Department Directors -<br><i>Time - TBA</i>   |
| October 29, 2013                | Budget packets to Mayor and Council<br>City manager presents budget for consideration in work session 6:00 P.M.<br><br>*Article in paper that budget has been submitted to the council and public meetings will be held specifically the public hearing held November 7, 8:15 A.M. (One Required Public Hearing)<br>*Make the draft budget available to public<br>*Copy of draft budget to news media |
| October 31, 2013                | *Public Engagement Meeting 11 A.M. – 2 P.M.<br>City Manager and City Staff  |
| October 31 – November 29, 2013  | Mayor and Council review budget, submit question and meet with City Manager as needed   |
| November 7, 2013                | *Public hearing #1 8:15 A.M.<br>Announce Public Hearing #2 November 26, 2013 6:00 P.M.  |
| November 7, 2013                | Budget work session (following public hearing)  |
| November 26, 2013               | *Public hearing #2 for proposed budget 6:00 P.M.<br>Council Work Session  |
| December 5, 2013                | Final Council review at Work Session 8:15 A.M.  |
| December 9, 2013                | City Manager final review and revisions. Presentation of budget for adoption at council meeting 6:00 P.M.   |

## **City of West Point 2014 Budget Calendar**

December 13, 2013

Distribute the approved budget to departments, council, media, make available to the public, post on the city website and the Carl Vincent Institute web site

January 1, 2014

Budget becomes effective

\* Public engagement enhances the Government's effectiveness and improves the quality of its decisions. Knowledge is widely dispersed in society, and public officials benefit from having access to that dispersed knowledge. The city will offer citizens opportunities to participate in policymaking and to provide their Government with the benefits of their collective expertise and information. The city will solicit public input on how we can increase and improve opportunities for public participation in Government.

\*\*The budget calendar is prepared by the City Manager and may be amended by the City Council at any time during the budget process.