

**CITY OF POST FALLS  
FY 12 PROPOSED BUDGET CALENDAR**

	Publish Date	Publish Date	Responsible Party	Begin	Due Date	Date Completed
Personnel Schedule - FY 11			Finance	02/03/2011	02/15/2011	
Line Item Detail Report and Form			Finance	02/04/2011	02/15/2011	
Employee Position Review - Job Description and grading			All/Human Res.	02/22/2011	03/25/2011	
Debt Service Report			Finance	02/03/2011	02/15/2011	02/01/2011
Oganizational Chart			Department Heads	02/03/2011	02/15/2011	
New Item Request Form			Department Heads	02/22/2011	03/25/2011	
Additional New Personnel Request Form			Department Heads	02/22/2011	03/25/2011	
<b>Priority Setting Only</b> Budget Meeting - Mayor, Council & Dept Heads**			Finance	02/03/2011	02/03/2011	02/03/2011
Transfer Study Update			Finance	03/01/2011	04/08/2011	
Notice to County of Public Hearing Date			Finance	03/31/2011	04/30/2011	
Dept. Meetings w/Administrator*			City Administrator	03/28/2011	04/15/2011	
Merit and Benefits Discussion			All	02/22/2011	03/25/2011	
Set Tentative Budget			City Administrator	04/15/2011	04/29/2011	
Meeting with Mayor & Council - - Review Tenative Budget - Open to Public			Finance/City Admini	05/02/2011	06/17/2011	
Unmet Needs List			Finance	06/20/2011	06/30/2011	
Preliminary New Construction Roll from County - 1st Monday in June (63-301A)			County	06/06/2011	06/06/2011	
County Auditor Notify City of Taxable Valuation - Prior to first Monday in Aug (63-1312)			County	08/01/2011	08/01/2011	
Property Tax Projection Report			Finance	04/01/2011	04/12/2011	
Fee Increase Notice to Paper - Must run 2 weeks prior	07/22/2011	07/27/2011	Finance	06/30/2011	07/15/2011	
Fee Increase Public Hearing			Finance	08/02/2011	08/02/2011	
Adopt Master Fee Resolution			Finance	08/16/2011	08/16/2011	
Adopt Master Records Destruction Resolution			City Clerk			
Public Hearing Notification	08/05/2011	08/12/2011	Finance	07/25/2011	07/29/2011	
Public Hearing			Finance	08/16/2011	08/16/2011	
Certify Taxes to County			Finance	08/17/2011	08/31/2011	
Adopt Appropriation Ordinance			Finance	09/06/2011	09/06/2011	
Publish Appropriation Ordinance			City Clerk	09/07/2011	09/30/2011	
Send Ordinance to Secretary of State			Finance	09/07/2011	09/30/2011	