

**CITY OF GARDNER  
BUDGET PROCESS  
For 2012**

- **Staff begins reviews for Capital Improvement Plan**  
Staff begins to collect data for capital improvements program. (November 2010)
- **City Council Reviews Prior Year End Data and Staff Begin Collecting Capital Infrastructure and Equipment Information**  
The City Council and staff meet to review the actual revenues and expenditures for the prior fiscal year. Staff begins to collect data for equipment replace program. (February 2010)
- **City Council and Staff Begin Planning Priorities**  
The City Council and staff meet to establish priorities for the next fiscal year. This discussion allows staff to develop the proposed budget taking into consideration the policy directions of the City Council. (March 2011)
- **Departments Submit Budget Requests Per Council Priorities**  
Departments are required to submit budget proposals which are reviewed by the City Administrator's Office. (April 2011)
- **City Administrator Reviews Department Requests**  
The City Administrator takes time to review each individual department's budget prior to meeting with the department head. Afterward, the Administrator/Departmental budget sessions are conducted as necessary where each department is given time to present their budget submittals and support them through discussion. (May 2011)
- **Administrator Prepares Proposed Information on Certain Funds for Council Review**  
The City Administrator prepares a preliminary budget of major funds including the General, Water & Sewer and Hotel/Motel Tax, as well as capital improvements. The preliminary budget gives the City Council an indication as to the budget's direction. (June 2011)
- **Fees Discussed with Council**  
The City Administrator prepares information on fees included excise, water, wastewater, and park development fees. The Council is presented the information for discussion and to clarify their desire with staff related to any change in the fees structure. (July 2011)
- **Public Hearing**  
A hearing is held to allow for public input on the proposed budget. Notice of the hearing is published in a newspaper of general circulation. Written and/or oral comments on the proposed budget by the public are encouraged. (August 2011)
- **City Council Adopts Budget and Budget Ordinance**  
The budget ordinance and the budget document are adopted by the City Council. The budget is then submitted to the County by August 25<sup>th</sup> for recording with the State of Kansas. (August 2011)
- **Staff Prepares Budget Document**  
Staff prepares budget documents for printing and then distributes to Council. (September 2011)
- **City Council Amends Budget as Necessary**  
Amendments to the budget may be necessary to reflect changing needs and priorities.