

**CITY OF KINGMAN  
SPECIAL MEETING OF THE COMMON COUNCIL  
Kingman Police Department  
2730 E. Andy Devine Ave.**

**2:00 P.M.**

**AGENDA**

**Friday, January 23, 2015**

**SPECIAL MEETING**

**\*\*A member of the Council may be attending the meeting telephonically\*\***

**CALL TO ORDER & ROLL CALL  
PLEDGE OF ALLEGIANCE**

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A) 3 TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

- 1. Council Planning and Goal Setting Session**  
Discussion and/or Direction for the City Manager
- 2. Set FY2015-16 Preliminary Budget Calendar**  
For the last three years, the Council has held a pre-budget priorities and capital improvements plan discussion and workshop in February as the kickoff to the upcoming budget season. In anticipation of budget meetings resulting in final adoption of the budget in May 2015 and no later than June 2015, it is time to confirm dates available for upcoming budget workshops and meetings. **Staff recommends Council discuss budget process expectations and set the preliminary budget calendar.**

**ADJOURNMENT**

**Posted** \_\_\_\_\_ **by** \_\_\_\_\_

# CITY OF KINGMAN COMMUNICATION TO COUNCIL



**TO:** Honorable Mayor and Council Members  
**FROM:** Coral Loyd, Finance Director  
**MEETING DATE:** January 23, 2015  
**AGENDA SUBJECT:** Set FY2015-16 Preliminary Budget Calendar

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**SUMMARY:** For the last three years, the Council has held a pre-budget priorities and capital improvements plan discussion and workshop in February as the kickoff to the upcoming budget season. In anticipation of budget meetings resulting in final adoption of the budget in May 2015 and no later than June 2015, it is time to check your calendars to confirm dates available for upcoming budget workshops and meetings.

Attached is a proposed fiscal year 2015-2016 budget calendar. A pre-budget priorities work session in February or early March, followed by a budget work session in April are suggested. Additional work sessions or agenda items can be scheduled if needed.

**ATTACHMENT:**

1. Proposed budget calendar
2. City meetings calendar and available dates for meetings

**STAFF RECOMMENDATION:** Staff recommends Council discuss budget process expectations and set the preliminary budget calendar.

\_\_\_\_\_  
Signature of Dept. Head

\_\_\_\_\_  
City Attorney  
Approved as to form

\_\_\_\_\_  
City Manager's Review

**AGENDA ITEM**



Fiscal Year 2015-16

Kingman, Arizona

## BUDGET and CAPITAL IMPROVEMENTS PLAN CALENDAR

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<b>2014 December</b>	19	Distribute Capital Improvement Plan (CIP) forms to staff
<b>2015 January</b>	16	Departments submit CIP estimates to finance
	23	Council priorities setting meeting
	29	Distribute pre-budget priorities worksheets to departments
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<b>2015 February</b>	09	Departments submit pre-budget priorities to finance
	09	Distribute budget forms to staff
	17	Council receives department budget priorities & CIP draft
	23	<b>Council work session</b> – Pre-budget Priorities and Capital Improvements Plan Work Session 9:00-3:00
	26	Departments submit budget forms to finance
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<b>2015 March</b>	04	Finance submits operating budget requests to City Manager
	16-24	Staff work sessions – Operating budget overview with Manager
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<b>2015 April</b>	10	Council receives Preliminary Budget and CIP
	16	<b>Council budget work session</b> 9:00 am – ??? pm
	23	Latest possible date for additional <b>Council</b> discussion & direction on Preliminary Budget and CIP items in order to adopt Tentative Budget May 5; <i>(if final budget adoption is moved to June, then May 8 becomes latest date for additional Council work sessions / agenda discussion if needed)</i>
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<b>2015 May</b>	05	<b>Council</b> discussion and adoption of Tentative Budget and CIP
	10	Publish Tentative Budget and Notice of Public Hearing (first publication)
	17	Publish Tentative Budget and Notice of Public Hearing (second publication)
	19	Public Hearing and <b>Council</b> adoption of Final Budget and CIP
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# January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King, Jr. Day	20	21	22	23	24
25	26	27	28	29	30	31

# February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Council Meeting	4 UNAVAILABLE	5 UNAVAILABLE	6 UNAVAILABLE	7
8	9	10	11	12	13 UNAVAILABLE	14
15	16 President's Day	17 Council Meeting	18 UNAVAILABLE	19 UNAVAILABLE	20 UNAVAILABLE	21
22	23	24	25 UNAVAILABLE	26 UNAVAILABLE	27 UNAVAILABLE	28

# March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Council Meeting	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Council Meeting	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 UNAVAILABLE	2 UNAVAILABLE	3 UNAVAILABLE	4
5	6	7 Council Meeting	8	9	10 UNAVAILABLE	11
12	13	14	15	16	17 UNAVAILABLE	18
19	20 UNAVAILABLE	21 Council Meeting UNAVAILABLE	22 TRI-CITY MEETING	23	24	25
26	27	28	29	30		

# May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Council Meeting	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Council Meeting	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
	31					

# June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Council Meeting	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Council Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Canada Day	2	3	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# August 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	30	31				

# September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13 Grandparents Day Rosh Hashanah	14	15	16	17	18	19
20	21	22 Yom Kippur	23 Autumn Begins	24	25	26
27	28	29	30			

# October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween

# November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Savings Ends	2	3	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

# December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Hanukkah	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Winter Begins	23	24	25 Christmas Day	26 Kwanzaa
27	28	29	30	31 New Year's Eve		