



CITY OF DURHAM | NORTH CAROLINA

**Date:** December 21, 2010

**To:** Mayor and City Council

**Through:** Thomas J. Bonfield, City Manager  
Wanda S. Page, Deputy City Manager

**From:** Bertha T. Johnson, Budget Director

**Subject:** FY2011-12 BUDGET CALENDAR

### **Executive Summary**

The attached calendar represents the dates and times for the major events related to the fiscal year 2011-2012 budget development process. The calendar includes two annual planning retreat dates. The first, currently scheduled for February 11<sup>th</sup>, is typically the financial projections retreat. The second, for which a date needs to be established, typically includes other topics and the adoption of the budget development guidelines, which is a key element in the budget development process.

### **Recommendation**

The Administration recommends that the City Council establish a date for the second planning retreat and approve the calendar for the FY2011-12 budget development process.

### **Background**

Each year the Administration through the Budget and Management Services department develops the proposed calendar for the budget development process. This calendar informs the City Council, employees and public of the key dates in the budget development process. After the calendar is approved by the City Council it is published on the city's website.

### **Issues/Analysis**

The calendar, as originally proposed, included the date for the second planning retreat as Friday, February 25<sup>th</sup>. This date conflicts with the 2011 Metro Mayors Winter Meeting which will be held February 24<sup>th</sup>-25<sup>th</sup>. The planning retreats will

be held at the Phail Wynn Jr. Student Center at Durham Technical Community College. A reservation and rental agreement must be completed as soon as possible to reserve the space for the retreats.

**Alternatives**

The City Council could chose to amend any of the dates on the proposed calendar.

**Financial Impact**

There is no financial impact.

**SDBE Summary**

The SDBE summary is not applicable for this item.