**Annual Administrative Calendar**



|  |
| --- |
| January |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Annual Training Requirement and Disclosure Statements | All | Bill |
| Annual Audit Presentation – Publish Audit Notice | Administrative | Council/Bill |
| Year End Reports | Administrative | Brent |
| 4th Quarter Reports | Administrative | Brent |
| Oaths, Elect Leadership, and Appointments | Legislative | Mayor/Council |

|  |
| --- |
| February |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Business License – late notices and apply late fees | Administrative | Brent/Dana |
| Sales Tax and Business License Review | Administrative | Brent/Bill/Zack |
| Storm Water Training | Development/Services | Trent/Zack |
| ICC Chapter Training | Services | Trent |

|  |
| --- |
| March |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Commence Budget Planning | Administrative | Budget Committee |
| Refer Overdue Business Licenses to Code Enforcement | Development | Zack |
| Annual Road Projects | Services | Trent |
| URS and City Recorder Conference | Administrative | Brent/Dana |

|  |
| --- |
| April |

| **Event** | **Department** | **Staff** |
| --- | --- | --- |
| 1st Quarter Reports, Transparency  | Administrative | Brent |
| CRA Distribution | Administrative | Brent/Bill |
| Annual Wastewater Report | Services | Trent |
| Open Parks and Secondary Water System | Services | Trent/Scott/Ned |
| Food Handler Permit (if expired) | Administrative | Shauna/Dana |

|  |
| --- |
| MAY |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Tentative Budget and Notice for Budget Public Hearing | Legislative | Council/Bill |
| Insurance Renewals | Administrative | Brent |

|  |
| --- |
| JUNE |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Final Budget | Legislative | Council |
| Budget Certification and Submittal | Executive | Mayor/Bill/Brent |
| Secondary Water System – Bryozonan Treatment | Services | Trent/Scott/Ned |

**Annual Administrative Calendar** PAGE 2



|  |
| --- |
| JuLY |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| 2nd Quarter Reports | Administrative | Brent |
| Adjust Utility Fees to Ensure Enterprise Fund is Supported | Administrative | Council |
| Review Other Fees to Cover Costs | Administrative | Council |

|  |
| --- |
| AUGUST |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Primary Election – Notices and Other (odd years, if needed) | Administrative | Dana |
| Commence Audit | Administrative | Audit Committee |
| Rural Water Conference | Services | Trent/Scott |
| Secondary Water – 2nd Bryozonan Treatment | Services | Trent/Scott/Ned |

|  |
| --- |
| SEPTEMBER |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| RAMP Grant Projects and Reports | Admin/Services | Bill |
| Storm Water Annual Report | Development | Zack |
| Recorder Certification | Administration | Dana |

|  |
| --- |
| OCTOBER |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| CDBG Projects | Admin/Services | Bill |
| 3rd Quarter Reports | Administrative | Brent |
| Caselle Conference | Administrative | Brent |
| Close Parks and Secondary Water System | Services | Trent/Scott/Ned |

|  |
| --- |
| NOVEMBER |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| General Election – Notices and Disclosures (odd years) | Administrative | Dana |
| CDBG Public Hearing | Legislative | Council |
| Capital Investments Plan | Legislative | Council |
| Commence Business License Renewals | Administrative | Brent/Dana |
| Christmas Message for December | Administrative | Bill/Mayor |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| DECEMBER |

| **Event** | **Department/Branch** | **Staff** |
| --- | --- | --- |
| Fraud Risk Assessment and Financial Certification | Administrative | Brent/Bill |
| Annual Impact Fee Report | Administrative | Brent/Bill |
| Annual Meeting Notice | Administrative | Bill |
| Annual Awards | Administrative | Mayor/Council |
| State of the City | Administrative | Bill/Mayor |
| Recycling Calendar | Administrative | Marilyn |

\*Quarterly Report: General Ledger, Federal 941, Unemployment, Money Management, and Transparency