

## Preliminary FY 2017 Budget Calendar

<b>January 11-29</b>	1 <sup>st</sup> Quarter Review for FY 2016
<b>February 12</b>	Fleet inspection list provided to Fleet Management division based on estimated useful life
<b>February 23</b>	10 Year revised Capital Improvement Plan (CIP) Presented to City Council
<b>March</b>	Annual Progress Report & Citizen Survey Results to City Council for 2015
<b>April 8</b>	MUNIS budget refresher for budget input/preparation staff
<b>April 11-29</b>	2 <sup>nd</sup> Quarter Review for FY 2016
<b>April 25</b>	<b><u>MUNIS budget system opened by Finance Department for department line-item entries for FY 2017</u></b>
<b>April 26</b>	Year to date budget Presentation to City Council
<b>May 2</b>	Deadline for FY 2017 fleet replacement list
<b>May 9</b>	Deadline for departments to submit requests for additional programs, personnel, & fleet to Finance Department and technology requests to Information Technology Department for FY 2017
<b>May 17</b>	Fund Accounting Review Presentation to Council
<b>May 27</b>	<b><u>MUNIS budget system closed for department line-item entries</u></b> <i>Note: Personal services &amp; internal transfers will be projected and budgeted by Finance</i>
<b>May 30-June 10</b>	Finance reviews budget requests with department heads
<b>June 1</b>	Estimate of taxable value received from the Property Appraiser
<b>June 7</b>	Long Term Financial Planning Presentation to City Council
<b>June 13</b>	FY 2017 Revenue Estimates prepared by Finance
<b>June 17</b>	Finance submits the preliminary budget to the City Manager
<b>June 20-30</b>	City Manager budget meetings with departments
<b>June 21</b>	Revenue Source & Property Tax Primer Presentation to Council
<b>July 1</b>	Property Appraiser certifies taxable value on form DR-420
<b>July 12</b>	Budget workshop – General Fund & TRIM Rate Discussion
<b>July 19</b>	Adopt Proposed Millage Rate (TRIM Rate). <i>(MUST BE DONE PRIOR TO AUGUST 4)</i>
<b>July 21</b>	Finalize 5 year CIP with City Manager & Infrastructure Team
<b>July 13-31</b>	3 <sup>rd</sup> Quarter Review for FY 16 (SAP/Performance Measure Review for FY 2017 at this time)
<b>August 4</b>	Deadline to certify DR-420 & DR-420MMP (TRIM Rate/Public Hearing)
<b>August 9</b>	Budget workshop – Proprietary, Special Revenue and Capital Funds
<b>August 30</b>	Budget workshop – Final proposed budget
<b>August 24</b>	Property Appraiser distributes “Trim Notices” with date and time of first Public Hearing on Millage Rate
<b>September 7** (Wed. 5:05pm)</b>	Public Hearing to tentatively adopt Millage Rate and Budget <i>(FINAL ADOPTION MUST BE ADVERTISED WITHIN 15 DAYS)</i>
<b>September 10**</b>	Place meeting notice and budget summary advertisements <i>(PUBLIC HEARING MUST BE NO LESS THAN 2 DAYS OR MORE THAN 5 DAYS AFTER ADVERTISEMENT OR MORE THAN 20 DAYS AFTER FIRST HEARING)</i>
<b>September 21** (Wed. 5:05pm)</b>	Public Hearing to adopt final Millage Rate Resolution and Budget Resolution.
<b>September 22</b>	Forward a copy of the Millage Rate Resolution to the Property Appraiser and the Tax Collector. <i>(MUST BE WITHIN 3 DAYS OF FINAL HEARING)</i>
<b>Before the extension of the rolls</b>	Property Appraiser to send form DR-422 Certification of Final Taxable Value
<b>by October 21</b>	Certificate of Conformance sent to State <i>(MUST BE DONE WITHIN 30 DAYS OF FINAL ADOPTION)</i>
<b>by November 23</b>	Budget document submitted to GFOA Budget Presentation award program
<b>December 5-9</b>	End of Year review for FY 2016

\*\*THESE DATES ARE ESTIMATES AT THIS TIME