

Preliminary FY 2018 Budget Calendar

January	FY 2017 1 st Quarter Review
January 10 (workshop)	2016 End of Year Progress Report & SAP Timeline to City Council
January 31 (workshop)	Citizen Survey Discussion Workshop #1
February	Fleet estimated replacement list provided to Fleet division for inspection based on estimated useful life
February 3 (Special Workshop)	SAP Evaluation Workshop #1
February 8 (Special Workshop)	SAP Evaluation Workshop #2
February 14 (workshop)	Citizen Survey Marketing and Discussion
February 28 (workshop)	2016 Annual Progress Report to City Council
February 18 – March 5	Citizen Survey Campaign
March 14 (workshop)	Citizen Survey Results Workshop
March 21 (bus. mtg.)	SAP Proposed Updates and Adoption of Additional Priorities
April	FY 2017 2 nd Quarter Review
April 11 th (workshop)	Revise 10 Year Capital Improvement plan
April 11 th (workshop)	Presentation to City Council - Year to Date Budget Results
April 12	SAP Action Agenda finalized by staff for budget incorporation
April 17	Mandatory budget preparation refresher for support staff
April 24	<u>MUNIS budget system opened for department line-item entries for FY 2018</u>
April 25 (workshop)	Fund Accounting & Revenue Presentation
May 9 th (workshop)	Presentation to City Council - Long Term Planning
May 12	Deadline to submit requests for new programs, personnel, & fleet to Finance Department and technology requests to Information Technology Department for FY 2018
May 15	Finalize FY 2018 Fleet replacement list
May 26	<u>MUNIS budget system closed for department line-item entries</u> <i>Note: Personal services & internal transfers will be projected and budgeted by Finance</i>
May 29-June 9	Finance reviews budget requests with departments
June	SAP Action Agenda finalized by staff for budget incorporation
June 1	Estimate of taxable value received from the Property Appraiser
June 13 th (workshop)	Presentation to City Council - Property Taxes
June 19-30	City Manager budget meetings with departments
July	FY 2017 3 rd Quarter Review and FY 2018 performance measure finalization
July 1	Property Appraiser certifies taxable value on form DR-420
July 3	FY 2018 revenue estimates prepared
July 11 (workshop)	Budget Workshop – General Fund & TRIM Rate discussion
July 14	Finalize 5 year CIP with City Manager & Infrastructure Team
July 18 (bus. mtg.)	Adopt Proposed Millage Rate (TRIM Rate). <i>(MUST BE DONE PRIOR TO AUGUST 4)</i>
July 25 (workshop)	Budget Workshop – Capital Funds
August 4	Deadline to certify DR-420 & DR-420MMP (TRIM Rate/Public Hearing)
August 8 (workshop)	Budget Workshop – Proprietary and Special Revenue Funds
August 24	Property Appraiser distributes “Trim Notices” with date and time of first Public Hearing on Millage Rate
August 29 (workshop)	Budget Workshop – Final Proposed Budget
September 6 ** (bus. mtg., Wed. 5:05pm)	Public Hearing to tentatively adopt Millage Rate Resolution and Budget Resolution <i>(FINAL ADOPTION MUST BE ADVERTISED WITHIN 15 DAYS)</i>
September 16 **	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>
September 20 ** (bus. mtg., Wed. 5:05pm)	Public Hearing to adopt final Millage Rate Resolution and Budget Resolution
September 21**	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>
Before the extension of the rolls	Property Appraiser to send form DR-422 Certification of Final Taxable Value
by October 20**	Certificate of Conformance sent to State <i>(MUST BE DONE WITHIN 30 DAYS OF FINAL ADOPTION)</i>
November	Budget document submitted to GFOA Budget Presentation award program

**THESE DATES ARE ESTIMATES AT THIS TIME