FY 2020 Budget Calendar

December 11 (workshop)	SAP Q1 Council Priority Update and Presentation
January 29	2018 End of Year Progress Report to City Council
January 2 – February 2	Citizen Survey is Live
January - February	Department Review of 1St Quarter with City Manager
February 26 (workshop)	Presentation of Citizen Survey Results
March	SAP One-on-One Interviews Conducted with City Council
March	Budget Pre-Planning meetings with all Departments
March 12 (workshop)	SAP Q2 Council Priority Update and Presentation
March 26 (workshop)	10 Year Capital Improvement Forecast presented to City Council
March 26 (workshop)	SAP Evaluation Workshop #1
April - May	Department Review of 2nd Quarter with City Manager
April 9 (workshop)	SAP Evaluation Workshop #2
April 15 – May 17	**MUNIS budget system open for input of next year budget preparation and current year projections**
April 16 (bus. mtg.)	SAP City Council Adoption of Additional Priorities
April 30 (workshop)	Presentation to City Council – Review of Year to Date Budget Results
May 10	Deadline to submit requests for new programs, personnel, & fleet to Finance Department and to submit technology requests to Information Technology Department for FY 2020
May 14 (workshop)	Budget Preparation Series - Presentation to City Council - Fund Accounting & Revenue Restrictions
May 17	FY 2020 Fleet replacement list finalized
May 20 - June 7	Finance prepares proposed budget for City Manager
June 1	Estimate of taxable value received from the Property Appraiser
June 10-21	Department review of proposed budget with City Manager
June 25 (workshop)	Budget Preparation Series - Presentation to City Council – Overview of Property Taxes & TRIM
July - Aug	Department Review of 3rd Quarter and finalize next year performance measures with City Manager
July 1	Property Appraiser certifies taxable value on form DR-420
July 9 (workshop)	SAP Q3 Council Priority Update and Presentation
July 9 (workshop)	Budget workshop – Presentation of Proposed General Fund Budget & TRIM Rate discussion
July 16 (bus. mtg.)	Adopt Proposed Millage Rate (TRIM Rate). *(MUST BE DONE PRIOR TO AUGUST 4)*
July 30 (workshop)	Budget Workshop – Presentation of Proposed Utility, Stormwater, IT & Building Fund Budgets
Aug. 4	Deadline to certify DR-420 & DR-420MMP (TRIM Rate/Public Hearing)
Aug. 13 (workshop)	Budget Workshop – Finalize 5 year CIP (all Capital Funds)
Aug. 13 (workshop)	Budget Workshop - Presentation of Proposed Budget for All Remaining Funds
Aug. 24	Property Appraiser distributes "Trim Notices" with date and time of first Public Hearing on Millage Rate
Aug. 27 (workshop)	Budget Workshop – Presentation of Final Proposed Budget for FY 2020 (All Funds)
Sept. 4 (Tentative) (bus. mtg., Wed. 5:05pm)	Public Hearing to adopt Tentative Millage Rate Resolution and Budget Resolution *(FINAL ADOPTION MUST BE ADVERTISED WITHIN 15 DAYS)*
Sept. 14	Place meeting notice and budget summary advertisements *(PUBLIC HEARING MUST BE NO LESS THAN 2 DAYS OR MORE THAN 5 DAYS AFTER ADVERTISEMENT OR MORE THAN 20 DAYS AFTER FIRST HEARING)*
Sept. 18 (Tentative) (bus. mtg., Wed. 5:05pm)	Public Hearing to adopt Final Millage Rate Resolution and Budget Resolution
Sept. 20	Forward a copy of the Millage Rate Resolution to the Property Appraiser and the Tax Collector. (MUST BE WITHIN 3 DAYS OF FINAL HEARING)
Before the extension of the rolls	Property Appraiser to send form DR-422 Certification of Final Taxable Value
by Oct. 18	Certificate of Conformance sent to State *(MUST BE DONE WITHIN 30 DAYS OF FINAL ADOPTION)*
October 15 (workshop)	SAP Q4 Council Priority Update and Presentation
November	Budget document submitted to GFOA Budget Presentation award program
November - December	Department End of Year Review for FY 2019 with City Manager