

BUDGET PREPARATION SCHEDULE

FISCAL YEAR 2018-2019

NOVEMBER 30, 2017 - City Administrator distributes proposed budget preparation schedule and request for budgets **and re-estimations for F.Y. '17-'18 budgets.** **ALL MATERIALS DUE BY 5:00 ON MONDAY, JANUARY 8, 2018.**

DECEMBER 4, 2017 - City Administrator presents budget preparation schedule for formal Council approval and adoption at this regularly scheduled City Council meeting.(7:00 p.m.)

DECEMBER 2017

Department Heads/Supervisors to meet with Council Liaisons & Finance Committee as needed to determine, review, discuss, fine-tune, and **FINALIZE** current & proposed budgets **PRIOR** to presentation, review, and discussion by entire Council.

JANUARY 2, 2018 - Regularly scheduled Council meeting. (7:00 p.m.)

JANUARY 2, 2018 - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council begins review and discussion of budget narratives, concepts, and priority items).

JANUARY 15, 2018 - Regularly scheduled Council meeting. (7:00 p.m.)

JANUARY 15, 2018 - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council continues to review and discuss budget narratives, concepts, and priority items along with available preliminary budget information, figures, policies, etc., and other items).

JANUARY 22, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (7:00 p.m.)

JANUARY 29, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (7:00 p.m.)

FEBRUARY 5, 2018 - Regularly scheduled Council meeting. (7:00 p.m.)

FEBRUARY 5, 2018 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

FEBRUARY 10, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

FEBRUARY 12, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (7:00 p.m.)

FEBRUARY 15, 2018 – City Administrator submits F.Y. '17-'18 Budget Amendment (re-estimation) public hearing notice to Q.C. Times for publication on February 22, 2018 for hearing/adoption on March 5, 2018.

FEBRUARY 17, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

FEBRUARY 19, 2018 - Regularly scheduled City Council meeting. (7:00 p.m.)

FEBRUARY 19, 2018 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

FEBRUARY 22, 2018 – City Administrator submits F.Y. '18-'19 budget adoption public hearing notice to Q.C. Times for publication on March 1, 2018 for hearing/adoption on March 12, 2018.

FEBRUARY 24, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

MARCH 5, 2018 – F.Y. '17-'18 Budget Amendment (Re-estimation) P.H. & Regularly scheduled Council meeting. (7:00 p.m.)

MARCH 5, 2018 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

MARCH 10, 2018 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

MARCH 12, 2018 - City Council conducts official public hearing on finalized budget and considers adoption of formal budget resolution for certification. Committee-of-the-Whole meeting (if needed) to follow. (7:00 p.m.)

MARCH 15, 2018 - City Administrator certifies formal budget to County Auditor by 5:00 p.m. on this date.

MARCH 16, 2018 TO JULY 1, 2018 - City Administrator collects and organizes all budget preparation information to be processed and bound into official copies of the F.Y. '18 - '19 City Budget Packet.