

BUDGET PREPARATION SCHEDULE

FISCAL YEAR 2017-2018

NOVEMBER 30, 2016 - City Administrator distributes proposed budget preparation schedule and request for budgets **and re-estimations for F.Y. '16-'17 budgets.** **ALL MATERIALS DUE BY 5:00 ON MONDAY, JANUARY 6, 2017.**

DECEMBER 5, 2016 - City Administrator presents budget preparation schedule for formal Council approval and adoption at this regularly scheduled City Council meeting.(7:00 p.m.)

JANUARY 3, 2017 - Regularly scheduled Council meeting. (7:00 p.m.)

JANUARY 3, 2017 - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council begins review and discussion of budget narratives, concepts, and priority items).

JANUARY 16, 2017 - Regularly scheduled Council meeting. (7:00 p.m.)

JANUARY 16, 2017 - 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).

FEBRUARY 6, 2017 - Regularly scheduled Council meeting. (7:00 p.m.)

FEBRUARY 6, 2017 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

FEBRUARY 11, 2017 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

FEBRUARY 13, 2017 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (7:00 p.m.)

FEBRUARY 16, 2017 – City Administrator submits F.Y. '16-'17 Budget Amendment (re-estimation) public hearing notice to Q.C. Times for publication on February 23, 2017 for hearing/adoption on March 6, 2017.

FEBRUARY 18, 2017 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

FEBRUARY 20, 2017 - Regularly scheduled City Council meeting. (7:00 p.m.)

FEBRUARY 20, 2017 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

FEBRUARY 23, 2017 – City Administrator submits F.Y. '17-'18 budget adoption public hearing notice to Q.C. Times for publication on March 2, 2017 for hearing/adoption on March 13, 2017.

FEBRUARY 25, 2017 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

MARCH 6, 2017 – F.Y. '16-'17 Budget Amendment (Re-estimation) P.H. & Regularly scheduled Council meeting. (7:00 p.m.)

MARCH 6, 2017 – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

MARCH 11, 2017 – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

MARCH 13, 2017 - 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, 2017 - City Administrator certifies formal budget to County Auditor by 5:00 p.m. on this date.

MARCH 16, 2017 TO JULY 1, 2017 - City Administrator collects and organizes all budget preparation information to be processed and bound into official copies of the F.Y. '17 - '18 City Budget Packet.