IVINS CITY
FISCAL YEAR 2016/2017
BUDGET PREPARATION CALENDAR

DATE	EVENT DESCRIPTION
January 7	Presentation of Budget Preparation Schedule to Mayor & City Council
January 25	Department Head Budget Retreat
February 4	Presentation of Department Needs to Council
February 18	Discussion & Prioritization of Department Needs by Council
February 19 – March 17	Staff Prepares Tentative Budgets
March 1	County notified of date, time and place of public hearing for any potential tax levy increase (59-2-919 (8) (a))
March 17	Capital Project Budgets, Operating Budgets and Salaries & Benefits requests due
Week of March 21	Finance Director and City Manager conduct budget reviews with Department Directors and complete revenue estimates for all funds
March 21 through April 7	Finance Director completes preparation of the Tentative Budget and determines if any Millage Rate increase is necessary to support the proposed Tentative Budget
April 7	Review and Discuss the Proposed Tentative Budget
April 21	Review and Discuss the Proposed Tentative Budget

DATE	EVENT DESCRIPTION
May 5	Tentative Budget and Tentative Millage Rate submitted to City Council (10-6-111(1)) Tentative Budget Tentatively Adopted by City Council (10-6-111(3)) and Public Hearing date set for Final Adoption of Tentative Budget (10-6-113)
May 9	Final Tentative Budget distributed to Council & Staff Final Tentative Budget made available for public inspection a minimum of 10 days prior to adoption of final budget (10-6-112)
May 12	Issue notice of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Final Tentative Budget for FY 2015/2016 (10-6-113)
May 19	Public Hearing on the Final Tentative Budget for FY 2015/2016 (10-6-114)
May 19 – June 2	After Public Hearing, City Council may continue to review and make changes to the Tentative Budget (10-6-115)
June 2	If no increase in tax levy, legislative body may adopt final Budget by Resolution for FY 2016/2017 (10-6-118) Adopt proposed or final tax rate by resolution or ordinance (59-2-912) (10-6-133)
June 15	Forward proposed or certified Tax Rate to County Auditor (10-6-134)
June 16	If necessary, due to input received at public hearing and changes to the Tentative Budgets, City Council adopts Budget and Tax Rate
Prior to July 2 or July 16	Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118)
	NOTE: If the City decides to increase the tax levy, the City would not adopt the budget in June. In the event of an increase in the tax levy, the following additional steps would be undertaken:
July 22	Issue public notice of Public Hearing for adoption of FY 2016/2017 Tax Levy (59-2-919)
August 4	Mayor and Council hold Public Hearing on proposed augmented tax levy (59-2-919) Mayor and Council adopt Resolution approving augmented tax levy (59-2-919) Mayor and Council adopt Resolution approving Final Budget
August 8	Forward resolution adopting augmented Tax Levy to County Auditor (59-2-920)