FISCAL YEAR 2018/2019
BUDGET PREPARATION CALENDAR

DATE	EVENT DESCRIPTION
January 4	Presentation of Budget Preparation Schedule and 5-Year Plan to Mayor & City Council
January 22	Department Head Budget Retreat
February 1	Presentation of Department Needs to Council
February 15	Discussion & Prioritization of Department Needs by Council
February 16 – 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 16	Capital Project Budgets, Operating Budgets and Salaries & Benefits requests due
Week of March 19	Finance Director and City Manager conduct budget reviews with Department Directors and complete revenue estimates for all funds
March 19 through April 5	Finance Director completes preparation of the Tentative Budget and determines if any Millage Rate increase is necessary to support the proposed Tentative Budget
April 5	Review and Discuss the Proposed Tentative Budget
April 19	Review and Discuss the Proposed Tentative Budget

DATE	EVENT DESCRIPTION
May 3	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 7	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 10	Issue notice of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Final Tentative Budget for FY 2017/2018 (10-6-113)
May 17	Public Hearing on the Final Tentative Budget for FY 2017/2018 (10-6-114)
May 18 – June 7	After Public Hearing, City Council may continue to review and make changes to the Tentative Budget (10-6-115)
June 7	If no increase in tax levy, legislative body may adopt final Budget by Resolution for FY 2017/2018 (10-6-118) Adopt proposed <u>or</u> 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 21	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 7 or July 21	Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118)
	<u>NOTE</u>: 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 19	Issue public notice of Public Hearing for adoption of FY 2018/2019 Tax Levy (59-2-919)
August 2	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 6	Forward resolution adopting augmented Tax Levy to County Auditor (59-2-920)