

# Biennial Budget Calendar for Fiscal Year 2018–2019

*Dates are subject to change*



**Oct. 3, 2016:** Biennial budget presentation to Councilmembers

**Nov. 4:** Preliminary property tax revenue estimates

**Nov. 4:** Biennial budget presentation to department directors and elected officials

**Nov. 10:** Biennial budget memo to departments communicating Council priorities

**Nov. 10:** Budget parameters sent to departments

**Dec. 9:** Other revenues review

**Jan. 3, 2017:** All internal department budget worksheets are due to the Finance Office

**Jan. 10-Feb. 3:** Budget meetings with budget team and department directors to review individual departmental requests

**Feb. 3:** Discretionary, Hospitality, Accommodation and Contractual and Statutory Grant requests due to budget manager

**March 2:** Recommended budget presentation, first budget review by Administration

**March 23:** Revenue update review

**March 30:** Recommended budget presentation, second review by Administration

**April 13:** Recommended budget is finalized

**April 27:** Council work session: presentation of the recommended budget by the County Administrator; first reading of the County budget and millage ordinances by Council

**May 2:** Council work session 4 p.m.-6 p.m. regarding the general fund

**May 3:** Millage agency budget requests due to Finance Office

**May 9:** Council work session 4 p.m.-6 p.m. regarding special revenue, enterprise and millage agencies

**May 11:** Council work session 4 p.m.-6 p.m. regarding grants

**May 18:** Public hearing about the budget, 6 p.m.

**May 23:** Special-called meeting 6 p.m.: second reading of budget and millage ordinance (grants only)

**May 25:** Special-called meeting 6 p.m.: second reading of budget and millage ordinance continued (all non-grant items)

**June 6:** Special-called meeting 6 p.m.: third reading and adoption of budget ordinance

**July 1:** Begin new fiscal year with implementation of adopted budget

**July 6:** Special-called meeting: third reading and adoption of second fiscal year budget

**Nov 1:** Auditor's Office begins issuing tax bills to residents using budget-approved millages rates