**Budget 2018-2019**

**Time Line & Process**

**Date Action**

Feb 20th Council Appoints Budget Officer

Feb & Mar City Staff Prepares Budget by Fund

March 27th “Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains Date, Time, and Location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.

 ▪ The first Budget Committee Meeting is set for April 17th

April 10th Budget Officer Finalizes Draft Budget Document and forwards to Budget Committee Members for review

April 17th First Budget Committee Meeting – 6:30 p.m.

 ▪ Elect Budget Committee Chair

 ▪ Discussion of Budget & Budget Message

 ▪ Public Hearing

May 1st Second Budget Committee Meeting – 6:00 p.m., before City Council meeting

 ▪ Discussion of Budget Proposal

 ▪ Possible Uses for State Revenue Sharing

 ▪ Public Comment on State Revenue Sharing

 ▪ Approve Budget, Tax Rate & Proposed Tax Levy

 ▪ Budget Committee Certifies Final Budget Document to Council

May 15th Third Budget Committee Meeting – 6:30 p.m.-only if necessary

 ▪ Discussion of Budget Proposal

 ▪ Approve Budget, Tax Rate & Proposed Tax Levy

 ▪ Discussion of Proposed Uses for State Revenue Sharing

 ▪ Budget Committee Certifies Final Budget Document to Council

May 25th Proposed Budget Published & Available to Public

May 29th Meeting Notice for June 5th Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.

June 5th Budget Public Hearing at the regularly scheduled Council Meeting

 ▪ Resolutions to Enact:

 1. Adopt Budget & State Revenue Sharing

 2. Tax Rate

 3. Proposed Tax Levy

 Submit Tax Certification Documents to the County Assessor

June 19th Special City Council Meeting, if necessary to complete required work

July 15th Deadline for Filing Budget; and Deadline certify certain Resolutions