

**CITY OF STANWOOD
PROPOSED BUDGET CALENDAR
FOR PREPARATION OF 2017-18 BUDGET**

<u>BUDGET EVENT</u>	<u>DATE</u>
Dept. Heads and City Administrator meet to discuss policy issues & set agenda for budget retreat	Friday May 6th
Provide City Council with 2017-18 budget calendar And set agenda for budget retreat	Thursday June 23rd
City Council budget retreat	Thursday June 30th
Dept. one-on-one meetings with Finance Director and City Administrator with budget requests	July 18th – July 22nd
• All funds not otherwise covered (Jan)	July 18th – 9:00 am - noon
• Streets & Parks (Kevin H)	July 20 – 9:00 am – 10:30 am
• Water (Kevin H)	July 20 – 10:30 am–12:00 am
• Sewer/Storm (Kevin H)	July 20 – 1:30 am – 3:00pm
• Community Development (Ryan)	July 20 – 3:00 pm – 5:00 pm
• Police (Rick)	July 22 – 10:00 am-11:30 am
• Fire (John)	July 22 – 11:30 am-12:30 pm
Budget requests entered in BIAS For final review	No later than August 5th
Dept. budget review with Mayor, City Administrator and Finance Director	August 8 th - 19th
Department draft 2015-16 accomplishments and 2017-18 Goals returned to Finance Director	Friday August 19th
Preliminary budget review with finance committee	Thursday September 8 th
Preliminary budget review with finance committee	Thursday September 22nd
Budget Workshop	Thursday September 29th
City Council budget discussion	Thursday October 6th
City Council budget discussion	Thursday October 20th
Publish notice of public hearing once a week for two consecutive weeks <i>(Copies of proposed budget available to public)</i>	Oct. 25th & Nov. 1st

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Property tax public hearing and ordinance adoption	Thursday Nov. 10th
Budget 1 st public hearing 1 st reading of budget ordinance	Thursday Nov. 10th
Council Meeting moved to Nov. 21st due to the holiday	Monday Nov. 21st
2nd reading and adoption of the 2017-18 Biennial Budget	Monday Nov. 21 th

Note: Council must adopt a budget by no later than December 31, 2014. Extra meetings, if necessary, would be scheduled at that time.