

## Budget Calendar Fiscal Year 2017

DATE	ACTION
August 10, 2016	City Administrator holds initial budget preparation meeting with department heads and staff
August 11, 2016	Provide departmental access to 2017 Budget System
September 12, 2016	Conduct Budget Work Session with Board of Aldermen; present employee compensation
September 14-16, 2016	City Administrator and Finance Officer meet with individual department heads to review departmental budgets
October 10, 2016	Conduct Budget Work Session with Board of Aldermen; present Comprehensive General Fund Budget and Capital Improvement Plan
November 14, 2016	Present Comprehensive Proposed Budget for all funds to Board of Aldermen
November 28, 2016	Present 2016 Budget Re-appropriation to Board of Aldermen
November 28, 2016	Publish Public Hearing Notice
December 5, 2016	Present Capital Improvement Plan for Approval at Planning & Zoning Commission Meeting (as required by State Statute)
December 12, 2016	Conduct Public Hearing on Proposed Budget; Adopt Budget
December 13, 2016	Distribute Approved Budget