



FY2017-18 budget calendar

Attachment(s): yes

MEETING DATE: FEBRUARY 16, 2017

STAFF COMMENTS / RECOMMENDATION:

A proposed budget calendar was distributed at the January meeting to allow sufficient review prior to adoption. A revised calendar is attached for your consideration (revisions in blue).

NOTES:

TOWN COUNCIL COMMENTS / ACTION:



2/15/17 draft (revised) budget calendar for FY2017-18

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DATE	TIME	LOCATION	LEAD	EVENT OR BUDGET ACTION
TUE/Jan. 10	----	----	(Manager)	<ul style="list-style-type: none"> Town Council receipt of draft budget calendar.
THU/Jan. 12	----	----	(Clerk) (Clerk)	<ul style="list-style-type: none"> Post/notice draft calendar, including town website. Forward draft calendar to committees, external organizations.
THU/Feb. 16	6:30pm	SF First Baptist	(Mayor) (Council)	<ul style="list-style-type: none"> Regular monthly Town Council meeting. Budget calendar adoption.
FRI/Feb. 17	----	----	(Clerk) (Fin. Officer) (Manager)	<ul style="list-style-type: none"> Post/notice/distribute adopted calendar internally/externally. Forward budget worksheets to staff, committee chairs. Staff meeting to discuss calendar, expectations.
MON/Feb. 20	7:00pm	Town Hall	(Chair) ----	<ul style="list-style-type: none"> Finance Committee meeting. Budget related public comments.
FRI-SAT/ Feb. 24-25	4:30pm 9:00am	Bistro 150: The Oak Ridge Room	(Facilitator and Manager)	<ul style="list-style-type: none"> While not a specific budget meeting, the Town Council retreat will include discussion of anticipated priorities and serve as a starting point for budget development.
TUE/Mar. 14	6:30pm	Comm. Center	(Mayor) ----	<ul style="list-style-type: none"> Regular monthly Town Council meeting. Budget-related public comments (priorities focus) following brief review of any initial outcomes from Council retreat.¹
MON/Mar. 20	7:00pm	Town Hall	(Chair) ----	<ul style="list-style-type: none"> Finance Committee meeting/discussion (priorities focus). Budget-related public comments.
TUE/Mar. 21	6:30pm	Town Hall	(Council) ----	<ul style="list-style-type: none"> Special called Town Council meeting for planning session. Budget-related public comments.¹
THU/Mar. 23	noon	----	(Fin. Officer)	<ul style="list-style-type: none"> <u>Deadline for all budget worksheets, budget requests, and capital project requests to Town Manager.</u>
TUE/Apr. 11	6:30pm	Comm. Center	(Mayor) ----	<ul style="list-style-type: none"> Regular monthly Town Council meeting. Budget-related public comments.¹
THU/Apr. 13	----	----	(Manager)	<ul style="list-style-type: none"> <u>Initial line-item budget draft available</u> highlighting key features or fiscal policy changes.
MON/Apr. 17	7:00pm	Town Hall	(Chair) ----	<ul style="list-style-type: none"> Finance Committee meeting/discussion about any concerns with line-item budget draft. Budget-related public comments.
beginning WED/Apr.24	----	----	(Manager and Fin. Officer)	<ul style="list-style-type: none"> Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Town Council about any significant changes.



DATE	TIME	LOCATION	LEAD	EVENT OR BUDGET ACTION
TUE/May 9	6:30pm	Comm. Center	(Mayor) ---	<ul style="list-style-type: none"> • Regular monthly Town Council meeting. • Budget-related public comment session.¹
WED/May 10	---	---	(Clerk)	<ul style="list-style-type: none"> • Advertise and post/notice of May 23 budget presentation and June 13 public hearing and potential adoption.
WED-FRI/ May 10-12	---	---	(Manager and Fin. Officer)	<ul style="list-style-type: none"> • Work on adjustments, budget message, and communications; communicate with staff, committees, external agencies, and Town Council about any significant changes.
MON-THU/ May 15-18	---	---	(Manager)	<ul style="list-style-type: none"> • Communicate individually with commissioners about any budget concerns.
<u>TUE/May 23</u>	6:30pm	Comm. Center	(Manager) --- (Clerk)	<ul style="list-style-type: none"> • <u>Special called Town Council meeting to present final draft budget publicly.</u> • Budget-related public comments.¹ • Make final draft budget available at Town Hall, post to town website, forward to local media with Manager statement that it is available for public inspection.
<u>TUE/June 13</u>	6:30pm 7:00pm	Comm. Center	(Mayor) (Mayor)	<ul style="list-style-type: none"> • <u>Budget public hearing.</u>² • Regular monthly Town Council meeting that will include <u>budget consideration and anticipated ordinance adoption</u> specifying estimated revenues, expenses, and property tax rate.
WED/June 14	---	---	(Manager)	<ul style="list-style-type: none"> • Communicate with local media absent from hearing that budget passed (as needed).
FRI/June 16	---	---	(Clerk)	<ul style="list-style-type: none"> • Ensure budget ordinance is entered into minutes and copies are filed, available to the public, and posted on town website.
SAT/July 1	---	---	---	<ul style="list-style-type: none"> • FY2017-18 budget goes into effect.

NOTES: • Dates, times, and venues are subject to change—check www.summerfieldgov.com for updates

1 Public comment session is available for citizens, organizations, and groups

2 Town Council has the authority to approve the budget at any point following the public hearing