| **Date** | **Duty** | **Coordinator** |
| --- | --- | --- |
| January 9, 2017 | Distribute and publish Budget Planning Calendar | Finance |
|  |  |  |
| January 25, 2017 | Distribute Capital Improvement Project forms and instructions to departments | Finance |
|  |  |  |
| February 28, 2017 | CIP Requests due to Finance by noon | All Departments |
|  |  |  |
| April 3, 2017 | Draft Capital Improvement Project document to City Manager for review | Finance |
|  |  |  |
| April 17, 2017 | Presentation of General Fund Sustainability Report | Council Meeting |
|  |  |  |
| April 20, 2017 | Director budget meeting (concurrent with staff meeting) | All Departments |
|  |  |  |
| April 24, 2017 | Distribute Operating Budget forms and instructions to departments  | Finance |
|  |  |  |
| April 26, 2017 | CIP completed and to the printers | Finance |
|  |  |  |
| May 4, 2017 | Deliver CIP document to City Council (due by June 1 per City Code 2-691) | Finance |
|  |  |  |
| May 5, 2017 | Internal Service Fund Budgets with goals and performance measures, due to Finance | All Departments |
|  |  |  |
| May 12, 2017 | Special Revenue Fund Budgets (building Permits, CDBG, CRA, BID, East Naples Bay, Moorings Bay, CRA, Streets and Traffic) with goals and performance measures due to Finance | All Departments |
|  |  |  |
| May 15, 2017 | Council Workshop on CIP part 1 | Council Meeting |
|  |  |  |
| May 19, 2017 | General Fund budgets with Goals and Objectives due to Finance | All Departments |
|  |  |  |
| May 26, 2017 | Water/Sewer Fund, Beach Fund, Solid Waste Fund, Dock Fund, Stormwater Fund and Tennis Fund budget requests with goals and performance measures, due to Finance | All Departments |
|  |  |  |
| June 1, 2017 | Tentative receipt of Preliminary Taxable Value from Collier County Property Appraiser | Finance |
|  |  |  |
| June 7, 2017 | Agenda item on Council meeting to discuss and obtain direction on maximum millage rate. | Council Meeting |
|  |  |  |
| June 6, 8, 9, 2017 | City Manager meets with Directors on Operating Budgets | All Departments |
|  |  |  |
| June 12, 2017  | Council workshop CIP Part 2 | Council Meeting |
|  |  |  |
| June 30, 2017 | Collier County to Certify Taxable Value (prior to or on July 1) | Finance |
|  |  |  |
| July 21, 2017 | Deliver Preliminary Operating Budget to City Council | Finance |
|  |  |  |
| July 28, 2017 | Deadline to send DR 420 report to the Property Appraiser (Millage rate, rollback rate and meeting dates)  | Finance |
|  |  |  |
| August 14, 2017 | Budget Workshop | Council Meeting |
|  |  |  |
| August 24, 2017 | TRIM notices mailed by Collier County | Information only |
|  |  |  |
| September 6, 2017 | Tentative Budget Hearing 5:05 pm | Council Meeting |
|  |  |  |
| September 15-17, 2017 | Possible dates to advertise the Final Hearing | Finance |
|  |  |  |
| September 20, 2017 | Final Budget Hearing 5:05 pm | Council Meeting |
|  |  |  |
| October 1, 2017 | Start of Fiscal Year 2017-18 | All Departments |