



**City of Naples**  
**BUDGET PLANNING CALENDAR**  
**For Fiscal Year 2017-18**

<b>Date</b>	<b>Duty</b>	<b>Coordinator</b>
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



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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