



CITY OF EDGEWOOD

2015 Calendar for 2016 Budget

	Process	Internal Due Date	Work Study Meeting	City Council Meeting	State Law Limitations
1	Budget requests and instructions go out to all departments-Budget Huddles Begin.	July 31			Sept 14
2	Finance produces revenue sources and preliminary expenditures for salaries and benefits	Aug 14	Sept 1		N/A
3	Departments Heads provide budget requests to Mayor's Office	Aug 14			N/A
4	Estimates to be filed with the City Clerk and Administration	Sept 4			Sept 28
5	Clerk submits to CAO the proposed preliminary budget setting forth the complete financial program	Sept 10			Oct 1
6	CAO provides Council with current info on Revenue from all sources as adopted in 2015 Budget, and provides the Finance Director's proposed Preliminary budget Totals for 2016	Sept 10	Sept 15		Oct 5
9	Mayor and department heads review Revenue & expenditure budgets with Council	Oct 1	Oct 6		Oct 31
10	CAO prepares preliminary budget and budget message & files with the Clerk & Council.	Oct 15	Oct 20		Oct 31
11	City Clerk publishes notice of public hearing for 2016 Budget and Property Tax Hearing– once a week for two consecutive weeks – Draft budget submittal ready	Publish Oct 27			Nov 13
12	2 nd Publish of notice of public hearing on 2016 Budget.	Publish Nov. 3			
13	Copies of preliminary budget made available to public	Nov 5			Nov 20
14	Preliminary 2016 Budget Document Ready. City Council holds 1 st public hearing on revenue sources and expenditures for the upcoming budget year including possible increases in property tax revenue/Adopt Property Tax 2016	Nov 5		Nov 10	Nov 3-28
15	City Council holds the 1st public reading on 2016 Budget & 2015 Budget Amendment.	Nov 19		Nov 24	Dec 1
16	City Council holds the 2 nd reading & adopts Final 2016 Budget and 2015 Budget Amendment. Finance Director transmits to the State Auditor's Office (plus possible amendment to property taxes).	Dec 3		Dec 8/22	Dec 31

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