

## **2017 BUDGET CALENDAR**

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April 18	Board reviews the 2017 budget plan.
May 16 - May 20	Director of Finance and Administration discusses target budgets and 2017 budget plan with department heads and elected officials.
June 17	Elected officials and department heads submit applications for the innovation investment program projects to Finance.
June 17	Elected officials and department heads submit requests for Buildings and Grounds special projects to Finance.
June 17	Elected officials and department heads submit phone service requests to Phone Services.
June 17	Elected officials and department heads submit new position requests and any reclassification requests to Human Resources.
June 17	Elected officials and department heads submit requests for information technology services requests to Information Technology.
June 17	Elected officials and department heads submit requests for vehicles to the Controller.
July 7	Submit budget request to Director of Finance and Administration
July 7 - September 16	Finance office review.
September 20	Early warning budget work session and community agency requests.
September 20	Budget Message to Board and transmit Proposed Budget to Commissioners.
October 18 and 20	Budget work session hearings with Commissioners and elected officials and department heads.
November 6	Publish notice of final budget hearing.
October 21 - December 13	Prepare final budget.
December 14	Public Hearing to adopt mill levy.
December 14	Public Hearing on Final Budget, 9:00 a.m.