

COUNTY OF MONROE
2018-2019 BUDGET CALENDAR

<u>2017 DATE</u>	<u>BUDGET ACTION ITEM</u>
January 17	Proposed 2018 Budget Calendar is submitted to Board of Commissioners for consideration and acceptance.
February 7	Proposed 2018 Budget Calendar is submitted to Board of Commissioners for consideration and acceptance.
February 27	Planning Department transmits 2017-2021 Capital Improvement Worksheets to all departments and courts for submittal of projects.
April 18	Draft of Budget Guidelines for 2018 Budget presented to Board of Commissioners including preliminary budget outline for 2019.
May 2	Board of Commissioners provides policy statement and budget direction for formulation of 2018 budget and communicates the statement through the Administrator/CFO to all elected officials and department heads.
May 9	Administrator/CFO transmits Budget communication to all elected officials and department heads to begin preparation of 2018 budget by drafting, as may be required, any goals, objectives, program review, prioritization of services, staffing needs and contingency plans for possible program/staffing funding changes.
May 16	Board of Commissioners Establishes Operating Millage.
June 6	Planning Department submits 2018-2022 Capital Improvements Program Report to Board of Commissioners Physical Resources Committee to review and consider for action and referral to the Administrator/CFO to include as part of 2018 budget.
June 7	Budget worksheets are distributed to all departments, offices and courts with operational expenses/amended budget amounts as of the May 31, 2017 preliminary financials. Departments are required to develop requests for operating expenses and revenue sections of respective budgets.
July 7	All departments, offices and court budget worksheets are due in Finance Office including accompanying requests for Capital Outlay funding, excluding CIP project funding.
July 18	Equalization Director and Treasurer present updated 2018 property tax revenue projections to Board of Commissioners.
August 7-11	Revised budget worksheets returned to departments with updated employee information including available provider rates, wage and fringe expenses.

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- August 15 Presentation of summary 26th Annual Actuarial Valuation of Monroe County Retiree Health Plan to Board of Commissioners Finance Committee.
- August 28 Presentation of Annual Actuarial Valuation of Monroe County Employee's Retirement System Plan to Monroe County Employee's Retirement System Board of Trustees.
- September 19 Administrator/CFO submits preliminary budget to Board of Commissioners and provides general direction to proceed with development of Recommended Budget.
- Sept. 1-29 Administrator/CFO meets with respective courts, offices and departments to review and finalize budget requests that will form basis for the 2018 Recommended Annual Budget.
- October 3 Administrator/CFO presents first revised preliminary budget to Board of Commissioners. Agreement is formed as basis for final budgeting measures to be included in Recommended Budget and date established for Public Hearing on 2018-2019 Budget.
- October 4 Publication is transmitted for advertisement of scheduled public hearing on 2018 budget contingent upon the budget being ready to move for adoption.
- October 17 Board of Commissioners approves Annual Apportionment Report.
- October 17 Board of Commissioners conducts final budget presentation if necessary prior to Public Hearing on Recommended Budget or conducts Public Hearing on this date.
- October 17 Public Hearing on 2018 Annual Line Item Budget is conducted.
- October 17 Board of Commissioners Adopt Final 2018 Budget and projections for 2019 Budget after Public Hearing.
- November 7 2nd date should Board of Commissioners require this meeting to conduct Public Hearing for 2018 Budget.
- November 7 If necessary, Board of Commissioners Adopt Final 2018 Budget and projections for 2019 Budget after Public Hearing.

Note: All dates are tentative and are subject to change due to timing and availability of information and actual meeting dates. All meetings are subject to the schedule and call of the Chairman of the Board of Commissioners