

PREPARATION CALENDAR FOR 2017/18 BUDGET

Date	Day	Action
December 6, 2017	Wednesday	Regular City Council Meeting – City Council to review priorities
December 6, 2017	Wednesday	Regular City Council Meeting – City Council to approve budget calendar for FY 2017-2018 Budget
December 15, 2017	Friday	City Manager review and approval of budget instruction manual.
December 22, 2017	Friday	Distribution of Budget Request Instruction Manual to Dept. Heads.
January 19, 2018	Friday	Deadline for submission of Budget Requests
January 22 - 26, 2018	M-F	City Manager and City Treasurer review all submissions and prepare outline for a recommended budget, and prepare for meetings with departments.
January 30	Monday	Receipt of maximum tax rate letter from Dept. of Taxation
February 5 – February 9, 2018	M-F	City Manager and City Treasurer meet with departments to review and make determinations for inclusion in the recommended budget.
February 15	Thursday	Department of Taxation provides Preliminary Revenue Projections package, to be reviewed by City Manager and City Treasurer.
February 20	Tuesday	Last day for local government entities to notify Department of Taxation about proposed tax rate changes.
February 21	Wednesday	Presentation and Budget Workshop for Special Funds to City Council including Grants Fund, Transient Lodging Tax Fund, and Court Administrative Fee Fund.
Feb. 19 - 23, 2018	M-F	City Manager and City Treasurer meet with departments for any revisions necessitated by Preliminary Revenue Projections.
March 1	Wednesday	Governor certifies population for distribution of Cigarette, Liquor, Basic City/County Relief Tax and Gasoline Tax (NRS 370.260; 369.173; 377.055(3), and 360.285).
March 7	Wednesday	Regular City Council meeting. Designation of auditor or auditing firm must be made no later than three months prior to the close of the fiscal year. Department of Taxation is to be notified of the designation (NRS 354.624).
March 15	Thursday	Department of Taxation provides Final Revenue Projections Package, specifically for Motor Vehicle Fuel tax and Consolidated tax for non-school entities for use in preparing the tentative budget document. The final estimates of net proceeds of minerals for calendar year 2018 are also included.
March 25		Department of Taxation provides Final Abated Revenue Projections (pro-forma) package for property taxes. (NRS 361.4535(2)).
March 28 – 30, 2017	W - F	City Manager and City Treasurer meet with department heads after receipt of final property tax revenue projections
March 31	Friday	Issuance of tentative budget and recommended Five-Year Capital Improvement Program to Mayor, City Council and any other interested parties.
April 4	Wednesday	Regular City Council Meeting
April 5	Thursday	City Council Budget Workshop
April 6	Friday	City Council Budget Workshop
April 9	Monday	City Council Budget Workshop
April 10 – 12	Tues – Thurs	Treasurer to prepare Dept. of Taxation tentative budget document
April 16	Monday	Tentative Budget submitted to Department of Taxation (NRS 354.596).
May 4	Thursday	Notice of Public Hearing published (NRS 354.596).
May 7	Monday	City Council Budget Workshop
May 10	Thursday	City Council Budget Workshop
May 21	Monday	Public Hearing on Tentative City Budget (NRS 354.596). New Legislation states the public hearing on the tentative budget must be held by the governing body not sooner than the third Monday in May and not later than the last day in May.
May 23	Wednesday	City Council Budget Workshop – Final Budget/Adoption
June 1	Wednesday	The final budget for all local government shall be adopted on or before this date and shall be filed with the county clerk and the Department of Taxation. (NRS 354.598).