

BUDGET SCHEDULE

FY 2019 BUDGET SCHEDULE (Tentative)

Monday, January 8	Send Outside Agency Applications to Current Recipients
Monday, January 8	Financial Services Staff distributes Budget Manual and Opens Eden System for Entering
Monday, January 8	Mayor Requests Priorities from City Council
Monday, February 12	Budget submittals to Financial Services and all departments/divisions complete budget requests complete and submit required forms (Tier I) Clerk, Council, Financial Services, Legal, Mayor, Planning, Human Resources
Monday, February 12	Council Priorities Due to Mayor's Office
Tuesday, February 20	Budget submittals to Financial Services and all departments/divisions complete budget requests complete and submit required forms (Tier II) CRA, Fire, Housing, Inspection, Parks & Recreation, Public Works
Monday, February 26	Budget submittals to Financial Services and all departments/divisions complete budget requests complete and submit required forms (Tier III) Airport, Pensacola Energy, Police, Port, Sanitation
Monday, March 5	Outside Agency Applications Due to Budget Office
Monday, March 12	Budget Workbooks delivered to Mayor and City Administrator Staff and Forward appropriate section of Budget Books to Departments/Divisions
Monday, March 19 thru Friday, March 23	Mayor, City Administrator Staff and Financial Services Staff meet with each Department/Division to review their Budget
Tuesday, March 27	Public Input Meeting (5:30 p.m. at Sanders Beach/Corrine Jones)
Thursday, March 29	Public Input Meeting (9:00 a.m. at Vickery Center)
Monday, April 2 thru Tuesday, April 3	Budget Review by Mayor, City Administrator Staff and Financial Services Staff
Friday, April 20	Final Decisions By Mayor
Friday, June 1	Property Appraiser Provides Property Valuation Estimates
Monday, July 2	Final Document Sign Off by Mayor
Monday, July 2	Property Appraiser Certifies DR-420 - 1st Day of TRIM
Monday, July 9	Proposed Budget Books Distributed To City Council & Available for Public & Media
Thursday, July 19	TRIM Notice approval by City Council
Monday, July 23 thru Friday, July 27	Individual Council Budget Briefings
Friday, August 3	Certification of Valuation to Property Appraiser, Tax Collector, & State (TRIM)
Wednesday, September 12	First Public Hearing on the Budget. 5:30 p.m. (tentative)
Saturday, September 15	Millage Advertisement runs in Newspaper
Wednesday, September 19	Final Public Hearing on the Budget. 5:30 p.m. (tentative)