

## FY 2023 BUDGET SCHEDULE

(Tentative)

Monday, January 10	Send Outside Agency Applications to Current Recipients
Monday, January 10	Financial Services Staff distributes Budget Manual and Opens Eden System for Entering
Monday, February 28	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/Parking, Human Resources
Monday, March 7	Budget submittals to Financial Services and all departments/divisions complete budget requests complete and submit required forms (Tier II) Planning & Development Services, Fire, Inspection, Parks & Recreation, Public Works
Monday, March 14	Budget submittals to Financial Services and all departments/divisions complete budget requests complete and submit required forms (Tier III) Airport, Housing, Pensacola Energy, Police, Port, Sanitation
Monday, March 14	Outside Agency Applications Due to Budget Office
Friday, April 1	Budget Workbooks delivered to Mayor and City Administrator Staff Forward appropriate section of Budget Books to Departments/Divisions
Monday, April 4 thru Friday, April 8	Mayor, City Administrator Staff and Financial Services Staff meet with each Department/Division to review their Budget
Tuesday, April 5	Public Input Meeting (5:30 p.m. at Sanders Beach/Corrine Jones) - If we have
Thursday, April 7	Public Input Meeting (9:00 a.m. at Vickery Center)- If We Have
Monday, April 18 thru Wednesday, April 27	Budget Review by Mayor, City Administrator Staff and Financial Services Staff
Friday, May 6	Final Decisions By Mayor
Wednesday, June 1	Property Appraiser Provides Property Valuation Estimates
Tuesday, July 5	Final Document Sign Off by Mayor
Friday, July 1	Property Appraiser Certifies DR-420 - 1st Day of TRIM
Monday, July 11	Proposed Budget Books Distributed To City Council & Available for Public & Media
Thursday, July 14	TRIM Notice approval by City Council
Monday, July 25 thru Tuesday, July 26	City Council Budget Workshops (Tentative)
Thursday, August 4	Certification of Valuation to Property Appraiser, Tax Collector, & State (TRIM)
Wednesday, September 07	First Public Hearing on the Budget. 5:30 p.m. (tentative)
Friday, September 9	Millage Advertisement runs in Newspaper
Wednesday, September 14	Final Public Hearing on the Budget. 5:30 p.m. (tentative)