

CITY OF INDEPENDENCE
2016/17 Budget Calendar

DATE	RESPONSIBLE PARTY	EVENT
1/26/2016	City Council	Approve Calendar/Appoint Budget Officer
2/1/2016	Budget Officer	Budget Worksheets distributed
2/2 - 3/18/16	Staff	Staff meetings with CM/Budget Officer
3/2/2016*	Budget Committee/Budget Officer	Orientation and Training for Budget Committee
3/18/2016	Staff	All Narratives and completed Budget Worksheets due to Budget Officer
4/8/2016	Budget Officer	Draft Budget completed and provided to Department Heads
4/8 - 4/20/16	Staff	Final staff Budget Changes before distribution to Budget Committee
4/13/2016	Budget Officer	Publish 1st notice of Budget Committee Meeting no more than 30 days before the Meeting
4/20/2016	Budget Officer	Publish 2nd notice of Budget Committee Meeting at least 5 days after 1st notice and at least 5 days before the Meeting
4/27/2016*	Budget Committee	Budget Committee Meeting
5/4/2016*	Budget Committee	Budget Committee Meeting (additional as needed)
5/18/2016*	Budget Committee	Budget Committee Meeting (additional as needed)
6/1/2016	Budget Officer	Publish notice of budget hearing 5 to 30 days before the hearing
6/8/2016	City Council	Budget Hearing/Adopt Budget/Approve Appropriations/Impose & Categorize Tax Levy(s)
6/30/2016	City Council	Adoption Deadline
7/15/2016	Budget Officer	Tax Certifications to County Assessor
9/30/2016	Budget Officer	Budget to County Clerk

*Budget Committee meetings start at 6:00 pm in the event center