

**Budget,
TIF, Equipment Replacement
and Capital Improvement Planning Timeline
September 2016 – March 2017**

9/1 - 9/29/16	Meet with Gallagher on Insurance Renewal. (Ideal to do so in August/September)
9/1 – 10/21/16	Staff, City Engineer and Public Works Committee begins CIP planning. Equipment Replacement (5-15 year outlook) and Capital Improvement Project worksheets go out to the department heads. Due back on October 10. One-on-one meetings with City Administrator. Probable costs from City Engineer due October 14.
10/24/16	Budget worksheets go out to department heads. City Administrator, City Clerk and Financial Advisor to meet with Council Budget Committee (Mayor Willits, Peterson and Timm) to review and discuss an overview of the city's financial position and long-term financial plan and confirm insurance renewal. Meet at 5:30 – 7:30 p.m.
11/21/16	Budget worksheets due from the department heads. City Administrator and City Clerk to Meet. City staff to prepare TIF Projections and CIP/ERP spreadsheets.
12/12/16	City Administrator to meet with each department head. City Administrator and City Clerk to meet with Council Budget Committee to review CIP Projects, ERP and TIF Projections. (Meet immediately following Mayor's News Hour, approximately 6:30 - 8:00 p.m.)
12/21/16	Council set the PH on the CIP for January 16, 2017.
1/2/17	City Administrator and City Clerk to meet regarding all budget docs. Department staff gets recommendations from Council Committees (Public Safety and Public Works).
1/9/17	City Administrator to meet with each department head.
1/16/17	Council Budget Committee and Staff will present recommendations on CIP Projects, ERP and TIF Projections. Council hold the PH on the CIP and Council approval of such.
2/13/17	Special Council Meeting – Budget Work Session at 6:00 p.m.
2/20/17	Set the Public Hearing for March 6 th to discuss and direct appropriate follow-up on the FY 2017-18 Budget and authorize publication. Publish Notice 2/24.
3/6/17	Public Hearing to discuss and request approval of the FY 2017-18 Budget.
3/15/17	Filing deadline of FY 2017-18 Budget with Polk County.

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