

**CITY OF POST FALLS
FY 2018 PROPOSED BUDGET CALENDAR**

	Publish Date Legal	Publish Date Legal	Responsible Party	Begin Date	Legal Date	Proposed Date	Date Completed
Council Budget Workshop - Updating and Reviewing Priorities with Council			Finance				
Notice to County of Public Hearing Date - Not later than 4/30 of each year (63-802A)			Finance	3/1/2017	4/30/2017	4/30/2017	
Employee Position Review - Job Description and grading			All				
Oganizational Chart			Department Heads	3/1/2017		4/28/2017	
New Item Request Form							9/30/2016
Additional New Personnel Request Form							9/30/2016
Review Request Forms submitted for FY 18 and provide updates			Department Heads	3/1/2017		4/28/2017	
Personnel Schedule - FY 2017			Finance	3/1/2017		4/1/2017	
Line Item Detail Report			Finance	3/1/2017		On-Going	
Debt Service Report			Finance	3/1/2017		4/19/2017	
Fee/Revenue Discussion			All	3/1/2017		4/28/2017	
Merit and Benefits Discussion PTO			All	3/1/2017		4/28/2017	
PTO Discussion			Human Resources	3/1/2017		4/28/2017	
Dept. Meetings w/Administrator*			City Administrator	4/24/2017		5/1/2017	
Transfer Study Update			Finance	4/1/2017		6/2/2017	
Property Tax Projection Report			Finance			On-Going	
Meeting with Mayor & Council - - Review Tentative Budget - Open to Public			Finance/City Administrator	5/1/2017		6/20/2017	
Fee Increase Notice to Paper - Must run 2 weeks prior	7/22/2017	8/5/2017	Finance				
Fee Increase Public Hearing (63-1311 & 63-1311A)			Finance			8/1 & 8/15/17	
Adopt a Tentative Budget (50-1002)			Finance/City Administrator			7/18/2017	
Adopt Master Fee Resolution			Finance			8/15/2017	
Public Hearing Notification (50-1002)	8/4/2017	8/11/2017	Finance				
Public Hearing - prior to certifying to the county commissioners (50-1002)			Finance		9/1/2017	8/16/2017	
Adopt Appropriation Ordinance- prior to the commencement of each fiscal year (50-1003)			Finance		9/30/2017	9/1/2017	
Publish Appropriation Ordinance - prior to the commencement of each fiscal year (50-1003)			City Clerk		9/30/2017	9/7/2017	
Send Ordinance to Secretary of State (50-1003)			Finance		9/30/2017	9/7/2017	
Certify Taxes to County - not later than the Thursday prior to the 2nd Monday in September (63-803(3))			Finance		9/7/2017	8/17/2017	
Fund Balance Resolutions			Finance Director			9/1/2017	
Adopt Master Records Destruction Resolution			City Clerk			9/15/2017	
Preliminary New Construction Roll from County - 1st Monday in June (63-301A)			County		6/5/2017		
County Auditor Notify City of Taxable Valuation - Prior to first Monday in Aug (63-1312)			County		8/7/2017		
Unmet Needs List			Finance				

Legend

All Depts
City Administrator
City Clerk
County
Department Heads
Finance
Finance/City Administrator
Finance/PBB
Human Resources
Finance Director

Insurance - Replacement Value

Workman's Comp Rates

PERSI Rate Increase

Postage increase?

Utilities increase both Avista and KEC

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