



REQUEST FOR BOARD ACTION

ITEM NO. 5

DATE OF MEETING: February 17, 2015

REQUESTED BY: Randell Woodruff, County Manager

SHORT TITLE: Resolution Approving the Adoption of the 2015-16 Fiscal Year Budget Calendar.

BACKGROUND: Every year, the Board of County Commissioners must adopt a Budget Calendar outlining the Budget Process and due dates. The proposed Budget Calendar for Fiscal Year 2015-16 is as follows:

| TASK | DATE |
|---|--|
| FY 14/15 Budget Instruction Book to Department Heads Outside Agencies/Fire Departments Advised by Letter of Budgetary Timeframe | February 27, 2015 February 27, 2015 |
| Requests from Outside Agencies/Fire Departments Due | March 20, 2015 |
| All Department Budget Requests Due to Finance & populated in the FY 15/16 Munis Budget Module | March 31, 2015 |
| Finalize Revenue Estimates | March 13, 2015 |
| Budget Meetings with all Department Heads | April 1 – April 15, 2015 |
| Manager/Finance Director-Finalize Budgets in Munis Module | April 20, 2015 |
| BOC Budget Meetings with Fire Departments and Pender EMS & Fire | April 21, 2015, 1:00 p.m. to 3:45 p.m. <i>April 22, 2015 date is reserved if needed. Time TBD by BOCC</i> |
| Distribute FY 15-16 Proposed Budget to BOC & Present Budget Message | May 1, 2015 |
| ***Advertise Public Hearing*** | April 30 & May 14, 2015 |
| Budget Work Session # 1 | May 4, 2015, 1:00 p.m. to 3:45 p.m. |
| Presentation of BoE Approved Budget to BOC | May 4, 2015 |
| Budget Work Session #2 | May 14, 2015, 4 p.m. |
| Budget Work Session #3 | May 18, 2015, 1:00 p.m. to 3:45 p.m. |
| ***Public Hearing*** | May 18, 2015 at 7:00 p.m. |
| Formal Adoption of Budget | June 1, 2015 (Regular BOCC Monthly Meeting) |

SPECIFIC ACTION REQUESTED: To approve a resolution to adopt the attached Budget Calendar.

