



REQUEST FOR BOARD ACTION

ITEM NO. 5

DATE OF MEETING: March 21, 2016

REQUESTED BY: Randell Woodruff, County Manager

SHORT TITLE: Approval of the Budget Calendar and to Add Four (4) Budget Work Session Meetings to the Meeting Calendar for 2016: April 14; May 9; May 19; and May 23, 2016.

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 2016-17 is as follows:

| TASK | DATE |
|---|--|
| FY 16/17 Budget Instruction Book to Department Heads Outside Agencies/Fire Departments Advised by Letter of Budgetary Timeframe | February 1, 2016 February 1, 2016 |
| BOC Retreat | February 18-19, 2016 |
| Requests from Outside Agencies/Fire Departments Due | March 15, 2016 |
| All Department Budget Requests Due to Finance & populated in the FY 16/17 Munis Budget Module | March 15, 2016 |
| Finalize Revenue Estimates | March 15, 2016 |
| Budget Meetings with all Department Heads | March 21 – April 1, 2016 |
| County Manager and Finance Director Budget Meetings with Fire Departments and Pender EMS & Fire | April 4, 2016, 1:00 p.m. to 3:45 p.m. <i>April 5, 2016 date is reserved if needed. Time TBD by BOCC</i> |
| Budget Work Session #1 | Thursday April 14, 2016, 4:00 p.m. |
| Distribute FY 16-17 Proposed Budget to BOC & Present Budget Message | May 2, 2016 |
| Presentation of BoE Approved Budget to BOC | May 2, 2016 |
| ***Advertise Public Hearing*** | May 5 & May 12, 2016 |
| Budget Work Session #2 | Monday, May 9, 2016, 4:00 p.m. |
| Budget Work Session #3 | Thursday, May 19, 2016, 4:00 p.m. |
| ***Public Hearing*** | May 16, 2016 at 4:00 p.m. |
| Budget Work Session #4 | Monday, May 23, 2016, 4:00 p.m. |
| Formal Adoption of Budget | June 6, 2016 (Regular BOCC Monthly Meeting) |

SPECIFIC ACTION REQUESTED: To approve the above Budget Calendar for Fiscal Year 2016-17.