

FY 2016 AND 2017 BUDGET TIMETABLE

2.1 OPERATING BUDGET AND CAPITAL IMPROVEMENTS PLAN

October	FY 16 Position Distribution Change Requests are due to Budget & Planning Division by Fri: Oct. 31. Departments informed and sent position distribution reports along with requests for changes. Analysts contact departments and discuss any major changes.
October – November	CIP: The Finance Department's Budget and Planning Division notifies all departments that new capital requests and any revisions to previous submissions are due in November. A list of non-funded capital requests is provided to ensure they are all reviewed and updated.
November	Preliminary salary projections are prepared.
December	Mayor's Management Team prepares special budget instructions. A list of his Priorities for FY 16 is included.
Tue: Dec. 9 - Thu: Dec. 11	Budget and Planning Division distributes Budget Manual revisions and other operating budget preparation material to departments. Meetings are held with departments' staff responsible for completing budget requests.
December - January	Five-Year Financial Forecast prepared.
January	Mayor releases Five Year Financial Forecast to City Council.
December - February	CIP: Capital Projects Inventory Chapter updated. Budget and Planning Division reviews all new capital requests. Projects are forwarded to the Indian Nations Council of Governments (INCOG) for presentation to the Tulsa Metropolitan Area Planning Commission (TMAPC).
Mon: Jan. 5	Support Services Request Forms submitted by departments to Support Service departments.
Fri: Jan. 16	FY16 Revenue Projections – Preliminary effort.
January	Indirect reports completed for review. Allocations are reviewed with Utility Board and TARE.
Friday: Jan. 30	Departments' Budget Requests Due to Budget & Planning Division.
February	CIP: Proposed new capital projects are presented to TMAPC for review. TMAPC makes a finding stating that the projects are in conformance with the City's comprehensive plan.
February – March	Budget and Planning Division reviews budget requests , and prepares summary reports. The Mayor and Management Team meet to review the reports, preliminary revenue estimates and significant issues. Mayor briefs Council on budget requests and preliminary revenue estimates.

February	Inform the departments of the dates and times of budget presentations to Mayor's Management Team.
February – March	CIP: Budget and Planning Division, in close collaboration with departments, develops a proposed five-year capital improvements schedule - the first year of which will be the upcoming fiscal year's proposed capital budget.
March – April	Mayor and Management Team are briefed on departments' requests. They make policy decisions necessary to prepare a balanced budget for City Council consideration.
March	CIP: Final Draft of Funded Capital Programs Status and FY16 Project List, Capital Project Inventory, Five-year Schedule and Executive Summary. Management team reviews.
March	Debt Review Committee Convened and FY16 preliminary debt service amounts established.
March	Final FY16 Revenue Projections.
Fri: Mar. 27	Submit Energy, Security, and Vehicle Policies to City Council as required by Ordinances.
April	Capital Expenditure Operating Budget Impact Narrative prepared for the budget document's Executive Summary.
April	Final Management team budget deliberations.
Mid April	Preliminary Budget Highlights and Fund Summaries prepared.
Mid April	Ordinances and Debt Resolutions for Budget & CIP prepared by Legal.
Mid April	Council Compendium of Needs response prepared.
Mid April	CIP: Complete final draft.
Mon: Apr. 20 - Fri: Apr. 24	Proposed Final Budget to the Mayor's Management Team for review and final modifications.
Thu: April 30	Proposed Budget and CIP Presented to City Council by Mayor at regular Thursday meeting (Charter deadline is May 1).
May – June	City Council reviews proposed Budget and CIP. City Council holds hearings and discusses budget issues with the Mayor and various department directors.
Thu: May 7 - Fri: Jun. 12	Technical Change List maintained to report to City Council before adoption.
May	First of two Public Hearings.
Thu: Jun. 11	Second Public Hearing on the proposed budget and First Reading of Ordinances adopting budget and CIP.
Thu: Jun. 18	Adoption of Budget and Capital Improvements Plan and approval of resolutions related to trusts and their debts. (State law deadline is seven days before the end of the City's fiscal year)