

**City of Manitou Springs
Fiscal Year 2017/2018 Budget Calendar**

Year (x values)		
	Friday	8/25 Assessors certify to all taxing entities and the DLG the total new assessed and actual values for real and personal property used to compute the statutory and TABOR property tax revenue limits.
8/28/2017	Monday	8/28 Alert department heads to enter budget information into miViewpoint (digital dashboard)
9/8/2017	Friday	9/8 all data should be entered in miViewpoint by Department heads
9/12/2017	Tuesday	9/12/17 Police Chief 2:00 (start of department head presentations of budgets & 5 year capital plans) to the City Administrator & Finance Director
9/14/2017	Thursday	9/14 Public Works Director 1:00
9/15/2017	Monday	9/15 Executive & Legislature Department
9/20/2017	Wednesday	9/20 Planning 11:00, Storm Drainage 1:30
9/21/2017	Thursday	9/21 I.T./Fire 10:30, Parking 1:30
9/25/2017	Monday	9/25 Aquatics 11:00, Finance 1:30, Chamber 3:30
9/27/2017	Wednesday	9/27 Proposed Budget given to City Clerk by noon for inclusion on 10/3/17 agenda
10/3/2017	Tuesday	10/3 Proposed FY2018 budget & 5 year Capital Improvement presented to City Council. "Notice of Budget" published.
10/10/2017	Tuesday	10/10 City Council FY2018 budget worksession.
10/14/2017	Saturday	10/14 City Council FY2018 budget worksession - Retreat
10/15/2017	Sunday	10/15 State deadline-Budget officer must submit proposed budget to the governing body (CRS 29-1-15) Governing body must publish "Notice of Budget" upon receiving proposed budget (CRS 29-1-106(1))
10/30/2017	Monday	10/30 City Council FY2018 budget worksession.
11/15/2017	Wednesday	11/15 Budget packet delivery deadline by noon to City Clerk
11/21/2017	Tuesday	11/21 City Council, first reading FY2018 budget.
12/5/2017	Tuesday	12/5 City Council, second reading FY2017 budget & Resolution approving mill levy
12/15/2017	Friday	12/15 State Deadline for certification of mill levy to county commissioners. Local governments levying property tax must adopt their budgets before certifying the levy to the county.

The Departments & Funds that will be presented by each department head (if they oversee multiple cost centers) to the City Administrator and the Finance Director:

Police Chief: Police Department, Judicial Department & the Law Enforcement Fund

Public Works Director: Public Works Department, Gen Fund: Parks & Rec acct lines, Public Works Fund, Conservation Trust Fund, PPRTA Fund, El Paso /Beckers Fund, Water & Sewer Funds.

Planning Director: Planning Department, Open Space Fund, and if needed Conservation Trust Fund (Parks & Rec and Open Space advise for this fund)

Finance Director: Finance Department, General Fund-Misc Expenditures, Downtown Improvement Fund, & Capital Improvement Fund

Planner Michelle Anthony: Parking

2018 BUDGET CALENDAR

