

# Budget Calendar

Month	Budget Activity
March	<ul style="list-style-type: none"> <li>• Plan and develop budget calendar for budget year</li> </ul>
April- May	<ul style="list-style-type: none"> <li>• Review budget goals and policies established by Mayor and City Council</li> </ul>
June	<ul style="list-style-type: none"> <li>• Complete budget instructions and distribute to city staff. Supplemental information prepared and distributed to departments for their use in developing line-item budgets</li> <li>• Departments submit requests for new programs</li> <li>• Prepare documents and coordinate revenue estimates</li> <li>• Preparation of preliminary base budget</li> </ul>
July	<ul style="list-style-type: none"> <li>• Preparation of preliminary revenues and resources</li> <li>• Administration review of new program requests, revenue estimates and base budgets</li> </ul>
August	<ul style="list-style-type: none"> <li>• Develop target budgets for departments.</li> <li>• Receive budgets from departments</li> <li>• Council budget workshop – budget status and revenue forecasts</li> </ul>
September	<ul style="list-style-type: none"> <li>• Proposed budget balanced and budget document prepared</li> </ul>
October	<ul style="list-style-type: none"> <li>• Mayor’s message and proposed budget presented to City Council</li> </ul>
November	<ul style="list-style-type: none"> <li>• Public hearings on budget plan (appropriate public notice is provided)</li> </ul>
December	<ul style="list-style-type: none"> <li>• Adoption of budget</li> </ul>
January- March	<ul style="list-style-type: none"> <li>• Preparation of final budget document</li> </ul>