

Annual Budget & 10-Year Financial Plans Timeline

September	October	November	December	January	February	March	April	May	June
Internal Service Fund (ISF) Capital Equipment Requests Submitted	Internal Service Fund (ISF) 10-Year Plans Prepared	Operating Budget & Capital Improvement Projects (CIP) Kickoff Meeting 1st week of November	Department Revenue Estimates & Operating Budgets Submitted Early December to Budget Office	Preliminary 10-Year Financial Plans for all Funds Prepared & Reviewed by City Manager & Budget Committee	City Manager & Budget Committee continue review of department operating budgets	Draft Annual Budget & 10-Year Financial Plans for all funds completed by end of month	Proposed Annual Budget & 10-Year Financial Plans for all funds Submitted to City Council	Planning Commission Study session for CIP 10-Year Plan 1st week of May	City Council holds first hearing for Operating & CIP Budgets & 10-Year Financial Plans the 1st week in June
		Department Position Allocations for Performance Based Budget (PBB) Due Mid-November to Budget Office	CIP 10-Year Plan 1st Draft Reviewed by CIP Committee Early December	CIP 10-Year Plan 2nd Draft Prepared & Reviewed by City Manager & CIP Committee			CIP 10-Year Plan submitted to City Council and Planning Commission	City Council Operating & CIP Budget Workshop 2nd week of May	City Council holds second hearing for Operating & CIP Budgets & 10-Year Financial Plans the 3rd week in June and adopts budget
		Proposed Projects for 1st draft of CIP 10-Year Plan Submitted Late November to City Engineer	Performance Based Budget (PBB) Indicator Outcomes Provided	City Manager & Budget Committee begin review of department operating budgets					
		ISF 10-Year Plans Finalized							