

Two-Year Budget Process and Timeline

Year 1 Cycle

Month	Description
December	Budget Kickoff and distribution of budget calendar.
January	<ol style="list-style-type: none"> 1. Departments prepare position allocations for the upcoming fiscal year. 2. Departments input CIP project information into budget worksheets. 3. City Council approves the budget calendar and receives information regarding the budget process.
January - February	Departments input expenditure and revenue data into budget worksheets for the upcoming fiscal year for City Manager's review.
February	City Manager reviews preliminary budget.
March	City Council holds Budget Study Session and seeks input for any additional initiatives for the upcoming fiscal year.
April	City Commissions review draft CIP budget for conformance and provide recommendation for City Council consideration.
June	City Council adopts year one of the two-year operating budget and five-year Capital Improvement Program through separate resolutions.

Year 2 Cycle

Month	Description
December	Mid-year financial review and Budget Update Kickoff.
January – February	Finance provides updated projections for Year 2.
March	City Manager reviews preliminary budget update information.
April	Update City's strategic plan, City Council holds budget study session for Year 2
June	City Council adopts the second year update to the Budget.

