

**CITY OF MUSCATINE**  
**BUDGET PREPARATION CALENDAR**  
**Fiscal Year July 1 - June 30**

	<b><u>Operating Budget</u></b>	<b><u>Capital Improvements Budget</u></b>
October	<p>Finance Department prepares budget guidelines and preparation packet</p> <p>Goal setting session by City Council</p>	
November	Finance Department distributes to departments budget manual and other materials	
December	<p>Departments meet with Boards and Commissions and develop budget requests</p> <p>Budget requests submitted to Finance Department</p> <p>Budget discussions with City Administrator, Finance Director and department heads begin</p>	
January	Discussions with department heads, Finance Director and City Administrator continue	
February	<p>Proposed City Budget presented to City Council</p> <p>City Council in-depth review of department operating budgets</p>	
March	<p>Public hearing on proposed operating budgets</p> <p>City Council approval of operating budget by resolution</p> <p>Certification of City Budget to County Auditor</p>	

**Operating  
Budget**

**Capital Improvements  
Budget**

April

Community Development  
Department prepares guidelines and  
forms for revision to 5-year Capital  
Improvements Program (revised  
annually)

May

Proposed budget amendments  
presented to City Council

Procedures for adding or revising  
capital improvement projects  
distributed to departments

Public hearing on proposed  
amendments

City Council approval of  
amendments to current year budget  
by resolution

Capital Improvement requests  
submitted to Community  
Development Department

June

Proposed Capital Improvement  
package including possible funding  
sources forwarded to Planning &  
Zoning Commission

Discussion and review of proposed  
program by Commission

July

Meetings of Planning & Zoning  
Commission and departments  
regarding projects, i.e., scope, need  
and available funding

August

Planning & Zoning Commission  
recommendation to City Council

City Council discussion of proposed  
program

September

Public hearing by City Council  
regarding capital improvement  
program

City Council approval of program by  
resolution