

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

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

	<u>Operating Budget</u>	<u>Capital Improvements Budget</u>
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 Public hearing on proposed amendments City Council approval of amendments to current year budget by resolution	Procedures for adding or revising capital improvement projects distributed to departments 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