

# THE BUDGET PROCESS



# BUDGET PREPARATION CALENDAR

## STRATEGIZE

Study Session with City Council to develop goals and direction for the upcoming year.



## PREPARE

Budgets are submitted to Finance through our OpenGov system.



## DEVELOP

Finance compiles request and submits to City Manager for review.



## ENGAGE

Public Study Sessions are held with City Council. Community engagement is encouraged through EngagePD & Brightside Newsletter. Staff provides details to support final proposals.



## ADOPT, IMPLEMENT, AMEND & EVALUATE

City Council adopts final budget. New budget year begins, and monitoring is ongoing. Amendments approved by City Council throughout FY, midyear, or year end.



### January 31, 2023

Issue Budget Priorities, Detail Budget Instructions and Forms to Departments.

### February 15, 2023

Council Priorities and Goals Setting Workshop

### February 16, 2023

FY 2022/23 Mid-Year Review and Adoption

### February 1 to February 28, 2023

Budgets are Entered for submission to Finance Through OpenGov

### March 1 to April 14, 2023

Begin Compilation of FY 2023/24 Budget and CIP

### April 17 to April 20, 2023

Budget Meetings with City Manager and Departments

### April 21 to April 30, 2023

Final Budget Presentation Updated

### May 1 to April 15, 2023

City Council Study Sessions Held for Public Input

### June 22, 2023

Public Hearing - City Council and Housing Authority Board Adopt FY 2023/24 Budget

### July 1, 2023 to June 30, 2024

Budget Implementation and Monitoring