

Annual Budget Development Schedule

The Budget and Administration division of the Administrative Services Department is responsible for coordinating the development and monitoring of the City's annual operating and comprehensive capital improvement programs. Budget activities include review of departmental requests, revenue and expenditure forecasting, budget monitoring, budget amendments, and budget report preparation. Copies of the City's annual budget are available for review at the Lewis and Clark Library and in Room 320 of the City/County Administration Building located at 316 North Park Avenue.

Each year the City Manager and City Commission solicit input from the public regarding the upcoming year's annual budget. The general budget process is as follows:

- January – At Administrative meetings throughout the year, the City Commission addresses many issues and provides the City Manager and staff with their intent and direction.
- March & April - Departments compile and present budget requests which are presented to and reviewed by the City Manager.
- Late April/Early May - City Manager presents his preliminary city budget to the City Commission.
- May - The City Commission reviews the preliminary city budget with the City Manager and staff through a series of budget work sessions.
- Mid-June - City Commission holds a public hearing on the city budget. City budget is adopted.
- Early August - Mill levy values are certified by the Montana Department of Revenue.
- August - City mill levies are set. City budget is revised, if necessary, due to final mill levy values.

The division also calculates and recommends to the City Manager and City Commission the amount of general property taxes to be billed each year.