

# HPC Planning Process

MEETING	CITY / HPC EVENTS	HPC AGENDA ITEM	EXTERNAL TO MONTHLY HPC MEETING
JANUARY	CLG Pre-application deadline (late Jan/early Feb) Small Legacy Grant deadline (1/10)	Action Plan Update / Revise Work Plan (if needed to coordinate with approved City budget)	
FEBRUARY	Onboard new HP Commissioners Learn outcome of CLG Grant application	Action Plan Update	HPC WORK SESSION Draft Action Plan for upcoming year
MARCH		<b>Final discussion and approval of new Action Plan</b>	Draft details and timeline for top priority item(s) using HPC work session as needed.
APRIL	HPC to make budget proposal to Community Development Director Small Legacy Grant deadline (4/10)	<b>Final discussion and approval of detailed timeline(s)</b>	
MAY	City budgeting process begins	Action Plan Update	
JUNE	Preliminary budgets due	Action Plan Update	
JULY	Small Legacy Grant deadline (7/10)	Action Plan Update	
AUGUST	City budget outcome known	Action Plan Update	
SEPTEMBER	Draft HPC Annual Report Levy set based on City budget	Action Plan Update	
OCTOBER	Begin new fiscal year Annual Report Due Small Legacy Grant deadline (10/11)	Action Plan Update	
NOVEMBER		Action Plan Update	
DECEMBER	City budget final approval CLG Grant prep completed	Action Plan Update	