Budget Process Diagram

PHASE I – Budget Submittal Preparation

FEBRUARY

CBO provides departments with the general structure, conventions and schedule for the next year's budget

CBO issues baseline budget instructions to departments

MARCH

CBO reviews baseline budget submissions from departments

CBO issues budget and CIP development instructions to departments

APRIL

CBO prepares revenue projections for the current year

Departments submit Budget Memos to describe how they will arrive at their budget targets

APRIL

Mayor's Office and CBO review the Budget Memos and provide feedback to departments

MAY

Departments are finalizing their budget submittals

JUNE

Departments submit budget and CIP proposals to CBO based on Mayoral direction

CBO reviews departmental proposals for organizational changes

PHASE II – Proposed Budget Preparation

JULY-AUGUST

The Mayor's Office and CBO review department budget and CIP proposals

AUGUST-SEPTEMBER

Mayor's Office makes final decisions on the Proposed Budget and CIP

Proposed Budget and CIP documents are produced

SEPTEMBER

Mayor presents the Proposed Budget and CIP to City Council on the last Monday of the month

PHASE III – Adopted Budget Preparation

SEPTEMBER-OCTOBER

Council develops a list of issues for review during October and November

CBO and departments prepare revenue and expenditure presentations for Council

OCTOBER-NOVEMBER

Council reviews Proposed Budget and CIP in detail

Budget and CIP revisions developed, as are Statements of Legislative Intent and Budget Provisos

NOVEMBER-DECEMBER

Council adopts operating budget and CIP

Note: Budget and CIP must be adopted no later than December 2