Budget Process Diagram

PHASE I – Budget Submittal Preparation

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

MARCH - APRIL
CBO prepares revenue projections for the current year

APRIL
CBO issues budget and CIP development instructions to departments

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

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

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