BUDGET PROCESS DIAGRAM – 2001 ADOPTED/2002 ENDORSED BUDGET

PHASE I BUDGET SUBMITTAL PREPARATION

JANUARY - MARCH

Departments develop MFR Business Plans, including:

- Performance information for all dept. programs.
- Line of Business and Program structure used for appropriations in budget.

FEBRUARY - MARCH

CBO develops initial budget and revenue projections for 01-02.

Current services are focus of budget work in this time period. Costs identified for:

- Continuing programs
- Previous commitments

APRII

Mayor and city Council establish 2001-2002 Budget Priorities:

- Housing
- Children
- Survival Services
- Transportation

MAY

Budget and CIP instructions issued to departments.
Instructions include:

- Current Services funding levels for 2001 and 2002
- Standards for requesting additional funding

MAY-JUNE

Departments develop operating and capital budget requests.

JULY

Departments submit budget proposals for 2001 and 2002 to CBO.

PHASE II – PROPOSED BUDGET

JULY-AUGUST

CBO reviews department budget and CIP submittals.

Recommendations made to Executive on initiatives that compete for new funding.

AUGUST-SEPTEMBER

Mayor makes final decisions for Proposed Budget and CIP.

Proposed Budget and CIP documents produced.

SEPTEMBER

Mayor presents Proposed Budget and CIP to City Council on September 25.

Budget and CIP can be submitted no later than October 2.

PHASE III – ADOPTED BUDGET

SEPTEMBER-OCTOBER

Detailed presentations on revenues and spending made to City Council.

Council begins developing list of issues for review during October and November.

OCTOBER-NOVEMBER

Council reviews Proposed Budget and CIP in detail.

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

NOVEMBER

Council adopts 2001 budget and 2001-2006 CIP; endorses 2002 budget.

Budget and CIP can be adopted no later than December 2.