

Budget Process Calendar

November	17	Deadline for P4 adjustments (reclassifications, extensions, creation, abolishment)
	20	General Fund overhead payments and Current Appropriation Levels distributed
	20	Budget kickoff
	20	Publishing system (PatternStream) is open
	21	Deadline for OM updates (changes to cost center, IT1018)
December	16	Deadline for master data (personnel action) adjustments to HR Operations
January	5	Final upload of position data from SAP to BRASS (based on December 17 th payroll)
	16	All Requested Budget interagency agreements completed and balanced
February	2	Bureaus and PDC submit Requested Budget to CBO
	2	Special Appropriation requests for General Fund support due
March	9	CBO analysis on Requested Budgets distributed to Council
Mar/April	17-2	Council budget work sessions
	TBD	Public Hearings on Requested Budget
April	28	Mayor's Proposed Budget decisions released
May	12	Proposed Budget document released
	13	Mayor convenes Budget Committee and delivers Mayor's Message (Proposed Budget)
	13	Mayor convenes PDC Budget Committee to receive PDC Proposed Budget
	14	Approved Budget Public Hearing (includes PDC)
	21 & 27	Utility Rate Review - first and second reading
	27	Budget Committee (Council) vote on the Approved Budget and PDC budget
	28	Approved Budget submitted to Tax Supervising & Conservation Commission
June	17	Tax Supervising & Conservation Commission hearing on Approved Budget
	18	Council vote on the Adopted Budget