

MAYOR'S PROPOSED FY2019 BUDGET

ANNUAL BUDGET PROCESS AND CALENDAR – FOR PUBLIC

Month	Activity
July	The Department of Budget and Strategic Planning (DBSP) issues the current adopted budget document. City departments and agencies initiate the implementation of services, programs and projects in the adopted budgets. Annual performance reporting period also begins.
August	DBSP continues implementing Outcome Based Budgeting with migration toward a Performance and Priority based Strategic Management System. DBSP assists departments with the enhancement of departmental missions, program goals and program/service measures.
September	DBSP develops and issues instructions for the Multi-Year Forecast Process (expenditures and revenues). Departments are encouraged to submit information regarding regulatory requirements, legislative changes, contractual increases, demographic impacts and any other changes impacting revenues and expenditures. DBSP begins formulating preliminary guidelines for the upcoming capital and operating Budgets. End of FY2018 First Quarter.
October	DBSP prepares and finalizes the budget guidelines and the upcoming operating and capital budget instructions for FY2019. DBSP analyzes Multi-Year Forecast submissions and develops initial recommendations for review by the Mayor and senior leadership. DBSP initiates review of citywide personnel and submits instructions to departments to review all positions (FTEs) and position allocations in preparation for “Budget Kickoff”. Notices of applications for requests of city funding – Non Departmental – are placed in local print media outlets indicating the date in which applications will be made available to the public. DBSP initiates capital “Budget Kickoff” – Distribution of instructions and guidelines to agencies for submitting capital requests for FY19 – FY23.
Late October - Mid November	DBSP formulates agency’s FY19 personnel budgets from returned personnel validations. Personnel budgets loaded in budget module. DBSP finalizes budget forms in budget module in preparation for operating budget kickoff.

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Non-Departmental applications are made publicly available on City website (both for general fund and federal funds).

Mayor, CAO, and DBSP initiate "Budget Kickoff" whereby the Mayor's priorities are articulated and submission guidelines and instructions are detailed and explained to departments.

DBSP facilitates departmental training on the budget submission forms and budget process.

Agencies begin preparing operating budget submissions/requests for FY2019.

Mayor works with City Council to solicit feedback on their budget priorities for FY2019.

Mayor works with RPS to solicit feedback on their budget priorities for FY2019.

Late
November -
December

Departments submit capital budget requests to DBSP for review and analysis.

DBSP forwards all CIP project request to DPW for project costing verification.

December

Agencies continue to prepare operating requests.

Departments operating requests due to DBSP.

DBSP reviews the operating budget submissions – for alignment with Mayoral priorities - and makes initial recommendations to DBSP leadership for funding decisions.

DBSP meets with Finance staff to determine Debt (capital) affordability and reviews capital budget submissions.

DBSP provides preliminary capital budget funding recommendations for review to the DCAO for Finance and Administration, DCAO for Operations, and CAO. Preliminary capital recommendations are then presented to the Mayor for feedback.

DPU submits capital and operating budget requests to DBSP including any proposed rate changes.

Capital budget submissions for previously appropriated projects due.

January

Superintendent presents Richmond Public Schools' (RPS) budget to School Board – to include request for City funds.

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DBSP leadership reviews staff recommendations on operating budget submissions and makes recommendations.

Individual departmental work sessions are held with Mayor, CAO, DCAOs, and departments to review submissions and DBSP initial recommendations.

Citywide stakeholders – CAO and DCAOs – review funding recommendations (operating and capital) from DBSP and from departmental work sessions and begin to formulate operating budget funding recommendations for the Mayor's review.

Multiple work sessions are held with the Mayor to discuss major funding issues and review CAO and staff's initial recommendations – both operating and capital. Discussions center on the inclusion of priority budget items, major unfunded issues, and balancing strategies, etc.

Multi-Year (5 Year) Revenue and Expenditure Projections presented to City Council.

Draft CIP recommendation is presented to the Mayor.

February

Continued work sessions with the Mayor to discuss major issues, balancing strategies, and make funding decisions for both the operating and capital budgets. Final funding decisions are completed for both the operating and capital Budgets.

RPS School Board adopts budget and presents local funding request to the Mayor.

Final decisions by Mayor on operating, capital, and Non-Departmental budget are obtained.

Completion of typing, editing, and proofing of recommended operating and capital improvement plan budget document.

Completion of the CIP presentation for the Planning Commission.

Printing and binding of budget documents.

March - April

On or before March 6th, the proposed capital budget is presented to the City Planning Commission. The Mayor later presents the proposed operating, capital, and other funds (by March 6th) to the City Council. DBSP distributes proposed budget documents to City Council, departments, and the public.

City Council facilitates public budget work sessions to provide budget briefings to review the Mayor's proposed budgets.

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April - May

Additional City Council public budget work sessions.

Public hearings are held on the proposed budgets.

City Council introduces amendments to the budgets and adopts the Special Fund, Enterprise Fund, Capital, RPS, and Internal Service Fund budgets. City Council also adopts the Federal Funds budgets (CDBG, HOPWA and ESG.) separately. City Council then adopts the amended General Fund budgets no later than May 31st.

June

DBS modifies all budgets in accordance with all of City Council's adopted amendments.

DBSP completes final revisions to the budget documents and prepares the new fiscal year budget to load into the financial system prior to July 1st.