

# CITY OF SUFFOLK, VIRGINIA BUDGET DEVELOPMENT CALENDAR

## October – February

- Capital Improvement Plan development and adoption

## November

- Budget Development Planning – Senior Management Team

## December

- Budget Packages Distributed to Departments / Agencies
- Budget Requests Due from Internal Service Funds

## January

- Public Meetings to Receive Public Input
- Budget Requests Due (non-Internal Service Funds)

## February

- Budget Development Committee – Meetings with Requesting Departments / Agents

## March

- School Board Budget Request Received by City Council
- Revenue Projection Committee Meetings
- City Manager Budget Deliberations
- *City Manager's Proposed Budget Finalized*

## April

- City Manager's Proposed Budget Presented to City Council
- *City Council Budget Work Sessions*
- Budget Public Information Meetings
- Public Hearing Advertisement for Proposed Budget
- **City Council Public Hearing on Proposed Budget & Tax Rate Ordinance**

## May

- *Adoption of City and School Budget & Tax Rates by City Council*