CITY & BOROUGH OF JUNEAU BUDGET CYCLE

CITY MANAGER

CBJ ASSEMBLY

OCTOBER

The Manager works with departments to identify spending trends, identify priorities, and begin to plan.

PLAN

PREPARE

DECEMBER

In December, the Assembly hosts their annual Assembly Retreat to identify priorities, and departments begin preparing their budget .

DRAFT

MARCH

The Manager considers each department's input, enterprise boards consider and adopt their department's budget, and the Manager's proposed budget is drafted.

REVIEW

APRIL

The Assembly receives the Manager's proposed budget by April 5th. The Assembly Finance Committee reviews the proposed budget in April and May.

ADJUST

MAY

The Assembly holds one or more public hearings to consider the public's feedback. The proposed budget is then adjusted to reflect final changes.

ADOPT

JUNE

The Assembly must adopt a balanced budget by June 15th.