

Memorandum

Date: April 30, 2019
To: Mayor and City Council
Department Heads
Subject: Calendar for Formulation and Adoption of
FY2019-20 Annual Operating Budget
and Five-Year Capital Plan



Following is a projected schedule relating to the development and formal adoption of the *2019 Five-Year Capital Plan* and the *FY2019-20 Annual Operating Budget* for the City of Elgin in accordance with the City Charter and applicable state law:

MAY

Thursday, May 9, 2019.....Briefing of departmental staff by City Manager and Director of Finance on the budget development process

Friday, May 17, 2019.....Deadline for submission of departmental requests for inclusion in the Proposed *2019 Five-Year Capital Plan (5YRCP)*

Tuesday, May 21 through

Thursday, May 30, 2019.....Review and consideration of departmental *5YRCP* requests by City Manager, Director of Finance, and applicable Department Heads (as needed)

Friday, May 31, 2019.....Deadline for submission of departmental requests for funding **program changes** within the Proposed *FY2019-20 Annual Operating Budget*

JUNE

Tuesday, June 4, 2019.....**Presentation of Proposed 2019 Five-Year Capital Plan to Mayor and City Council by City Manager**
(Regular Council Meeting)

Tuesday, June 11, 2019.....City Council *5YRCP* Review/ Work Session (*tentative**)
(Special Called Meeting)

Monday, June 10 through

Friday, July 26, 2019.....Review and consideration of program change requests and straight line budget projections by City Manager, Director of Finance, and applicable Department Heads (as needed)

JULY

Tuesday, July 2, 2019..... Public Hearing on Proposed *2019 Five Year Capital Plan*
(Regular Council Meeting)

AUGUST

- Tuesday, August 6, 2019**.....**Presentation of Proposed FY2019-20 Annual Operating Budget to Mayor & City Council by City Manager**
(Regular Council Meeting)
-Resolution formally adopting the 2019 Five-Year Capital Plan
-Set dates for public hearings on tax rate.
- Wednesday, August 9, 2019**.....Publish General Budget Summary
- Tuesday, August 13, 2019**.....Council Budget Review/ Work Session (*tentative**)
- Wednesday, August 16, 2019**.....Publish Effective Property Tax Rate & Rollback Calculation
-Publish Notice of First Public Hearing on Tax Rate and Proposed Budget
- Tuesday, August 27, 2019**.....Council Budget Review/ Work Session (*tentative**)



SEPTEMBER

- Tuesday, September 3, 2019**.....First Public Hearing on Tax Rate and Proposed FY2019-20 Annual Budget
(Regular Called Meeting)
- Tuesday, September 10, 2019**.....Council Budget Review/ Work Session (*tentative**)
- Tuesday, September 17, 2019**.....Second Public Hearing on Proposed Tax Rate and Budget
(Regular Called Meeting)
-**First Reading** of Appropriations Ordinance Adopting FY2019-20 Annual Operating Budget and Tax Rate
- Tuesday, September 24, 2019**.....**Second Reading and Final Adoption** of Appropriations Ordinance and Tax Rate Ordinance for FY 2019-20
(Special Called Council Meeting)
- Friday, September 27, 2019**.....Deadline established by City Charter for final adoption of FY2019-20 Annual Operating Budget
("The budget shall be finally adopted not later than three {3} calendar days prior to the end of the fiscal year")



OCTOBER

- Tuesday, October 1, 2019**.....Beginning of FY2019-20 Fiscal Year

Please let me know at your earliest convenience if you have any comments or questions; or require additional information regarding the budget development process.

Thomas L. Mattis
City Manager

***Tentative dates for Council Budget Work Sessions. Actual number and schedule for work sessions to be determined by City Council.**