

TO: Honorable Mayor and Members of the City Council

THRU: Henry Holling, Interim City Manager

FROM: James R. Scroggins, Finance Director/Comptroller

DATE: September 2, 2008

**SUBJECT: 2009 BUDGET CALENDAR**

July 8, 2008	Preliminary Budget Calendar to Council.
July 8, 2008	Notice of 2009 CIP start and CIP Criteria sent to Council.
July 9, 2008	2009 CIP start notification and information sent to Department Heads to develop list of total needs.
July 9, 2008	Training Packets distributed, discuss CIP process with Department Contacts, and answer questions.
July 15, 2008	Special meeting to hold budget discussion – Financial Overview of 2008 Year-to-date, projections and 2009 Preliminary Revenue Projections; Operating Budget Guidelines.
July 29, 2008	Special meeting to hold budget discussion – Review of Current Capital Projects; <b>Council Input and Public Input for new Capital projects</b>
July-August 2008	Capital Budget & CIP preparation and preliminary document completion
August-Sept 2008	Operating Budget preparation and preliminary document completion
<b>September 26, 2008</b>	<b>Preliminary CIP &amp; Operating Budget document to City Council</b>
October 1, 2008	Proposed Budget Placed on File in the City Clerk's Office for Public Viewing Budget
October 7, 2008	Special meeting—Start @ 5:00 p.m. to hold 2009 budget discussions: <ul style="list-style-type: none"><li>◦ Review of Current Outstanding Capital Projects</li><li>◦ Overall Vision/Mission</li><li>◦ Revenue Review</li></ul>
October 14, 2008	Regular meeting – continued Council discussion of 2009 Budget <ul style="list-style-type: none"><li>◦ Capital Budget discussion</li></ul>
October 21, 2008	Special meeting to hold 2009 budget discussions <ul style="list-style-type: none"><li>◦ Continue Capital Budget discussion</li><li>◦ Begin Operating Budget discussion</li></ul>
October 21, 2008	*Publish Notice of Truth In Taxation Hearing for Tax Levy – If Necessary (cannot be on the same night as Public Hearing for Budget)

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October 28, 2008	Regular meeting – continued Council discussion of 2009 Budget ◦ Operating Budget discussion
November 3, 2008	Special meeting to hold 2009 budget discussions ◦ Operating Budget discussion
<b>November 3, 2008</b>	<b>*Truth in Taxation Hearing for Tax Levy if necessary (cannot be on the same day as the Public Hearing for Budget).</b>
<b>November 3, 2008</b>	<b>Estimate of Levy to Council (not less than 20 days before adoption)</b>
November 12, 2008	Publish Notice of Public Hearing for 2009 Budget (at least 10 days before hearing)
<b>November 25, 2008</b>	<b>Public Hearing for Budget</b>
<b>December 9, 2008</b>	<b>RESOLUTION Adopting the 2009 Budget for the City of Peoria and Ordinance Approving Tax Levy</b>
December 16, 2008	File 2009 Tax Levy with Peoria County
December 19, 2008	File 2009 Budget with Peoria County
<b>January 30, 2009</b>	<b>Publish Final 2009 Budget Documents</b>

\*Truth in Taxation Notice and Hearing required if tax increase is greater than 5%