

**City of Prospect Heights Strategic Directions Committee
Meeting**

AGENDA

7pm, Tuesday, September 19, 2017

**City Hall
8 North Elmhurst Road
Prospect Heights, IL**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes, July 20, 2017**
- 4. Status Report on City Center Planning and Committee Discussion**
- 5. Status Report on 2018/2019 Budget Process Planning and
Proposed 2018/2019 Budget Calendar**
- 6. Adjournment**

To: Strategic Directions Committee Members

From: Joe Wade, City Administrator

Subject: Proposed FY 2018/2019 Budget Calendar

Date: September 14, 2017

Please find attached a proposed FY 2018/2019 budget calendar. The calendar reflects the Committee's desire to replace the traditional all-day, Saturday budget session with shorter budget presentations of assigned departments. Also in response to the Committee's direction, budget presentations will be made directly by department managers.

The proposed budget calendar also attempts to maximize the availability of Finance Director Mike DuCharme in accordance with the City's contractual agreement with Lauterbach and Amen.

City of Prospect Heights Budget Calendar

FY-2018-2019

Operating Budget and Capital Improvement Programs

Date	Task
November 13, 2017	6 month Budget Review at Council Workshop Session
December 4, 2017	Distribute a) Seven months YTD G/L Details b) Prior Fiscal Year G/L Details & C) Budget Expenditures Worksheets to Department Management Personnel
December 11, 2017	City Council Workshop Session, 2018/19 Budget Overview- Preliminary Revenues, Trends, Capital Projects Status
December 11-14, 2017	FY 18 Revenue Projection & FY 2018/19 Budget Revenue Meetings with Department Management Personnel
January 4-11, 2018	Input Departmental Revenue and Expenditures
January 17, 2018	Preliminary Budget Draft to City Administrator & Department Management Personnel
January 22-25, 2018	Budget Review Meetings with City Administrator and Department Management Personnel Jan. 22, 10am Police, 2pm Community Development Jan. 25, 10am Public Works, 2pm Finance and Administration
January 29, 2018	Budget Revisions Due to Finance for Input
February 1, 2018	Revised Budget Draft to City Administrator
February 5-9, 2018	Preparation of Power Point Presentation (City Administrator and Department Directors)
February 12-15, 2018	Assemble Budget workshop Binders
February 19, 2018	City Administrator's Proposed Budget Delivered to City Council
February 20-23, 2018	Budget review with Individual Council Members, as requested
March 5, 2018	Special Council Meeting, 6:30-9:00pm Revenues, Police and Community Development
March 12, 2018	City Council Workshop Session, 6:30-9:00pm, Public Works, Finance and Administration

March 26, 2018	City Council Regular Session, Capital Improvements Budget
March 26-30, 2018	Final management budget review and adjustments
April 2, 2018	Final Budget Delivered to City Council
April 9, 2018	Public Hearing to Consider for Approval Proposed FY 2017/2018 Budget
April 9 and 23, 2018	Consider Adoption of FY 2018/2019 Budget, 1 st and 2 nd Reading of Budget Ordinance