

**CITY OF ELMHURST
2010-2011 BUDGET SCHEDULE**

TARGET DATES

BUDGET ACTIVITY

Aug. 31, 2009	City Manager memo to Mayor and City Council regarding budget and budget schedule.
Sept. 15, 2009	Five Year Capital Improvement Budget worksheets distributed to department heads.
Oct. 26, 2009	Five Year Capital Improvement budgets due to Finance Department.
Oct. 26, 2009	Mayor and City Council message to City Manager regarding budget goals for 2010-2011 received by City Manager.
Oct. 26, 2009	Operating budget worksheets and guidelines delivered to department heads for detailed budget process.
Oct. 26, 2009	Finance Committee begins review of 2009 property tax levy.
Dec. 7, 2009	Preliminary Five Year Capital Improvement Budget distributed to Mayor and City Council.
Dec. 7, 2009*	Tax levy public hearing held, if necessary.
Dec. 14, 2009	Operating budgets due to City Manager.
Dec. 21, 2009*	City Council approves 2009 property tax levy. (Tax levy may be approved on Dec. 7, 2009 if public hearing is not required.)
Jan. 4, 2010	City Council reviews Five Year Capital Improvement Budget.
Mar. 1, 2010	Operating budget delivered to City Council.
Mar. 15, 2010	Public hearing for 2010-2011 operating budget.
Apr. 5, 2010*	2010-2011 Operating budget approved.

***City Council action required.**