

**CITY OF EL MONTE
PROPOSED BUDGET CALENDAR
FISCAL YEAR 2010-11 (AS OF JANUARY 20, 2010)**

DATE	TIME	BUDGET MILESTONE	ASSIGNMENT
Jan. 4, 2010	Monday - 8:30 a.m.	Review Financial Plan (Budget Goals and Objectives for FY 2010-11)	Executive Budget Committee Members
Jan. 11, 2010	Monday - 10:30 a.m.	Review Recovery Plan	Executive Budget Committee Members
Jan. 25, 2010	Monday - 9:30 a.m.	Midyear Budget Review	Budget Committee Members
Jan. 27, 2010	Wednesday - 6:00 p.m.	Midyear Budget Review	Ad Hoc Budget Committee Members
Feb. 1, 2010	Monday - 9:00 a.m.	Midyear Budget Review & Budget Calendar	Union Board Representatives
Feb. 16, 2010	Tuesday - 7:00 p.m.	Present Midyear Budget	Council Members - Council Meeting
March 1, 2010	Monday - 4:00 p.m.	Distribute Budget Worksheets or Budget Instructions (Eden)	Administrative Services
March 11, 2010	Thursday - 6:00 p.m.	Budget Study Session - Review Financial Plan and Council priorities for FY 2010-11	City Council - Name Five Priorities
March 18, 2010	Thursday - 6:00 p.m.	Town Hall Meeting - Mid-Year Budget Review	Executive Budget Committee Members
March 25, 2010	Thursday - 6:00 p.m.	Town Hall Meeting - Transit Village Project	Executive Budget Committee Members
April 5, 2010	Monday - 5:00 p.m.	Budget Worksheets Due to Finance Budget Input to Eden Systems (Revenues & Expenditures)	Department Directors & Budget Staff
April 7, 2010	Wednesday - 5:00 p.m.	Compile Budget Submittals	Administrative Services
April 15, 2010	Thursday - 10:00 a.m.	Review Revenue & Expenditure Estimates	Executive Budget Committee Members

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for FY 2010-11

April 21, 2010	Wednesday -10:00 a.m.	Meeting with the Union Representatives to discuss Budget Overview for FY 2010-11	Executive Budget Committee Members
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DATE	TIME	BUDGET MILESTONE	ASSIGNMENT
April 22, 2010	Thursday - 10:00 a.m.	Review Budget Requests for FY 2010-11 & Balancing Measures & Alternatives	Executive Budget Committee Members
April 22, 2010	Thursday - 6:00 p.m.	Budget Study Session - Review	Ad Hoc Budget Committee Members
May 12, 2010	Wednesday - 8:00 a.m. - 9:30 a.m. - 11:00 a.m. - 1:30 a.m. - 2:30 a.m. - 3:00 p.m.	Review Departmental Budget Requests: Community Services Department Police Department Administrative Services Department City Attorney Administration/CMO Community Development	Budget Committee Members & Budget Staff
May 13, 2010	Thursday - 9:30 a.m.	CRA review of FY 2010-11 Budget Request	Budget Committee Members & Budget Staff
	Thursday - 2:00 p.m.	Review Capital Improvement Budget	Budget Committee Members & Budget Staff
May 20, 2010	Thursday - 6:00 pm	Review of Departmental Request and Balancing Measures for FY 2010-11	Ad Hoc Committee Members
May 24-27/10	Monday - Thursday	Prepare Report to City Council	Administrative Services with Budget Committee's input
May 27, 2010	Thursday - 9:30 a.m.	City Manager's Review of Report to Council	Executive Budget Committee Members
June 3, 2010	Thursday - 10:00 a.m.	Report Forwarded to City Council	Executive Budget Committee Members
June 7, 2010	Monday - 7:00 p.m.	City Council Budget Workshop	Budget Committee Members & Budget Staff

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June 15, 2010	Tuesday - 7:00 p.m.	City Council Budget Adoption This is the last Council meeting in June. Budget has to be adopted before July 1, 2010 for the City to continue operations for FY 2010-11.	Executive Budget Committee Members
July 5-28, 2010		Preparation of the Adopted Budget for distribution to the public and departments Input of the Adopted Budget to Financial Systems.	Administrative Services Department

Note: The Budget should include General Fund, Special Revenue Funds, Enterprise Funds, Capital Improvement Funds, Debt Service Funds, Self Insurance Funds and the Community Redevelopment Agency Funds (CRA).

Ad Hoc Budget Committee Members are: Mayor, Councilmember J. Gomez, City Manager, Assistant City Manager, Interim Deputy City Manager for Administrative Services, Economic & Redevelopment Agency Director and Human Resources Director.

Executive Budget Committee Members are: City Manager, Assistant City Manager, Interim Deputy City Manager for Administrative Services, Economic & Redevelopment Agency Director and Human Resources Director.

Budget Committee Members are: City Manager, Assistant City Manager, Interim Deputy City Manager for Administrative Services, Economic & Redevelopment Agency Director, Human Resources Director, DCM's for Police, Community Services, Community Development, City Attorney.

Meeting location will be in the Administrative Conference Room unless it is a Council meeting.