

PERFORMANCE EVALUATIONS / BUDGET SCHEDULE

2018

Below is the schedule for the performance evaluations and the 2018 budget preparation and approval process.

Monday, July 17th – Thursday, August 3rd: Performance evaluations of staff by Department Heads

Friday, August 4th: Performance evaluations due to Administrator

Monday, August 7th – Tuesday, August 15th: Review of performance evaluations by Administrator

Wednesday, August 16th: Final merit increase percentages to Angie for payroll budget calculations

Friday, August 25th: All proposed capital improvement projects entered into *PlanIt* by Department Heads

Friday, September 1st: Budget worksheets distributed to Department Heads to begin budget preparation

Wednesday, September 20th: Budget worksheets returned to Finance Director for review and final preparation for Board

Week of October 2nd: Department Head meetings with the Administrator/Village President as needed

Monday, October 16th: Budget books distributed to Village Board and Department Heads

Budget Workshops:

Monday, October 23, 2017 – 5:00 p.m.

Wednesday, October 25, 2017 – 5:00 p.m.

Budget Hearing:

Tuesday, November 21, 2017 – 6:30 p.m.

Note: Required to publish budget summary 15 days prior to hearing (November 6th).