

# PERFORMANCE EVALUATIONS / BUDGET SCHEDULE

2019

Below is the schedule for the performance evaluations and the 2019 budget preparation and approval process.

**TBD:** Performance evaluations of staff by Department Heads  
Performance award nominations

**TBD:** Performance evaluations due to Administrator  
Performance award nominations due to Angie

**TBD:** Review of performance evaluations by Administrator  
Review of performance award nominations by nomination team

**TBD:** Final merit increases and performance awards to Angie for payroll budget calculations

**Friday, August 17<sup>th</sup>:** All proposed capital improvement projects entered into *PlanIt* by Department Heads

**Friday, August 31<sup>st</sup>:** Budget worksheets distributed to Department Heads to begin budget preparation

**Wednesday, September 19<sup>th</sup>:** Budget worksheets returned to Finance Director for review and final preparation for Board

**Tuesday, October 2<sup>nd</sup> (7:30 a.m.):** Department Heads meeting with the Administrator and Village President

**Monday, October 15<sup>th</sup>:** Budget books distributed to Village Board and Department Heads

## **Budget Workshops:**

Monday, October 22, 2018 – 5:00 p.m.

Thursday, October 25, 2018 – 5:00 p.m. (if needed)

## **Budget Hearing:**

Tuesday, November 20, 2018 – 6:30 p.m.

*Note: Required to publish budget summary 15 days prior to hearing (November 5<sup>th</sup>).*