

## **THE PROCESS, PUBLIC INVOLVEMENT, AMENDING THE BUDGET**

The City's fiscal year is the calendar year and its budget cycle is an annual one. By Illinois State Statutes, the Council must pass a budget prior to the end of the first quarter of the proposed budget year. During the first quarter of the proposed budget year, if the Council has not yet adopted a new budget, departments operate under the prior year's budget. Typically, the process begins sometime in March/April and ends at some point before the beginning of the budget year.

### **THE 2013 PROCESS**

The 2013 process began early in 2012 due to projected General Fund deficit. Three Saturday hearings were held in September and one in December to achieve budget approval. The schedule of events is shown in the Budget Timeline on the following page.

### **PUBLIC INVOLVEMENT**

It is the City's policy to keep citizens informed during the budget process and to seek public input. In addition to holding public hearings, the City also makes available, before and after adoption, other summary and detail information. The City's efforts are assisted by extensive media coverage (daily newspaper, four television stations and a number of radio stations).

### **AMENDING THE BUDGET**

The State of Illinois provides two avenues for budget (Appropriation Ordinance) amendment.

The City Council, at any time after the first half of each fiscal year, by a two-thirds vote of all members, may make transfers within any department of funds appropriated for one corporate purpose to another.

During any part of the fiscal year, the Council may adopt a supplemental Appropriation Ordinance in an amount not in excess of the aggregate of any additional revenue available to the City, or estimated to be received, subsequent to the adoption of the Appropriation Ordinance for that fiscal year. Such a supplemental Appropriation Ordinance shall affect only revenue that was not available for appropriation when the annual Appropriation Ordinance was adopted.

## BUDGET TIMELINE THE 2013 PROCESS



March 2012	Finance Department prepares preliminary budget estimates and discusses budget policies for the forthcoming year with the Mayor.
May – June 2012	Public Works Department begins work on updating the five-year Capital Improvement Program.
June 2012	Finance Department determines budgetary allocations. Departments receive budget packages.
July 2012	Departments complete and return budget packages to Finance Department for review.
July – August 2012	Finance Department reviews Department budgets and prepares a budget draft.
August 2012	Mayor’s Office reviews budget and presents budget to Council.
September – December 2012	Finance Committee and Council, as Committee of Whole, hold budget hearings (September 8 <sup>th</sup> , September 15 <sup>th</sup> , December 1 <sup>st</sup> ) with City Departments.
December 17, 2012	Council holds State Budget Act public hearing for citizen input.
January 2013	Mayor submits 2013-2017 Capital Improvements Program to Council for Committee review and approval.
January 22, 2013	Council adopts 2013-2017 Capital Improvements Program.
January 22, 2013	Finance Committee approves budget and submits to Council (Committee Report).
February 11, 2013	Appropriation Ordinance and 2013 Budget Committee report adopted by Council.