

MEMORANDUM

To: All City Directors and Department/Division Heads

From: Lorraine C. Gilden, Clerk of the Board of Finance
Jim Hricay, Director of OPM

Re: Calendar Year 2014 Agenda Deadlines and Regular Meeting Dates

The following table summarizes the Board of Finance agenda deadlines and regular meeting dates for calendar year 2014 as well as the Office of Policy & Management (OPM) deadlines you must meet to allow OPM to conduct their independent analysis of requests requiring Board of Finance approval.

OPM Deadline for Budget Items	Board of Finance Deadlines for All Items	Board of Finance Regular Meetings
Monday, December 23, 2013	Monday, December 30, 2013	Thursday, January 9, 2014
Monday, January 27, 2014	Monday, February 3, 2014	Thursday, February 13, 2014
Monday, February 24, 2014	Monday, March 3, 2014	Thursday, March 13, 2014
Monday, March 24, 2014	Monday, March 31, 2014	Thursday, April 10, 2014
Monday, April 14, 2014	Monday, April 21, 2014	Thursday, May 8, 2014
Friday, May 23, 2014	Monday, June 2, 2014	Thursday, June 12, 2014
Monday, June 23, 2014	Monday, June 30, 2014	Thursday, July 10, 2014
Monday, July 28, 2014	Monday, August 4, 2014	Thursday, August 14, 2014
Friday, August 22, 2014	Friday, August 29, 2014	Thursday, September 11, 2014
Monday, September 22, 2014	Monday, September 29, 2014	Thursday, October 9, 2014
Monday, October 27, 2014	Monday, November 3, 2014	Thursday, November 13, 2014
Monday, November 24, 2014	Monday, December 1, 2014	Thursday, December 11, 2014
Monday, December 22, 2014	Monday, December 29, 2014	Thursday, January 8, 2015

Please note that all required back up materials and signatures are due by noon of the deadlines listed above. Please be advised that materials received by the Board of Finance after the deadlines above **will be automatically placed on the agenda of the next month's regularly scheduled meeting**. This is to allow time for the agenda to be prepared, copied, and to allow the Board of Finance enough time to properly review the documentation in order to make informed decisions. Per the long-standing practice of the Board of Finance, special meetings and items taken up under suspension of the rules are reserved for true fiscal emergencies. We appreciate your cooperation in this matter.