

MEMORANDUM

To: All City Directors and Department/Division Heads

From: Lorraine C. Gilden, Clerk/Staff Analyst, Board of Finance
Peter Privitera, Director of Office of Policy & Management

Re: Calendar Year 2010 Agenda Deadlines and Regular Meeting Dates

The following table summarizes the Board of Finance agenda deadlines and regular meeting dates for calendar year 2010 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.

Also, for your reference this table includes the successive deadline dates of the Board of Representatives Steering Committee as well as their Regular Meeting Dates.

OPM Deadline for Budget Items	Board of Finance Deadlines for All Items	Board of Finance Regular Meetings	Board of Representatives Steering Committee Deadlines	Board of Representatives Meetings
Monday, December 21, 2009	Monday, January 4, 2010	Thursday, January 14, 2010	Thursday, January 7, 2010	Monday, February 1, 2010
Monday, January 18, 2010	Monday, February 1, 2010	Thursday, February 11, 2010	Thursday, February 4, 2010	Monday, March 1, 2010
Tuesday, February 16, 2010	Monday, March 1, 2010	Thursday, March 11, 2010	Thursday, March 4, 2010	Tuesday, April 6, 2010
Monday, March 15, 2010	Monday, March 29, 2010	Thursday, April 8, 2010	Thursday, April 8, 2010	Monday, May 3, 2010
Monday, April 19, 2010	Monday, May 3, 2010	Thursday, May 13, 2010	Thursday, May 6, 2010	Monday, June 7, 2010
Monday, May 17, 2010	Monday, May 31, 2010	Thursday, June 10, 2010	Wednesday, June 9, 2010	Tuesday July 6, 2010
Monday, June 14, 2010	Monday, June 28, 2010	Thursday, July 8, 2010	Thursday, July 8, 2010	Monday, August 2, 2010
Monday, July 19, 2010	Monday, August 2, 2010	Thursday, August 12, 2010	Thursday, August 5, 2010	Tuesday, September 7, 2010
Monday, August 16, 2010	Monday, August 30, 2010	Thursday, September 9, 2010	Thursday, September 9, 2010	Monday, October 4, 2010
Monday, September 13, 2010	Monday, September 27, 2010	Thursday, October 14, 2010	Wednesday, October 6, 2010	Monday, November 8, 2010
Monday, October 18, 2010	Friday, October 29, 2010	Wednesday, November 10, 2010	Thursday, November 4, 2010	Monday, December 6, 2010
Monday, November 15, 2010	Monday, November 29, 2010	Thursday, December 9, 2010	Thursday, December 9, 2010	Monday, January 3, 2011

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.