Memo

TO: Council and Mayor

FROM: Ray O'Connell, Council President

CC: Agenda List

DATE: October 18, 2016

RE: Budget Schedule

The budget meetings will be Special Council meetings with each meeting run by the Chairperson of the Committee that has 'jurisdiction' over that department. The meetings will be structured to allow the Administration to present their respective budget, provide for Council comments and questions, and for public comments. If you plan to introduce any amendments, they should be provided to our office two days in advance of the meeting they are to be considered so they can be distributed to the public, administration and council. Plan to review capital budgets and equipment requests on the night when each respective department is being reviewed. If you have any questions, please contact Council office at 610.437.7556.

Wednesday, November 2
5:30 PM	Budget Presentation - Mayor
7:00 PM	Introduction of Budget
	Introduction of Refunding Issue

Monday, November 7
5:30 PM	Mayor, Managing Director, Information Systems
6:00 PM	Review of Refunding, Finance, Revenue Estimates, Debt Service - Equipment and Capital Projects if applicable (Bond Issue)

Wednesday, November 9
5:00 PM	Public Works – Administrative Order Review
5:45 PM	Public Works, Solid Waste, Liquid Fuels - Equipment and Capital Projects if applicable
6:45 PM	Community and Economic Development - Equipment and Capital Projects if applicable

Monday, November 14
5:30 PM	Human Resources, Risk Management
6:00 PM	Public Safety: Fire, Police, EMS Communications Center - Equipment and Capital Projects if applicable

Wednesday, November 16
5:30 PM	Controller, Solicitor's Office, Council
6:00 PM	Parks and Recreation, Trexler, Golf - Equipment and Capital Projects if applicable

Open Dates If needed for further budget review or budget amendments:

Monday, November 21

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Wednesday, November 23

Monday, November 28
      6:00 PM   **Adoption of Refunding Bill**

Wednesday, December 7
      6:00 PM   **Open for Budget Meeting – if needed**
      7:00 PM   **Adoption of Budgets**