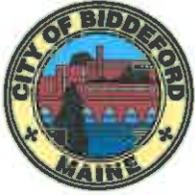


City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council Department Heads
FROM:	James A. Bennett, City Manager
DATE:	March 15, 2016
RE:	FY17 Budget Calendar REVISED

Attached is the proposed calendar for the FY17 budget process. At this point, it is considered a draft only. After review and any revisions, it will be adopted by the City Council at a future meeting.

Date	Time	Day	Item	Location	Who
1-5	Noon	Tues	Budget forms available for staff		FD
2-4	5:00 PM	Thurs	Dept head submittals due to FD		DH
3-4	5:00 PM	Fri	CM completes changes; to FD		CM
3-15	7:00 PM	Tues	CM presents budget to CC	Chambers	CM, CC
3-17	6:30 PM	Thurs	Council workshop/budget in-depth overview	Chambers	BC, FD, CM
3-24	6:00 PM	Thurs	School budget presentation	Chambers	School, BC
3-29	6:00 PM	Tues	Dept Heads presentation to BC	Chambers	BC,DH,FD,CM
4.5	7:00 PM	Tues	1 st public hearing at Council	Chambers	BC,FD, CM
4.7	6:00 PM	Thurs	Budget workshop	Chambers	BC,FD, CM
4.11	6:00 PM	Mon	Budget workshop	Chambers	BC,FD, CM
4.27	6:00 PM	Wed	BC finalize to submit to CC	Chambers	BC,FD, CM
5.3	7:00 PM	Tues	2 nd Public Hearing at CC level	Chambers	CC
5.4	7:00 PM	Wed	First reading budget (school)	TBD	CC
5.11	7:00 PM	Wed	First reading budget (city)	Chambers	CC
5.16	6:00 PM	Mon	Budget workshop (if necessary)	Chambers	CC,CM,FD
5.17	7:00 PM	Tues	2 nd reading full budget	Chambers	
6.14		Tues	School referendum question		
6.30	6:00 PM	Thur	Final date allowed by charter for budget adoption		