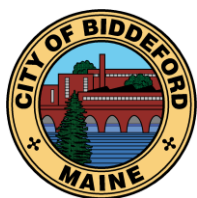


City of Biddeford, Maine



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:	January 3, 2019
RE:	FY2020 Budget Calendar

Attached is the proposed calendar for the FY2020 budget process. At this point, it is considered a draft only. After review and any revisions, it will be finalized.

Date	Time	Day	Item	Location
01/02/18	9:00 AM	Wed	Budget forms available for staff	
01/24/19	5:00 PM	Thurs	Dept head submittals due to Finance Director	
02/22/19	5:00 PM	Fri	City Manager completes changes; to Finance Director	
03/05/19	6:00 PM	Tues	City Manager presents budget to City Council	Chambers
03/011/19	5:30 PM	Mon	Budget committee workshop/budget in-depth overview	Chambers
03/12/19	5:30 PM	Tues	Dept Heads presentation to BC	Chambers
03/14/19	5:30 PM	Thurs	Dept Heads presentation to BC	Chambers
03/19/19	6:00 PM	Tues	School budget presentation	Chambers
03/25/19	5:30 PM	Mon	Budget committee mtg	Chambers
03/28/19	5:30 PM	Thurs	Budget committee mtg	Chambers
04/02/19	6:00 PM	Tues	1 st public hearing at Council	Chambers
04/08/19	5:30 PM	Mon	Budget committee mtg	Chambers
04/18/19	5:30 PM	Thurs	Budget committee mtg	Chambers
04/25/19	5:30 PM	Thurs	Budget committee mtg	Chambers
04/30/19	5:30 PM	Thurs	Budget committee finalize to submit to City Council	Chambers
05/08/19	7:00 PM	Wed	2 nd public hearing on budget; first reading budget (school & city)	TBD
05/09/19	5:30 PM	Thurs	Council Budget workshop (if necessary)	Chambers
05/14/19	6:00 PM	Tues	2 nd reading full budget	Chambers
06/11/19		Tues	School referendum question	
06/28/19	6:00 PM	Fri	Final date allowed by charter for budget adoption	

205 Main Street

Biddeford, ME 04005

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*The City of Biddeford is an equal opportunity provider. To file a complaint, write to
Marcy Faucher, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.*