

**CITY OF SACO, MAINE
FY 2003 BUDGET SCHEDULE**

<u>Date</u>	<u>Activity</u>
Monday, December 10, 2001	Council Workshop to set goals
Monday, December 17, 2001	Council Meeting - results of goal setting session
Wednesday, December 19, 2001	Council goals reviewed with department heads at Staff Meeting
Week of January 7th-11th, 2002	Department heads review their goals with City Administrator
Wednesday, January 16, 2002	Department heads report on goals to all department heads at Staff Meeting Budget worksheets submitted to all department heads.
Wednesday, January 30, 2002	Deadline for budget worksheets to be submitted back to Lisa
Tuesday, February 5, 2002 thru Thursday, February 7, 2002	Department head meetings with Lisa for review of explanations Tuesday (2/5)- 9:30-10:00 am City Clerk/Voter Registration/Welfare 10:00-10:30 am Assessor 10:30-11:00 am Building Inspection/Building Operation 11:00-11:45 am Police Department Wednesday (2/6)- 2:00-2:45 pm Fire Department 2:45-3:15 pm Planning & Economic Development 3:15-3:45 pm Parks and Recreation Programs Thursday (2/7)- 9:30-10:45 am Public Works 10:45-11:30 am Waste Water Treatment Plant
Monday, February 11, 2002 thru Friday, February 15, 2002	Lisa to finalize all departmental budget amounts
Tuesday, February 19, 2002 thru Friday, February 22, 2002	Department head meetings with Lisa and Rick for final review Tuesday (2/19)- Public Works Department (Rick to do without Lisa who is out) Wednesday (2/20)- 9:30-10:00 am City Clerk/Voter Registration/Welfare 10:00-10:30 am Assessor 10:30-11:00 am Building Inspection/Building Operation 11:00-11:45 am Police Department Thursday (2/21)- 2:00-2:45 pm Fire Department 2:45-3:15 pm Planning & Economic Development 3:15-3:45 pm Parks and Recreation Programs Friday (2/22)- 9:30-10:45 am Waste Water Treatment Plant
Wednesday, February 27, 2002	Lisa and Rick to finalize budget for presentation on March 18, 2002
Friday, March 1, 2002	9:00-12:00 Meeting- Lisa, Rick and Bill to review budget

Monday, March 4, 2002 thru Friday, March 15, 2002	Binder preparation and completion
Monday, March 18, 2002	Council Meeting- City Manager's budget submitted to Council Board of Education's budget submitted to Council
Monday, March 25, 2002	Council Workshop- begin departmental reviews with Council Legislative, Administrative and Legal (7:00-7:30 pm) Police Department (7:30-8:15 pm) Fire Department (8:15-8:45 pm) Revenue Projections (8:45-9:15 pm)
Monday, April 1, 2002	Council Meeting
Monday, April 8, 2002	Council Workshop- continue departmental reviews with Council Finance/Employee Benefits/Insurance (7-7:30 pm) City Clerk, Voter Registration & Welfare (7:30-7:45 pm) Building Inspection/Building Operations (7:45-8 pm)
Tuesday, April 9, 2002	Notice of Public Hearing (legal ad) given to City Clerk
Friday, April 12, 2002	Notice of Public Hearing ad published in the Journal Tribune
Monday, April 15, 2002	Council Meeting- combined budgets (7:00-8:00)
Monday, April 22, 2002	Council workshop- final departmental reviews with Council Tax Assessor (7-7:15 pm) Planning & Economic Development (7:15-7:30 pm) Parks & Recreation Programs (7:30-8 pm)
Monday, April 29, 2002	Council Workshop- school budget review beginning at 7:00
Monday, May 6, 2002	Council Meeting
Monday, May 13, 2002	Council Workshop - continue departmental reviews with Council 7-7:15 Dyer Library 7:15-8:15 Public Works 8:15-9:00 Waste Water Treatment Plant
Monday, May 20, 2002	Council Meeting - Public Hearing on budget
Tuesday, May 27, 2002	Council Workshop - Final Budget discussions
Monday, June 3, 2002	Adoption of F/Y 2003 budget