



MEMORANDUM

TO: Administration & Finance Committee, George Locke, Borough Manager

FROM: Shelby Smith

DATE: July 13, 2023

RE: 2024 Budget – Calendar

In preparation for the 2024 budget, below is the proposed schedule:

- | | | |
|---------------------------------|---------|--|
| • Wednesday, September 20, 2023 | 7:00 PM | Present budget schedule to A&F |
| • Wednesday, September 27, 2023 | 7:00 PM | Present schedule to Council, approval to advertise |
| • Tuesday, October 10, 2023 | 6:00 PM | Budget workshop #1 (special meeting) |
| • Wednesday, October 18, 2023 | 6:00 PM | Budget workshop #2 (prior to committee workshop) |
| • Wednesday, November 1, 2023 | 6:00 PM | Budget workshop #3 (special meeting) |
| • Wednesday, November 15, 2023 | 6:00 PM | Budget Workshop #4 (prior to committee workshop) |
| • Monday, November 20, 2023 | 7:00 PM | Presentation to Council, approval to advertise |
| • Tuesday, November 21, 2023 | | Budget advertisement runs in paper |
| • Wednesday, November 22, 2023 | | Budget available for public inspection |
| • Wednesday, December 6, 2023 | 6:30 PM | Council adoption of budget |

Our first workshop will concentrate on the Fire Protection (03), Fire Apparatus (04), Library (05) and Ambulance (10). Workshop #2 will focus on a preliminary review of the General Fund (01) and any others as time permits. Workshop #3 will examine the Street Lighting (02), Solid Waste (08) and Sewer Fund (09). Our final workshop will review all other funds and circle back to the General Fund, again, as time permits.

Please let me know your thoughts and any comments or questions you may have. I appreciate your support as we work through this critical process.