1. Finance Committee Meeting Agenda

   Documents: FC AGENDA 01-14-16.PDF

City of Portland, Maine
Joint City/School Finance Committee Meeting
Thursday, January 14, 2016
6:00 p.m., Room 209

AGENDA

1. **Introductions**

2. **Presentation of CAFR, Management Letter And Audit Communication - Runyon Kersteen Ouellette (documents have been posted online at http://www.portlandmaine.gov/201/Budget-Financial-Documents)**

3. **Presentation of FY17 Budget and CIP Calendar**

FY17 City Budget Calendar

City
Dec. 3 (Thursday): Submission of Department Revenue Estimates and Fee Schedule Changes to Budget Office
Jan: Submission of Completed Department budgets to the Budget Office (Expenditures and Revenue Updates): **(A) Jan 20 (Wednesday): <u>Smaller Departments</u>** (**Dept #s:** 11, 12, 13, 14, 15, 16, 17, 19, 29, 61 & 62) **(B) Jan 27 (Wednesday): <u>Larger Departments / All Other</u>**
Feb: Staff completes budget compilation and City Manager's Review of Revenues[1]
March: City Manager's Departmental Budget Reviews
April 4 (Monday): Submission of City Manager's Budget to City Council, and distribution of budget summary to the Public
April: Finance Committee Budget Reviews (school vacation week April 18-22)
May 2 (Monday): 1st Reading of Appropriation Resolve and Public Hearing
May 9 (Monday): City Council Workshop
May 16 (Monday): 2nd Reading of Appropriation Resolve and Passage of City Budget / Setting of Tax Rate; Final City Council Action

[1] In accordance with City Charter, Article II, Section 5 *Mayor's Powers and Duties* the Mayor will "consult with and provide guidance to the City Manager in the preparation of all city budgets and to provide comments on such budgets at the time they are presented by the City Manager to the City Council for approval." Consultations will occur in Feb prior to City Manager Budget Reviews.

Finance Calendar - January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 City Council Meeting	5	6	7	8	9
10	11 Martin Luther King Day	12	13	14 Finance Committee – 6PM (Joint with School Finance Committee) • Presentation from RKO, external auditors • Review of CIP / Budget Calendar	15	16
17	18 City Council Meeting	19	20	21	22	23
24	25	26	27	28	29	30
31	**Notes: Staff is proposing moving 1/28 Finance Committee to 2/4 to allow for more review of Capital Improvement Plan submissions. 2/11 meeting would be cancelled and 2/25 would remain unchanged. Proposed start times TBD based on schedules of Committee members, currently listed as 5PM.**					

Finance Calendar - February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 City Council Meeting	**2**	**3**	**4** Finance Committee – 5PM (proposed) • Discussion of FY17-FY21 Capital Improvement Plan	**5**	**6**
7	**8**	**9**	**10**	**11**	**12**	**13**
14	**15** Presidents Day	**16**	**17** City Council Meeting	**18**	**19**	**20**
21	**22**	**23**	**24**	**25** Finance Committee – 5PM • Discussion / Action on FY17-FY21 Capital Improvement Plan	**26**	**27**
28	**29**	**Notes:** **Staff is proposing moving 1/28 Finance Committee to 2/4 to allow for more review of Capital Improvement Plan submissions. 2/11 meeting would be cancelled and 2/25 would remain unchanged.**				

Finance Calendar - March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 City Council Meeting	8	9	10 Finance Committee- 5PM	11	12
13	14	15	16	17	18	19
20	21 City Council Meeting	22	23	24 Finance Committee- 5PM	25	26
27 Easter	28	29	30	31	Notes:	

Finance Calendar - April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 City Council Meeting • City Manager's Recommended Budget Presented to Council	5	6	7 Finance Committee – 5PM • FY17 Budget Review Begins	8	9
10	11	12	13	14 Finance Committee – 5PM • FY17 Budget Review Continues	15	16
17	18 Patriots Day	19	20 City Council Meeting	21 Finance Committee – 5PM • FY17 Budget Review Continues	22	23
24	25	26	27	28 Finance Committee – 5PM • FY17 Budget Review, Action	29	30

Finance Calendar - May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	**2** City Council Meeting • FY17 Budget First Read	**3**	**4**	**5**	**6**	**7**
8	**9** City Council Workshop • FY17 Budget	**10**	**11**	**12** Finance Committee – 5PM	**13**	**14**
15	**16** City Council Meeting • FY17 Budget Second Read, Final Action	**17**	**18**	**19**	**20**	**21**
22	**23**	**24**	**25**	**26** Finance Committee – 5PM	**27**	**28**
29	**30**	**31**	**Notes:**			