City of Lake Geneva
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FINANCE, LICENSE & REGULATION COMMITTEE – BUDGET WORKSHOP

FRIDAY, OCTOBER 2, 2015 – 3:00 PM

CITY HALL, CONFERENCE ROOM 2A

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes
4. Review and Discussion of the 2016 Budget
5. Adjourn

Members of the Police and Fire Commission and Common Council may be present; however, no formal Council action will be taken at that time.

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

09/24/2015 11:07am cc: Aldermen, Mayor, Administrator, Attorney, Department Heads, Media

Draft

Budget Guideline

City of Lake Geneva 2016 Budget Process

Monday, August 24, 2015	Finance Committee's Regular Meeting - Review Timeline and Goals (modify if necessary)
Thursday, August 27, 2015	Administrator's staff meeting to notify Department Heads of Budget due dates and guidelines
Tuesday, September 29, 2015	Department 2016 Budget Requests due to City Administrator
Thursday, October 1, 2015 **10:00 am – noon**	Department Budget Request Presentations **10:00 Library 10:20 Meter 10:40 PW/Streets/Parks 11:10 Cemetery 11:20 Clerk 11:40 Court**
Thursday, October 1, 2015 **4:00 pm – 6:00 pm**	Budget Request Presentations (if necessary) **4:00 Historic Preservation 4:15 Geneva Lake Level 4:30 GLEA 4:45 Chamber 5:00 YMCA 5:15 Museum**
Friday, October 2, 2015 **3:00 pm – 5:00 pm**	Department Budget Request Presentations **3:00 Fire 3:30 Police 4:00 Emergency Mgmt 4:15 Bldg & Zoning 4:30 Administrator 4:45 Finance**
Monday, October 12, 2015 **10:00 am – noon**	Compile all Budget requests by Administrator, Comptroller and Finance Chair
Monday, October 12, 2015 **6:00 pm**	Finance Committee – Regular meeting – Budget update
Tuesday, October 13, 2015 **6:00 pm**	Finance Committee – Budget Workshop/Review
Wednesday, October 21, 2015 **6:00pm**	Full Council – Budget Workshop/Review (preliminary budget on website)
Monday, October 26, 2015 **6:00pm**	Finance Committee-Regular meeting – approve Budget Summary to publish, follow with Council approval
Tuesday, October 27, 2015	Deadline to newspaper for publishing Budget Summary
Thursday, October 29, 2015	Publication Date for the Budget Summary
Monday, November 16, 2015 **5:00pm**	**Public Hearing** for the 2016 City Budget and Special Council meeting following