

DATE: April 5, 2016
TO: ALL DEPARTMENT HEADS
CITY COUNCIL MEMBERS
FROM: LYDIA MARTINEZ, CITY CLERK
RE: BUDGET MEETING SCHEDULE-FY 2016/2017

The Mayor's Proposed General Fund Budget for FY 2016-2017 had been referred to the City Council's Budget and Appropriations Committee on Monday, April 4, 2016 pursuant to City Charter mandates.

The attached Budget Committee meeting schedule has been set forth by the Budget Committee concerning the Mayor's Proposed General Fund Budget, FY 2016-17.

Please be prepared to review your budget in detail on the date indicated for your department. Bring copies of your material for all 20 Council Members plus a copy for the City Clerk's permanent records. *(Due to time constraints the Budget Committee is only able to hear from certain departments)*

Therefore, please forward to the Budget and Appropriations Committee at your earliest convenience what you see as your needs in terms of personnel and operations. Submit any discrepancies in writing providing rationale for your request. Also, provide support to any variances up or down from last year's budget.

Please contact the Budget Committee co-chairs for attendance or other issues concerning the schedule: Co-chair Mr. Scott Burns at 203-673-6194 or Co-Chair Ms. Denese Taylor-Moye at 275-6420.

LM:FO