

MEMO

DATE: December 30, 2016

To: Board of Trustees, Village of Gowanda

From: Heather McKeever, Mayor, Village of Gowanda

RE: Budget 2017/18 Recommended Process and Schedule

Charge to Village of Gowanda Board of Trustees: To work with Treasurer and respective department heads per the assigned departments (listed below). Per your assigned departments, review the status of current budget and projected outlook through the fiscal year ending 5/31/2017. Based on your assigned departments, develop recommendations for the Budget Committee relevant to the 2017/18 budget. Each trustee is encouraged to assist the Budget Committee in their goal to *identify expense controls and revenue opportunities, through study of the budgets, comparisons to other similar municipalities and exploration of opportunities for shared services.* Your recommendations are due to the Budget Committee for review by January 31, 2017.

Departments:	Trustee	Trustee	Dept. Head
Fire Department	Carol Sheibley	Paul Zimmermann	Chief
Police Department	Wanda Koch	Carol Sheibley	Officer in Charge
Code Enforcement	Wanda Koch	Carol Sheibley	Code Enforc. Officer
Office	Aaron Markham	Wanda Koch	Treasurer
Public Works	Aaron Markham	Paul Zimmermann	PW Superintendent
General (Highway)			PW Superintendent
Water			PW Superintendent
Sewer			PW Superintendent
Recreation	Carol Sheibley	Aaron Markham	Recreation Director
Tree and Beautification	Wanda Koch	Paul Zimmermann	Committee Chair
Historical	Wanda Koch	Paul Zimmermann	Historian

Village of Gowanda Budget Committee Members:

Trustee and Finance Liaison, Carol Sheibley

Treasurer, Traci Hopkins

Public Works Superintendent, Jason Opferbeck

Village Resident Representative, M. Andrew Burr

Purpose: Village of Gowanda Budget Committee

To review the current status of the Annual Operating Budget and develop recommendations to the mayor in preparation for the 2017/18 budget. The Committee may also review Village borrowing and investments making recommendations as needed. The Committee's goal is to identify expense controls and revenue opportunities, through study of the budgets, comparisons to other similar municipalities and exploration of opportunities for shared services.

Tentative Schedule for 2017/18 Village of Gowanda Budget Process:

January 2017	(dates TBA) Budget Committee meet with Mark Adamchick and Traci Hopkins to assist with transition.
January 31, 2017	Trustee budget recommendations due to budget committee
February 7, 2017	NOTE: 2nd Tuesday in February falls on 2/14/17, I will ask the board take action at our 1/10/17 meeting to change our regular February meeting date to 2/7/17 and hold our first budget work session with the budget committee and village board prior to the 2/7/17 meeting at 5pm.
February 21, 2017	Budget Work Session 5pm - 7pm budget committee and village board
March 7, 2017	Budget Work Session 5pm - 7pm budget committee and village board
March 14, 2017	Budget Work Session 5pm - 6pm budget committee and village board
March 17, 2017	All recommendations from Budget Committee due to Mayor
March 28, 2017	Special Meeting, Mayor presents 2017/18 budget to board
April 11, 2017	Budget Work Session 5pm - 6pm budget committee and village board
April 25, 2017	Special Meeting, Action on final budget

NOTE: I will ask that we take action on this tentative schedule at our 1/10/17 meeting. It will be the responsibility of the village trustees, treasurer, department heads and budget committee to meet appropriately to meet deadlines for recommendations. The schedule provided is for group budget work sessions between the village board and budget committee