

# Memo

**To:** City Council and All Department Directors  
**From:** Jon Moore, City Manager  
**CC:** Jeff White, Executive Director – Richmond-Lenox EMS  
**Date:** April 16, 2012  
**Re:** CITY COUNCIL BUDGET WORKSHOP MEETING SCHEDULE

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The City Council will be meeting with City staff to discuss departmental budget requests according to the following schedule. Backup information from each department will be provided to City Council one week before the Budget Workshop. **(Council Members should bring the Budget Worksheets handed out with the first Budget Workshop packet to all of the budget workshops. The page numbers after the department name correspond to these worksheets.)**

MONDAY, APRIL 23, 2012 – 5:30 PM – CITY HALL

101-001 General Fund Revenues (pp. 1-2) – Jon Moore and Marilyn Olsen  
101-101 City Council (p. 2) – Karen Stagl  
101-191 Elections (pp. 3-4) – Karen Stagl  
101-215 City Clerk (pp. 4-5) – Karen Stagl  
101-265 City Hall Buildings and Grounds (pp. 5-6) – Karen Stagl  
101-209 Assessor (p. 4) – Lynne Houston  
101-247 Board of Review (p. 5) – Lynne Houston  
101-172 City Manager (p. 3) – Jon Moore  
101-210 Legal Services (p. 4) – Jon Moore  
101-253 Treasurer (p. 5) – Marilyn Olsen  
101-448 Street Lighting (p. 10) – Marilyn Olsen  
101-462 Capital Improvements (p.10) – Jon Moore  
101-528 Refuse Collection and Disposal (p. 10) – Marilyn Olsen  
101-890 Contingencies (p. 12) – Jon Moore  
101-906 General Fund Debt Service (p. 12) – Marilyn Olsen and Jon Moore

WEDNESDAY, APRIL 25, 2012 – 5:30 PM – CITY HALL

101-372 Building Department (pp. 8) – David Hayduk  
101-426 Emergency Preparedness (p. 9) – Jon Moore  
101-610 EMS Budget (pp. 11) – Jeff White  
101-611 Community Transit (p. 11) – Jeff White and Jon Moore (no background, SMART funds sent directly to EMS)  
206-ALL Fire Department (pp. 18-19) – Rob Reindel  
101-266 Police Post Buildings and Grounds (p. 6) – David Teske  
101-301 Police Department (p. 7) – David Teske  
101-315 Traffic and Safety (p. 7) – David Teske  
101-325 Communications (p. 7) – David Teske

THURSDAY, MAY 3, 2012 – 6:00 PM – CITY HALL

101-441 Public Service Director (p. 9) – Paul Fejedelem  
101-442 Department of Public Works (pp. 9-10) – Paul Fejedelem  
202-ALL Major Street Fund (pp. 13-16) – Paul Fejedelem  
203-ALL Local Street Fund (pp. 16-18) – Paul Fejedelem  
209-ALL Cemetery Fund (pp. 19-21) – Paul Fejedelem  
237-ALL Mausoleum Fund (pp. 21-22) – Paul Fejedelem  
274-ALL Housing and Urban Development Fund (p. 24) – Paul Fejedelem  
402-ALL Wastewater Treatment Plant Equipment Replacement Fund (pp. 25-26) – Paul Fejedelem  
404-ALL DPW Vehicle and Equipment Replacement Fund (p. 26) – Paul Fejedelem  
405-ALL Street Improvement Fund (pp. 26-27) – Paul Fejedelem  
498-ALL Sanitary Sewer Contributing Capital Fund (p. 27) – Paul Fejedelem  
499-ALL Water Contributing Capital Fund (pp. 27-28) – Paul Fejedelem  
590-ALL Sanitary Sewer Fund (pp. 31-33) – Paul Fejedelem  
591-ALL Water Fund (pp. 33-36) – Paul Fejedelem  
809-ALL Sidewalk Construction Fund (pp. 37-38) – Paul Fejedelem  
APPENDIX – Five Year Capital Outlay Plan

THURSDAY, MAY 17, 2011 – 5:30 PM – CITY HALL

101-790 Lois Wagner Memorial Library (pp. 11-12) – Julianne Kammer  
508-ALL Recreation Department (pp. 28-29) – Julianne Kammer  
101-103 Cable Television Committee (pp. 2-3) – Jason Robbins  
101-400 Planning Commission (p. 8) – Troy Jeschke  
101-410 Board of Zoning Appeals (p. 9) – Troy Jeschke  
101-728 Economic Development (p. 11) – Troy Jeschke  
251-ALL Tax Increment Finance Authority (p. 22-24) – Jon Moore

Attached are the City Manager's proposed budget cuts.