



## Fiscal Year 2025 Budget Timeline

### AUGUST 19TH, 2024 INTRODUCE BUDGET TIMELINE

**Public Meeting WS:** Introduce the budget timeline and formally request budget items from the Council, appointed officials, and committees.

### SEPTEMBER 16TH, 2024: BUDGET REQUESTS DUE

**Public Meeting:** Committee budget requests due to Borough Secretary and Finance Chair, additional requests will be considered on a case-by-case basis depending on borough council initiatives. See budget request template.

### SEPTEMBER 17TH – OCTOBER 7TH, 2024

Incorporate committee budget requests and updates and follow up regarding budget items.

## Conduct Public Budget Meetings with Council

Meetings to be held at **6pm** before each of the regularly scheduled council meetings to avoid additional time commitments.

### PUBLIC BUDGET MEETING 1 (9/16): CAPITAL BUDGET, ROADS, INFRASTRUCTURE, PARKS, AND OFFICE SPACE

Council to review road, infrastructure, and park projects and initiatives for FY2025 – FY2030. Expected outcome: to understand the borough's financial commitment to capital projects over the next 5 years, identify the funding that will be needed from the operating budget, other sources of funding, and the amount of earmarks that will need within the general fund.

### PUBLIC BUDGET MEETING 2 (10/7): FIRE COMPANY AND EMERGENCY SERVICES

A representative from the Fire Company will be invited to join council to present the FY2025 operating budget and the long-range capital needs of the fire company. Expected outcome: Council will have the opportunity to ask questions to better understand their operations to make funding decisions. Their budget will be assessed against current support funding to determine if the level of funding is sufficient.

### PUBLIC BUDGET MEETING 3 (10/21): GENERAL GOVERNMENT, COMMUNITY ENGAGEMENT, PERMITS, PERSONNEL & REVENUE REVIEW.

Council will be presented the proposed budget for general government, community engagement, permits, and personnel including the methodology for each of the assumptions. The council will also review available revenue sources and evaluate adequacy of the real estate tax revenue. Expected outcome for council to understand how the proposed expenses are derived, and the sources of income and to evaluate alternatives as necessary. Determine if tax modification is needed.

Motion to advertise budget hearing for November 4<sup>th</sup>, 2024.

**OCTOBER 22ND, 2024: ADVERTISE**

Advertise budget hearing & tax ordinance if applicable.

**NOVEMBER 4TH, 2024: ADOPT TENTATIVE BUDGET**

**Public Hearing:** Council to adopt the tentative budget and open it for 10 business days of public inspection.

Budget to be open to the public (**November 5<sup>th</sup> – November 15<sup>th</sup>**). The budgets will be available online and in person at the borough office.

**NOVEMBER 16TH, 2024: CLOSE PUBLIC REVIEW**

End the public review period for the budget. Summarize public comments and submit to council for discussion.

**WEEK OF NOVEMBER 18TH, 2024: PREPARE FINAL BUDGET**

Provide summary of public comments to council. Finalize the budget and document any changes and the reason for each change. An example of such a change could be the county real estate assessment or an increase in a bid price.

*If changes made are significant authorize another public review from Nov 19<sup>th</sup> – December 2<sup>nd</sup> and move the final budget adoption to December 16<sup>th</sup>.*

**DECEMBER 2ND, 2024: ADOPT FINAL BUDGET**

**Public Meeting:** Present final budget to the council.

Council to adopt the final budget for the 2025 fiscal year. Ratify the tax ordinance (if applicable). Once the final budget is adopted it will be made available to the public on the Borough Website.

**Budget Request Components:**

Please include the following with each of the committee budget request:

1. Committee Name
2. Project/Initiative Title
3. Total budget requested.
4. Brief Description (2-3 sentences)
5. Itemized Cost (if applicable)
6. Has the committee reviewed and approved the request?
7. Additional Notes: For Example: How does this request apply to the borough priorities for FY25.

These apply only to new requests for FY25. Requests that are part of the budget such as the Powell Property purchase, comprehensive plan, and others where funding has been earmarked in prior years do not need to be requested as they are already part of our funding plan.



## 1. FINANCE AND ADMINISTRATION COMMITTEE

(Chair: Driscoll, Members: Searl, Montgomery, Kurten)

### RESPONSIBILITIES:

- Oversee the Borough's finances, including budget preparation and financial oversight.
- Manage human resources and administrative functions.

### BUDGET ITEM RESPONSIBILITY:

#### Operating Expenses:

- General administrative costs (e.g., office supplies, software subscriptions, legal services).
- Personnel costs (salaries, benefits, training, and development for Borough staff).
- Insurance premiums for the Borough (liability, property, workers' compensation).

#### Capital Expenses:

- Upgrades or replacement of office equipment (e.g., computers, copiers).
- Facility improvements for Borough offices (e.g., renovations, accessibility upgrades).

#### Reserve Funds:

- Recommendations for reserve fund allocations for unexpected expenses or emergencies.

#### Financial Planning:

- Costs associated with financial audits, consulting services, or financial planning initiatives.
- Investment in financial management software or tools.

#### Human Resources:

- Costs related to employee recruitment, retention programs, and employee wellness initiatives.

## 2. Community Engagement Committee

(Chair Montgomery, Members Anderson, Searl, Ellis)

### RESPONSIBILITIES:

- Enhance community outreach and engagement.
- Promote education on local governance and organize community events.

### BUDGET ITEM RESPONSIBILITY:

#### Communications:

- Costs for newsletters, website maintenance, social media management, and public relations efforts.
- Budget for public notices, flyers, and community outreach materials.

#### Events and Programs:

- Funding for community events (e.g., fairs, parades, holiday celebrations).
- Support for educational programs and workshops on local governance.

#### Historical Preservation:

- Funds for preserving and promoting local history, including historical markers, events, or publications.

#### Public Relations:

- Budget for public engagement initiatives, including town halls and community meetings.
- Costs for surveys or other tools to gauge public opinion and feedback.



### 3. Infrastructure Committee (Public Works)

(Chair: Baum, Members: Young, Ward, Ellis)

#### **RESPONSIBILITIES:**

Oversee the Borough's infrastructure, including property management, road maintenance, utilities, and sanitation.

#### **BUDGET ITEM RESPONSIBILITY:**

##### Roads and Transportation:

- Maintenance and repair of roads and sidewalks.
- Funding for road improvement projects, including repaving and traffic control measures.
- Costs associated with snow removal, street cleaning, and other regular maintenance tasks.

##### Parks and Open Space:

- Maintenance and improvement of Borough parks and recreational facilities.
- Budget for landscaping, tree planting, and open space preservation.

##### Utilities and Sanitation:

- Costs related to trash and recycling collection services in parks
- Maintenance and upgrade of public utilities, including water and sewer systems.

##### Capital Projects:

- Funding for major infrastructure projects, such as new construction or significant upgrades to existing facilities.

### 4. Public Safety Committee

Chair: Hudak, Members: Young, Driscoll, McFadden

#### **RESPONSIBILITIES:**

- Ensure community well-being by integrating planning, engineering, and public safety initiatives.

#### **BUDGET ITEM RESPONSIBILITY:**

##### Fire and Emergency Services:

- Funding for the local fire department's operating budget, including personnel, equipment, and training.
- Costs associated with emergency preparedness initiatives and disaster response planning.

##### Planning and Zoning:

- Costs related to zoning enforcement, building inspections, and code compliance.
- Budget for planning services, including consulting fees for urban planning or environmental impact assessments.

##### Environmental Safety:

- Funding for environmental protection initiatives, such as pollution control and stormwater management

##### Animal Welfare:

- Costs associated with the boroughs voluntary stray animal management