

Town of Windsor

Memorandum

January 14, 2014

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Budget Calendar

I am enclosing the draft budget calendar for the development of the 2014-15 operating budget.

As you can see, I am proposing a work session on January 28th for the presentation of the 6 month budget review. At this meeting I will give Council a presentation on the status of our operating budget as we have completed ½ of the fiscal year.

This is for Council's information and discussion.

Draft Budget Calendar for 2014

Date	Event
January 28, 2014	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 11, 2014	Manager discusses 13-14 revenue projections with Council
February 26, 2014	Planning Commission provides Manager its input on the CIP
March 2014	Manager working on the development of the draft 14-15 budget and CIP
April 2014	Council/Manager holds work session on the Manager's budget and CIP proposals
May 1, 2014	Manager submits (delivers) to Council his 14-15 budget and CIP proposals
May 13, 2014	Council discusses budget and CIP proposals
May 27, 2014	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 10, 2014	Council adopts budget and CIP