

Town of Windsor

Memorandum

January 13, 2015

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 2015-16 operating budget.

As you can see, I am proposing a work session on January 27th 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 2015

Date	Event
January 27, 2015	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 10, 2015	Manager discusses 14-15 revenue projections with Council
February 25, 2015	Planning Commission provides Manager its input on the CIP
March 2015	Manager working on the development of the draft 15-16 budget and CIP
April 2015	Council/Manager holds work session on the Manager's budget and CIP proposals
May 1, 2015	Manager submits (delivers) to Council his 15-16 budget and CIP proposals
May 12, 2015	Council discusses budget and CIP proposals
May 26, 2015	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 19, 2015	Council adopts budget and CIP