

Town of Windsor

Memorandum

January 12, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Budget Calendar

As we start a new calendar year, we will begin the process of developing the Town's operating budgets for the 2016-17 fiscal year. As such, I have attached a copy of the budget calendar.

As you can see, we will be having a work session on Tuesday January 26th to review the 6 month budget report. We would like to start this work session at 5pm with a light meal and will start the presentations at 5:30 pm.

This is for your information.

Draft Budget Calendar for 2016

Date	Event
January 26, 2016	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 9, 2016	Manager discusses 15-16 revenue projections with Council
February 24, 2016	Planning Commission provides Manager its input on the CIP
March 2016	Manager working on the development of the draft 16-17 budget and CIP
April 2016	Council/Manager holds work session on the Manager's budget and CIP proposals
May 2, 2016	Manager submits (delivers) to Council his 16-17 budget and CIP proposals
May 10, 2016	Council discusses budget and CIP proposals
May 24, 2016	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 14, 2016	Council adopts budget and CIP