

## Town of Windsor

### Memorandum

January 8, 2019

**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 2019-20 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 22<sup>nd</sup> 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 2019

<b>Date</b>	<b>Event</b>
January 22, 2019	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 12, 2019	Manager discusses 18-19 revenue projections with Council
February 27, 2019	Planning Commission provides Manager its input on the CIP
March 2019	Manager working on the development of the draft 18-19 budget and CIP
April 2019	Council/Manager holds work session on the Manager's budget and CIP proposals
May 1, 2019	Manager submits (delivers) to Council his 18-19 budget and CIP proposals
May 14, 2019	Council discusses budget and CIP proposals
May 28, 2019	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 11, 2019	Council adopts budget and CIP