

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Administrative Schedule for Preparation of the Fiscal Year 2013-2014 Budget

DATE: December 10, 2012

Background: The attached “Administrative Schedule for Preparation of the Fiscal 2013-2014 Budget” is provided to the Board of Commissioners for your information. The Town Manager and Finance Director will be meeting with Town Staff on January 7, 2013 to review this schedule and lay out a plan of action and milestones for the Fiscal Year 2013-2014 Budget.

The schedule tentatively includes a Strategic Planning Retreat and Preliminary Budget Work Session for the Board of Commissioners on Saturday, January 19, 2013; however, in order to proceed with the detailed planning for this event we need the concurrence of the Board of Commissioners and some guidance with respect to the venue, duration of the meeting and the hiring of a facilitator.

Action Requested: That the Board of Commissioners reach a consensus on the venue, format, length and facilitation of the Strategic Planning Retreat and Budget Work Session.

**ADMINISTRATIVE SCHEDULE FOR PREPARATION OF
FISCAL YEAR 2013-2014 BUDGET**

Board of Commissioners Actions	Dates	Administrative Actions
	January 7, 2013	Publish FY 2013-14 Budget Schedule to the Town Staff and Budget Kick-Off Meeting for Town Staff
Strategic Planning Retreat and Preliminary Budget Work Session for BOC, Department Heads, Town Attorney (Location TBD)	January 19, 2013	Strategic Planning Retreat and Preliminary Budget Work Session for BOC, Department Heads, Town Attorney (Location TBD)
	January 31, 2013	Convene CIP Budget Working Group (Meeting # 1) for Manager's Budget Guidance (Subsequent Meetings TBD)
	February 4, 2013	Finance Officer Submit Revenue Projection to the Manager for Review
Receive Mid-Year Financial Summary Report from the Finance Officer	February 11, 2013	Advisory Boards Submit Statements of Budget Priorities and Budget Recommendations to the BOC with Copy to Manager and Finance Officer Presents Mid-Year Financial Summary to BOC
	February 15, 2013	Departmental Capital Improvement Budget Requests due to the Manager, the Planner and the Finance Officer (3 copies).
	February 15, 2013	Departmental Operating Budget Requests Due to the Manager and the Finance Officer (2 copies).
	March 11, 2013	Manager's Recommended Budget (Operating and CIP) submitted to the BOC.
Budget Work Session – Capital Improvement Program Budget (if needed)	May 6, 2013	
Public Hearing on Manager's Recommended Budget	May 13, 2013	
Budget Work Session – General Fund and Enterprise Fund Operating Budgets (if needed)	Sat, 5/11/2013 or Mon 5/13/2013	(Note: Date and time to be determined).
	May 27, 2013	Final Budget Submission Incorporating Changes from Budget Work Sessions and Public Hearing
Adoption of Fiscal Year 2013-2014 Budget	June 10, 2013	