

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Administrative Schedule for Preparation of the Fiscal Year 2014-2015 Budget

DATE: December 9, 2013

Background: Attached please find the proposed Administrative Schedule for Preparation of the Fiscal Year 2014-2015 Budget.

Please note that I propose that we gather for a half-day Strategic Planning Retreat on either January 11 or January 18, 2014. The purpose of this retreat would be to begin to identify capital and operating priorities at the beginning of the FY 2014-2015 budget.

In order to proceed with scheduling, I am seeking the Board's guidance with respect to venue, duration of the meeting, whether you would like a facilitator and any other housekeeping issues.

Action Requested: Direction on venue, format and facilitation of the Strategic Planning Retreat.