

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

**SUBJECT: Administrative Schedule for Preparation of Fiscal Year 2015-2016 Budget**

DATE: December 8, 2014

**Background:** Attached please find the tentative calendar for the FY 2015-2016 budget. Please note that a few of the dates will need to be determined based on our schedules. Mr. David Long is available to assist with the Board retreat in January. I will discuss those dates in a different format.

**Action Requested:** Receive the information. No action necessary.