

**REVISED
BUDGET SCHEDULE – 2016 – 2017**

TARGETED TIMELINES

| | |
|---|---|
| October 22, 2015 (Thursday) | Capital Improvement Plan data for Department Heads and Boards & Commissions submitted to Manager |
| Month of November | Capital Budget Review meetings |
| Week of Dec. 14, 2015 | Manager submits Capital Improvement Plan to Council (by January 6 per Charter requirement) |
| January 7, 2016 (Thursday) | Department Heads submit Budget to Manager (by Feb. 21 per Charter requirement) |
| February 11, 2016 (Thursday) | Board of Education submit Budget to Manager (by Feb. 21 per Charter req.) |
| Within 10 days of BOE Submitting Budget to Mgr. | Council Discussion – Recommendations & Suggestions to BOE regarding consolidation of non-education services and cost savings (10 days from date of receiving BOE Budget per State Statutes (Public Act 13-60)) – Council Chambers – 7:30 p.m. |
| February 18, 2016 (Thursday) | Capital Budget Public Hearing – Council Chambers – 7:30 p.m. |
| March 1, 2016 (Tuesday) | Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement) – Council Chambers – 7:00 p.m. |
| March 10, 2016 (Thursday) | Manager submits Budget to Council (by March 27 per Charter requirement) |
| March 10, 2016 (Thursday) | Advertise Public Hearing |
| March 10, 2016 (Thursday) | Mgr. discusses Budget w/Council–Council Chambers – 7:00 p.m. |
| March 16, 2016 (Wednesday) | Mgr. discusses Budget w/Council–Council Chambers – 7:00 p.m. |
| March 17, 2016 (Thursday) | Mgr. discusses Budget w/Council–Council Chambers – 7:00 p.m. |
| March 23, 2016 (Wednesday) | <u>PUBLIC HEARING</u> on Manager’s Recommended Budget: Board of Education, Town Government, Capital Improvement Plan – TMS Auditorium – 7:30 p.m. |
| March 29, 2016 (Tuesday) | Council Discussion – Budget Finalized – Council Chambers – 7:30 p.m. |
| April 7, 2016 (Thursday) | Advertise Budget |
| April 21, 2016 (Thursday) | <u>ANNUAL BUDGET PRESENTATION MEETING</u> – THS Auditorium – 7:30 p.m. – BOE is provided an opportunity to present a revised adopted budget based on funding approved by Town Council and other line item updates |
| April 25, 2016 (Monday) | Budget Presentation – Senior Center – 12:30 p.m. |
| May 3, 2016 (Tuesday) | Annual Budget Referendum |
| By May 10, 2016 (Tuesday) | Council Establish Mill Rate upon referendum adoption |