

City of Torrington Budget Timeline for Fiscal Year 2017

- **February 23, 2016** Distribute budget worksheets to Department Heads.
- **March 21, 2016** Budget worksheets, vehicle/equipment requests, and capital improvement project requests due to Clerk/Treasurer.
- **March - April, 2016** Individual Meetings with Department Heads, Supervisors, Mayor and Treasurer to review budget requests.
- **March - April, 2016** Wage and Benefit Committee meet to discuss annual wage increases, employee wage adjustments, and new employee requests.
- **April 12, 2016** 11:00 AM -Budget Staff Meeting to review capital projects and equipment priorities.
- **April 20, 2016** 4:30 PM -**Budget Work Session** with Mayor and Council to discuss Capital Projects and equipment requests and review 5 year capital plan.
- **April 25, 2016** 10:00 AM -Budget Staff Meeting to review draft budget.
- **April 29, 2016** Deliver draft budget to Mayor, Council and Staff.
- **May 4, 2016** **Budget Work Session** with Staff, Mayor, and Council.
4:30 PM – Administration (Mayor, Council, Clerk/Treasurer, Court, Engineering) Parks, Golf, Swimming Pool, Facility Maintenance, Lincoln Comm. Complex, Vehicle Maint., Museum, Industrial Park, Airport, Cemetery and Community Projects.
- **May 11, 2016** **Budget Work Session** with Staff, Mayor, and Council.
4:30 PM – Water (all departments), Sewer, Storm Drains, Police Dept., Fire Dept., Ambulance, Streets & Sanitation, Electric (all departments).
- **May 16, 2016** **Open for Work Session (if needed).**
- **May 17, 2016** First reading of FY2017 Budget Ordinance.
- **May 24-25, 2016** **Open for Work Session (if needed).**
- **May 31, 2016** Deadline for additions or changes to budget.
- **June 7, 2016** Second reading of FY2017 Budget Ordinance.
- **June 10, 2016** Publish public hearing for FY2017 Budget.

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- **June 21, 2016** Hold public hearing for FY2017 Budget.
- **June 21, 2016** Adopt budget on third and final reading.
- **June 22, 2016** Employee performance evaluations due to City Deputy Clerk
- **August 1, 2016** Final Budget Published on Web-Site and Distributed to County, State Agencies and Department Heads.