

## **City of Torrington Budget Timeline for Fiscal Year 2018**

- **February 17, 2017**      Distribute budget worksheets to Department Heads.
- **March 17, 2017**      Budget worksheets, vehicle/equipment requests, and capital improvement project requests due to Clerk/Treasurer.
- **March - April, 2017**      Individual Meetings with Department Heads, Supervisors, Mayor and Treasurer to review budget requests.
- **March - April, 2017**      Wage and Benefit Committee meet to discuss annual wage increases, employee wage adjustments, and new employee requests.
- **April 5, 2017**      11:00 AM -Budget Staff Meeting to review capital projects and equipment priorities.
- **April 12, 2017**      4:30 PM -**Budget Work Session** with Mayor and Council to discuss Capital Projects and equipment requests and review 5 year capital plan.
- **April 19, 2017**      10:00 AM -Budget Staff Meeting to review draft budget.
- **April 25, 2017**      Deliver draft budget to Mayor, Council and Staff.
- **May 3, 2017**      **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 10, 2017**      **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 15, 2017**      First reading of FY2018 Budget Ordinance.
- **May 22-26, 2017**      **Open for Work Session (if needed).**
- **May 31, 2017**      Deadline for additions or changes to budget.
- **June 6, 2017**      Second reading of FY2018 Budget Ordinance.
- **June 9, 2017**      Publish public hearing for FY2018 Budget.
- **June 20, 2017**      Hold public hearing for FY2018 Budget.

## Budget Timeline for Fiscal Year 2018

- **June 20, 2017** Adopt budget on third and final reading.
- **June 21 2017** Employee performance evaluations due to City Deputy Clerk
- **August 4, 2017** Final Budget Published on Web-Site and Distributed to County, State Agencies and Department Heads.