

## City of Torrington Budget Timeline for Fiscal Year 2018-2019

- **February 15, 2018**      Distribute budget worksheets to Department Heads.
- **March 16, 2018**      Budget worksheets, vehicle/equipment requests, and capital improvement project requests due to Clerk/Treasurer.
- **March - April, 2018**      Individual Meetings with Department Heads, Supervisors, Mayor and Clerk/Treasurer to review budget requests.
- **January - May, 2018**      Wage and Benefit Committee meet to discuss annual wage increases, employee wage adjustments, and new employee requests.
- **April 3, 2018**      11:00 AM -Budget Staff Meeting to review capital projects and equipment priorities.
- **April 4, 2018**      4:30 PM -**Budget Work Session** with Mayor and Council to discuss Capital Projects and equipment requests and review 5 year capital plan. Identify budget priorities.
- **April 16, 2018**      11:00 AM -Budget Staff Meeting to review draft budget.
- **April 25, 2018**      Deliver draft budget to Mayor, Council and Staff.
- **May 2, 2018**      **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 9, 2018**      **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, 2018**      First reading of FY2019 Budget Ordinance.
- **May 22, 2018**      **Budget Work Session** with Staff, Mayor, and Council.  
4:30 PM – Wage and Insurance Committee Proposals, IT Committee Proposals, and Miscellaneous Budget Items.
- **May 24 – 31, 2018**      **Open for Budget Work Session**
- **May 31, 2018**      Deadline for additions or changes to budget.

## Budget Timeline

- **June 5, 2018** Second reading of FY2019 Budget Ordinance.
- **June 8, 2018** Publish public hearing for FY2019 Budget.
- **June 19, 2018** Hold public hearing for FY2019 Budget.
- **June 19, 2018** Adopt budget on third and final reading.
- **August 3, 2018** Final Budget Published on Web-Site and Distributed to County, State Agencies and Department Heads.