



OFFICE OF THE CLERK/TREASURER

City of Burlington

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April 1, 2013

To: City Councilors
Mayor Weinberger

From: Paul R. Sisson, Interim CAO

Re: Fiscal 2014 Budget Preparation Schedule

Ladies and Gentlemen – attached please find the preliminary schedule for the preparation of the fiscal year 2014 budget. As we did for the 2013 budget, we will again be holding City Council Work Sessions, and at this point they are scheduled for either a Monday or Thursday evening. However, this plan is tentative since the new Board of Finance has not been formed, and it is possible that we will switch the work sessions to other nights. The new Board of Finance will review the schedule when it first meets on April 8, 2013.

I am releasing this schedule to you now so that you can anticipate the timing of the work sessions and schedule yourself to attend the work sessions of interest to you. If there are any changes to the schedule as a result of the Board of Finance meeting on the 8th, a revised schedule will be sent to you on April 9th.

CITY OF BURLINGTON
FY14 BUDGET SCHEDULE

<u>Date</u>	<u>Time</u>	<u>Description of Activity</u>
March 20, 2013		Budget Instructions issued by Clerk/Treasurer's office
March 22, 2013	9:00am to 11:00am	Training held at DPW Conference Room re: use of New World for budgeting
	2:00pm to 4:00pm	Training held in CR12 in City Hall re: use of New World for budgeting
March 25 to April 5		Departments enter their FY14 budget request into New World
April 5 to April 12		Clerk/Treasurer's Office analyzes budget information submitted by departments -concerns and questions resolved with Department Heads
April 22, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Planning and Zoning Assessor's Office
		Code Enforcement
April 25, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Mayor's Office and Regional Programs
		City Attorney
		Human Resources
		City Council
May 2, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Department of Parks and Recreation
		City Arts
May 9, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Department of Public Works, including Inspection Services, Traffic, Water, Wastewater and Stormwater
May 13, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Library
		CEDO, including TIF Districts
		Burlington Electric Department
May 16, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Police Department
		Fire Department
May 23, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Clerk/Treasurer's Office
		Church Street Marketplace
		Retirement Fund
May 30, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Burlington Telecom
		Burlington International Airport
June 6, 2013	6:00pm to 8:30pm	Board of Finance and CC Work Session: Presentation of changes since original presentation
June 7 to June 13		Final changes and production of budget documents
June 14, 2013		Delivery of Mayor's Recommended Budget to City Councilors
June 24, 2013		City Council Vote on Budget