



## STAFF REPORT

Meeting Date: April 7, 2014

Agenda Item #: 9a

**TO: Mayor and Town Council**

**FROM: Susan Parker, Town Administrator**

**TITLE: ESTABLISHMENT OF MAY BUDGET WORK SESSION DATES**

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**Summary:**

The proposed 2014/2015 Budget will be presented to Council during the May 5, 2014 Regular Meeting. It is my understanding that in the past Council has held multiple all-day budget work sessions in which the department heads were in attendance for the duration.

I would like to propose that Council consider holding several budget work sessions; however, I propose that each session be limited to no more than three (3) hours. This approach will allow the Department Heads to continue working except when their specific budget is being discussed by the Council.

For Staff scheduling, I request that the dates are consecutive and that the time is 9:00 am – 12:00 noon such as May 13<sup>th</sup> – 15<sup>th</sup>. This will allow for amendments to be made in the afternoon while still fresh in our thoughts.

**Council Action:**

Move to establish the May Budget Work Session dates as May 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> from 9:00 am – 12:00 pm. I will advise which departments will be grouped together when the proposed budget is presented during the May 5, 2014 meeting. The May 15, 2014 agenda would include Council action to schedule a 2014/2015 Proposed Budget Public Hearing for June 2, 2014 at 7:00 pm.