

Town of Windsor

Memorandum

January 11, 2022

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager WGS IV
SUBJECT: Draft FY2022-23 Budget Calendar

Background

As we start a new calendar year, we will begin the process of developing the Town's operating budget and CIP for the 2022-23 fiscal year. As such, I have attached a draft budget calendar.

As you can see, there is a work session proposed for Monday, January 24th to review the 6 month budget report. We propose a light meal at 5pm with presentations to begin at 5:30pm.

Please let me know if there are any issues with the draft calendar, so I can provide a final calendar with the January 24th work session agenda packet.

Enclosures

Draft 2022-23 Budget Calendar

Recommended Action

For your review

Town of Windsor Budget Calendar for 2022/23 Budget

Date	Event
January 11, 2022	-Regular Town Council meeting -Presentation of draft 22/23 Budget Calendar to Council
January 24, 2022	-Town Council Work Session -Manager briefs Council on the year-to-date revenues and expenses -Presentation of final draft of the 22/23 budget calendar to Council
February 8, 2022	-Regular Town Council meeting -Manager discusses 22/23 revenue projections with Council
March 2022	-Manager developing draft 22/23 budget and CIP proposals
March 23, 2022	-Regular Planning Commission meeting -Commission makes recommendation on the CIP to Council
April 2022	-Work session(s) on the 22/23 budget and CIP proposals
April 29, 2022	-22/23 budget and CIP proposals delivered to Council.
May 10, 2022	-Regular Town Council meeting -Council discusses 22/23 budget and CIP proposals
May 26, 2021	-Special Town Council meeting -Council conducts 22/23 budget and CIP public hearings -Council discusses 22/23 budget and CIP proposals
June 14, 2022	-Regular Town Council meeting -Council conducts tax rate public hearing -Council adopts 22/23 budget and CIP