

Town of Windsor

Memorandum

January 9, 2024

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager WGS
SUBJECT: FY25 Budget Calendar

Background

Please find enclosed a draft FY25 budget calendar.

As you can see, there is a work session proposed for Tuesday, January 23rd to review the 6-month budget report. We propose a light meal at 5:30 PM with presentations to begin at 6 PM.

Enclosures

Draft 2024-25 Budget Calendar

Recommended Action

For your review

Town of Windsor Calendar for FY25 Budget

| Date | Event |
|-------------------|---|
| December 12, 2023 | -Regular Town Council meeting -Presentation of draft FY25 Budget Calendar to Council |
| January 9, 2024 | -Regular Town Council Meeting -Presentation of final FY25 budget calendar to Council |
| January 23, 2024 | -Town Council Work Session -Manager briefs Council on FY24 year-to-date revenues and expenses |
| February 13, 2024 | -Regular Town Council meeting -Manager discusses FY24 revenue projections with Council |
| March 2024 | -Manager developing draft FY25 budget and CIP proposals |
| March 27, 2024 | -Regular Planning Commission meeting -Presentation of draft FY25 CIP to the Commission -Commission makes recommendation on the CIP to Council |
| April 2024 | -Work session(s) on the FY25 budget and CIP proposals |
| April 30, 2024 | -FY25 budget and CIP proposals delivered to Council. |
| May 14, 2024 | -Regular Town Council meeting -Council discusses FY25 budget and CIP proposals |
| May 30, 2024 | -Special Town Council meeting -Council conducts FY25 budget and CIP public hearings -Council discusses FY25 budget and CIP proposals |
| June 11, 2024 | -Regular Town Council meeting -Council conducts tax rate public hearing -Council adopts FY25 budget and CIP |