

# Town of Windsor

## Memorandum

December 12, 2023

**TO:** The Honorable Mayor and Town Council

**FROM:** William G. Saunders, IV, Town Manager WGS IV

**SUBJECT:** Draft FY2024-25 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 2024-25 fiscal year. As such, I have attached a draft budget calendar.

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

Please let me know if there are any issues with the draft calendar, so I can provide a final calendar with the January 9<sup>th</sup> Town Council meeting agenda packet.

### 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