

## Town of Windsor

### Memorandum

January 12, 2021

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

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

*WGS IV*

**SUBJECT:** Draft 2021-22 Budget Calendar

#### Background

As we start a new calendar year, we will begin the process of developing the Town's operating budgets for the 2021-22 fiscal year. As such, I have attached a draft copy of the budget calendar.

As you can see, there is a work session proposed for Thursday, January 28<sup>th</sup> to review the 6 month budget report. We would like to start this work session at 5pm with a light meal and will start the presentations at 5:30 pm.

Please let me know if there are any issues with the draft by the work session on January 28<sup>th</sup>, so I can provide a final draft with that agenda packet.

#### Enclosures

Draft 21-22 Budget Calendar

#### Recommended Action

For your review

## [Draft] Budget Calendar for 2021/22 Budget

Date	Event
January 12, 2021	-Regular Town Council meeting -Presentation of draft Budget Calendar to Council
January 27, 2021	-Regular Planning Commission meeting -Presentation of draft CIP to the Commission
January 28, 2021	-Manager briefs Council on the year-to-date revenues and expenses -Presentation of final draft of the budget calendar to Council
February 9, 2021	-Regular Town Council meeting -Manager discusses 21/22 revenue projections with Council
February 24, 2021	-Regular Planning Commission meeting -Commission makes recommendation on the CIP to Council
March 2021	-Manager developing draft 21/22 budget and CIP proposals
April 2021	-Work session(s) on the 21/22 budget and CIP proposals
May 3, 2021	-21/22 budget and CIP proposals delivered to Council.
May 11, 2021	-Regular Town Council meeting -Council discusses budget and CIP proposals
May 27, 2021	-Council conducts budget and CIP public hearings -Council discusses budget and CIP proposals
June 8, 2021	-Regular Town Council meeting -Council conducts tax rate public hearing -Council adopts budget and CIP