

Town of Windsor

Memorandum

January 10, 2023

TO: The Honorable Mayor and Town Council

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

SUBJECT: Draft FY2023-24 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 2023-24 fiscal year. As such, I have attached a draft budget calendar.

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

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 2023-24 Budget Calendar

Recommended Action

For your review

Town of Windsor Calendar for FY24 Budget

Date	Event
January 10, 2023	-Regular Town Council meeting -Presentation of draft FY24 Budget Calendar to Council
January 24, 2023	-Town Council Work Session -Manager briefs Council on the year-to-date revenues and expenses -Presentation of final draft of the FY24 budget calendar to Council
February 7, 2023	-Regular Town Council meeting -Manager discusses FY23 revenue projections with Council
March 2023	-Manager developing draft FY24 budget and CIP proposals
March 22, 2023	-Regular Planning Commission meeting -Presentation of draft CIP to the Commission -Commission makes recommendation on the CIP to Council
April 2023	-Work session(s) on the FY23 budget and CIP proposals
April 28, 2023	-FY24 budget and CIP proposals delivered to Council.
May 9, 2023	-Regular Town Council meeting -Council discusses FY24 budget and CIP proposals
May 23, 2023	-Special Town Council meeting -Council conducts FY24 budget and CIP public hearings -Council discusses FY24 budget and CIP proposals
June 13, 2023	-Regular Town Council meeting -Council conducts tax rate public hearing -Council adopts FY24 budget and CIP