

FY 2023-2024 CIP & Budget Schedule

October 17, 2022	Departments' Preliminary Capital Improvement Plan Requests Due
November 4, 2022	Draft Capital Improvement Plan Completed with Departments / Review with Assistant Managers
November 11-23, 2022	Staff Committee Scoring/Evaluation of CIP Projects
December 7, 2022	Evaluation of CIP Projects Completed with Town Manager
December 9, 2022	New Line-Item Additions Due, Chart of Accounts
January 3, 2023	Preliminary Budget Worksheets Distributed with Current YTD Expenditures
January 13, 2023	Town Council Strategic Planning Session
January 24, 2023	Pre-Budget Public Hearing
January 20, 2023	Capital Improvement Plan to Council for project evaluation & ranking
	Internal Requests to Other Departments Due (IT, Facilities, etc.)
	New Position Requests Due to Human Resources
Jan. 23-Feb. 6, 2023	Internal Position Validation
February 8, 2023	Recommend Positions to Human Resources for Classification
February 17, 2023	Annual Retreat / Council Review of CIP / Prioritization of Projects for FY22-23
February 13-24, 2023	Preliminary Department Budget Meetings with Budget Staff
February 28, 2023	Non-Profit Applications Due
	Proposed Rate & Fee Changes Due
March 1, 2023	Departmental Requests Completed & Returned
March 8, 2023	Baseline Payroll Projections Completed
March 13-24, 2023	Departmental Budget Conferences (as needed)
March 23, 2023	Personnel (Classification/Compensation/Benefits)/Finance Committee Meeting
March 27-30, 2023	Year End Projections & Adjustments Completed
March 31, 2023	Preliminary Revenue Projections Completed
April 6, 2023	Finance Committee Meeting
April 10, 2023	Finance/Personnel Committee Meeting
April 20, 2023	Budget Distributed to Town Council
May 5, 2023	Town Council Budget Workshop
May 23, 2023	Public Hearing on Proposed Budget
June 8, 2023	Town Council Budget Workshop
June 13, 2023	Budget Ordinance / CIP Adopted
July 1, 2023	New Fiscal Year Begins

