

City of Torrington Budget Timeline for Fiscal Year 2023-2024

- **February 21, 2023** Distribute budget worksheets to Department Heads.
- **March 20, 2023** Budget worksheets, vehicle/equipment requests, and capital improvement project requests due to Clerk/Treasurer.
- **March - April, 2023** Individual Meetings with Department Heads, Supervisors, Mayor and Clerk/Treasurer to review budget requests. City Shop evaluates old equipment being replaced.
- **January - May, 2023** Wage Committee meet to discuss annual wage increases, employee wage adjustments, and new employee requests. Health Insurance Committee meet to discuss changes to benefit plan.
- **March 30, 2023** 10:00 AM -Budget Staff Meeting to review capital projects and equipment priorities.
- **April 6, 2023** **Budget Work Session** with Staff, Mayor and Council.
3:00 PM - to discuss Capital Projects and equipment requests and review 5- year capital plan. Identify budget priorities.
- **April 11, 2023** 10:00 AM -Budget Staff Meeting to review draft budget.
- **April 23, 2023** Deliver draft budget to Mayor, Council and Staff.
- **April 27, 2023** **Budget Work Session** with Staff, Mayor, and Council.
3:00 PM – Administration (Mayor, Council, Clerk/Treasurer, Court, Engineering) Buildings & Grounds, Parks, Golf, Swimming Pool, Facility Maintenance, Lincoln Comm. Complex, Vehicle Maint., Museum, Industrial Park, Airport, Cemetery and Community Projects.
- **May 4, 2023** **Budget Work Session** with Staff, Mayor, and Council.
3:00 PM – Water (all departments), Sewer, Storm Drains, Police Dept., Fire Dept., Ambulance, Streets & Sanitation, Electric (all departments).
- **May 9 - 11, 2023** **Open for Budget Work Session** – Leave date open for possible meeting.
- **May 16, 2023** **Regular Council Meeting** - First reading of FY2024 Budget Ordinance.
- **May 25, 2023** **Budget Work Session** with Staff, Mayor, and Council.
3:00 PM– Wage and Insurance Committee Proposals, IT Committee Proposals, and Miscellaneous Budget Items.
- **May 30 – 31, 2023** **Open for Budget Work Session** – May have work session if needed.

Budget Timeline

- **June 1, 2023** Deadline for additions or changes to budget.
- **June 6, 2023** **Regular Council Meeting** - Second reading of FY2024 Budget Ordinance.
- **June 9, 2023** Publish public hearing for FY2024 Budget.
- **June 20, 2023** **Regular Council Meeting** - Hold public hearing for FY2024 Budget.
- **June 20, 2023** **Regular Council Meeting** - Adopt budget on third and final reading.
- **August 7, 2023** Final Budget Published on Web-Site and Distributed to County, State Agencies and Department Heads.