



Budget Calendar for Fiscal Year 2025-2026

Dates	Task
September	
Regular Meeting*	Present Council with the budget calendar and request Council submit proposed topics, budget requests, and service adjustments to the Town Manager prior to the October Agenda Meeting.
October	
1	Finance Director to distribute departmental budget templates to Department Directors.
2	Finance Director to distribute departmental mission/goal templates to Department Directors.
Agenda Meeting*	Staff and Council to discuss Council's topics, budget requests, and service adjustments.
December	
1-15	Staff to finalize new position requests.
January	
5	Department Directors to provide completed expense templates and mission/goal templates to Finance Director.
5-20	Staff prepares a preliminary budget to present to Council at the January Special Meeting.
Agenda Meeting*	Staff to present mission/goal templates to Council.
Special Council Meeting (Date TBD)*	Entire budget overview. Council to give staff direction on a target tax rate.
February	
1-17	Staff prepares a balanced budget to present to Council at the February Special Meeting based on feedback from the January Special Meeting.
17-21	Staff to meet with Council individually to review budget detail.
Special Council Meeting (Date TBD)*	Entire budget overview. Present a balanced budget.
March	
1-15 (Date TBD)*	Budget Open House
Agenda Meeting*	Discuss adjustments based on the Open House.
Regular Meeting*	Budget Public Hearing
April	
Regular Meeting*	Adoption of the FY25/26 budget.
July	
1	Beginning of new Fiscal Year; budget implemented.

*Public Meetings