Timeline for FY 2025-2026 Budget Process

Time Period	Action
December 2024	Identification of emerging budget issues. This can be issues such as new services, capital requests, or proposed revenue enhancements.
January 1 – 31, 2025	Department heads make brief presentations to Council at the January 13 regular meeting (4:00 p.m.) regarding past year accomplishments and issues for the upcoming year. **Deadline of February 17, 2025 to submit budget requests.**
February 2025	Administration review and clarification of departmental requests.
March 18, 2025 8:30 a.m. – 3:00 p.m.	Budget workshop and presentation of departmental requests to Town Council at a special called meeting.
March – April 2025	Draft of balanced budget formulated by Administration.
May 8, 2025 8:00 a.m. breakfast 9:00 a.m. budget presentation	Budget retreat with Town Council. All day retreat to present Manager's recommended budget. One-on-one meetings then set with department heads to review preliminary recommendations.
June 9, 2025	Public hearing on recommended budget and possible adoption of budget.