



Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, ICMA-CM, Town Manager
COPY: Jeff Gore; Town Attorney
SUBJECT: Proposed Budget-Fiscal Year 25/26
DATE: May 1, 2025

SUMMARY:

The State of Virginia requires that localities present a balanced budget for town council consideration and adoption by June 30.

§ 15.2-2503. Time for preparation and approval of budget; contents. The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general, or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.

BACKGROUND:

The Town Manager will present the proposed operating and capital budgets during the meeting.

ALTERNATIVES:

Not applicable.

RECOMMENDATION:

The town staff recommends that the Town Council proceed with the budget process outlined in the attached budget calendar.