



TOWN COUNCIL COMMUNICATION

DATE: May 20, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider the FY2025-2026 Budget Calendar

SUMMARY:

The preparation process for the Fiscal Year 2025–2026 Budget will commence at the June 17, 2025, Town Council Meeting. The proposed budget calendar aligns with the regular Council meeting schedule and incorporates key deadlines related to the Tax Code that must be observed during the budget process.

In addition to regular meetings, one Special Meeting is scheduled for Tuesday, September 2, 2025. Per Council requirements, a special majority—two-thirds of Council members plus the Mayor—must be present at Special Meetings.

This same attendance requirement applies to meetings where Tax Rates are adopted. Accordingly, the calendar identifies the Tuesday, September 16, 2025, Council Meeting as the date for ratifying the Tax Rate.

Staff is requesting that the budget workshops begin at the following times:

- **Tuesday, June 17, 2025** – Workshop to begin at 6:00 p.m.
- **Tuesday, July 15, 2025** – Workshop to begin at 5:30 p.m.
- **Tuesday, August 19, 2025** – Workshop to begin at 5:30 p.m.
- **Tuesday, September 2, 2025 (Special Meeting)** – Workshop to begin at 6:00 p.m.
- **Tuesday, September 16, 2025** – Workshop to begin at 6:00 p.m.

These start times are proposed to ensure adequate opportunity for discussion and input prior to the regular Council meetings or scheduled agenda items

RECOMMENDED MOTION OR ACTION:

No action is required, Staff requests Council to review the proposed calendar to ensure a special majority of Council is in attendance on the following dates:

- Tuesday, September 2, 2025 – Special Meeting
- Tuesday, September 16, 2025 – Tax Rate Adoption

ATTACHMENTS:

- Proposed 2025-2026 Budget Calendar