



TOWN COUNCIL COMMUNICATION

DATE: April 16, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion of the proposed Fiscal Year 2024-2025 Budget Calendar.

SUMMARY:

Fiscal Year 2024-2025 Budget preparation is beginning soon. The proposed calendar reflects the Council meeting schedule including the Tax Code deadlines that must be met during the budget process.

The proposed calendar utilizes the Town Council regular meeting schedule with the addition of one Special Meeting set for Tuesday, September 3, 2024. Two-thirds of the Council, plus the Mayor are required to be present at Special Meetings.

Two-thirds of the Council, plus the Mayor are also required to be present at meetings where Tax Rates are being adopted. This Calendar sets the Tax Rate being ratified at the Tuesday, September 19, 2024, Council Meeting.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

No action is required, Staff requests Council to review the proposed calendar to ensure:

- Council is available Tuesday, September 3, 2024; and
- Council is available Tuesday, September 19, 2024

Staff is also requesting direction regarding whether the Budget Workshop times for the upcoming meetings should begin at 6 pm with Regular Session at 6:30 pm or start the Budget Workshops at the regular start time of 6:30 pm.

ATTACHMENTS:

- Proposed 2024-2025 Budget Calendar