



Date: June 19, 2025

To: Mayor and Town Council

From: John Brock, Town Clerk / Deputy Town Manager

Re: Consideration and Approval: **Selection of Dates for FY25-26 Budget Workshops**

Objective:

To select two dates for FY25–26 Budget Workshops, continuing the Town's practice of holding two three-hour sessions dedicated to budget planning, and aligning with the Council's July 2025 meeting schedule.

Summary:

Each fiscal year, the Town Council holds two dedicated budget workshops to review and discuss the proposed budget in detail. For FY25–26, staff recommends selecting two dates in July 2025 that do not conflict with regular Council meetings on July 10 and July 28. To ensure full staff support, including the presence of the Town Clerk, dates between July 14 and July 16 should be avoided.

Possible Motions:

I move for the Town Council to hold a Budget Workshop on *(Date and Time)* and again on *(Date and Time)*.

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends that the Town Council select two dates in July 2025 for the FY25–26 Budget Workshops, each scheduled for three hours. To accommodate existing Council meetings and the Town Clerk's unavailability from July 14 through July 16, staff suggests considering workshop dates during the weeks of July 7 and July 21, excluding July 10 and July 28. Preferred options include July 8, 9, 22, and 23, pending Council availability.