

2025 Budget Preparation and Approval Process Schedule

| August '24 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September '24 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

- August 1– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 5 – Distribution of Budget Worksheets to Department Managers
- September 4 – Review CIP Internally with Department Heads
- September 9 – Non –Personnel Budgets Due
- September 16 – through 20 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 17 – Present 5-year Capital Improvement CIP to Council for Feedback
- September 30 – Present Non-Personnel Items and Tax Rate to Committee of the Whole for feedback
- October 14 – Present Personnel items to Committee of the Whole for feedback
- **October 24 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- *Week of October 28th – Print Budget Books and Distribute*
- November 11 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 19 – Public Hearing and Budget Adoption