

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