

## 2026 Budget Preparation and Approval Process Schedule

August						
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						
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						
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	
30						

November						
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

- August 1– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 4 – Distribution of Budget Worksheets to Department Managers
- September 3 – Review CIP Internally with Department Heads
- September 8 – Non –Personnel Budgets Due
- September 15 – through 19 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 15 – Present 5-year Capital Improvement CIP to Board of Public Works for Feedback
- October 6 – Present Non-Personnel Items and Tax Rate to Finance and Personnel for feedback
- October 20 – Present Personnel items to Finance and Personnel for feedback
- **October 23 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- *Week of October 27<sup>th</sup> – Print Budget Books and Distribute*
- November 10 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 18 – Public Hearing and Budget Adoption