



# FY26 Budget Schedule

\*denotes regular City Council meeting dates

<b>AUGUST 27</b>	Share draft budget schedule with department managers
<b>SEPTEMBER 3*</b>	Council review and approval of FY26 Budget Schedule
<b>SEPTEMBER 4</b>	Department managers budget process presentation
<b>SEPTEMBER 13</b>	CIP Forms provided to Department Heads- SharePoint
<b>SEPTEMBER 16*</b>	Council FY24 close-out and FY26 goal setting discussion
<b>SEPTEMBER 18</b>	Discuss Council goals with Leadership Team
<b>SEPTEMBER 20</b>	Budget Forms provided to Department Heads- SharePoint
<b>OCTOBER 7</b>	FY26 Budget listening session
<b>OCTOBER 18</b>	First Draft of FY26 Budget and CIP forms due from Department Managers to Finance Team
<b>OCTOBER 28-31</b>	Department Heads meet with Finance Team to discuss their department's proposed budget
<b>NOVEMBER 6</b>	Management review of Draft FY26 Budget with Leadership Team
<b>NOVEMBER 13</b>	Management final review of draft FY26 Budget with Leadership Team
<b>NOVEMBER 27</b>	Proposed CIP and Draft FY26 Budget sent to Council
<b>DECEMBER 2*</b>	<ul style="list-style-type: none"> <li>• City Manager- Overview of the Proposed FY26 Budget presentation to Council</li> <li>• City Manager present Proposed FY26 Budget to all City Staff</li> </ul>

<b>DECEMBER 12 SPECIAL MEETING</b>	<p>Budget Retreat - Departmental CIP, General Fund/Special Funds budget presentation to Council</p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Clerk</li> <li>• Finance/Tax/Assessing</li> <li>• Human Resources</li> <li>• Information Technology</li> <li>• Legal</li> <li>• Planning &amp; Zoning</li> <li>• Physical Plant</li> <li>• Library</li> <li>• Recreation &amp; Parks</li> <li>• Streets &amp; Highways</li> <li>• Stormwater</li> <li>• Wastewater</li> <li>• Water</li> <li>• Open Space</li> <li>• Penny for Paths</li> <li>• TIF Projects</li> <li>• Fire &amp; Ambulance Services</li> <li>• Police &amp; Dispatch</li> </ul>
<b>DECEMBER 16*/ JANUARY 6*</b>	Council warn a Public Hearing for FY26 Proposed Budget and CIP
<b>JANUARY 13</b>	FY26 Proposed Budget Public Hearing & Potential Council Budget approval and Amendment of CIP. Council budget sent to steering committee (min. 45 days before vote-last day to steering committee Jan. 17)
<b>JANUARY 20-24 SPECIAL MEETING</b>	Steering Committee Meeting (date TBD, post in paper 7 days in advance)
<b>JANUARY 20-31</b>	<ul style="list-style-type: none"> <li>• Budget book preparation &amp; printing</li> <li>• Budget available to voters (min 20 days before Town Meeting Day)</li> </ul>
<b>JANUARY 21- FEBRUARY 1</b>	Post & Publish Warnings and Public Hearing Notices (min. 30 days, max 40 days) for March 3 Pre-Town Mtg. & Public Hearing and March 4 Town Meeting Vote. Budget booklets available & posted on websites
<b>MARCH 3</b>	Pre-Town Meeting & Public Hearing on City & School District proposed Budgets
<b>MARCH 4</b>	Annual City meeting vote