



Budget Calendar for Fiscal Year 2026-2027

Dates	Legally Required Date	Task
August		
Agenda Meeting*		Present Council with the budget calendar and communications plan. Request Council submit proposed topics, budget requests, and service adjustments to the Town Manager prior to the October Agenda Meeting.
October		
1		Finance to distribute departmental budget templates to Departments.
2		Finance to distribute departmental mission/goal templates to Departments.
Agenda Meeting*		Staff and Council to discuss Council's topics, budget requests, and service adjustments.
December		
1-15		Staff to finalize new position requests.
19		Departments to provide completed mission/vision/goal templates to Finance.
January		
18	By April 30	Departments to provide completed budget expense templates to Finance.
Agenda Meeting*		Staff to present mission/goal templates to Council.
1-31		Staff prepares a preliminary budget to present to Council at the Special Meeting.
February		
Special Council Meeting (Date TBD)*		Entire budget overview. Council to give staff direction on a target tax rate.
9-13		Staff to meet with Council members individually to review budget detail.
Agenda Meeting*	By June 1	Staff to present a balanced budget and provide a full budget overview.
March		
Special Council Meeting (Date TBD)*	10 Calendar Days before Budget Public Hearing	Budget Q&A Forum
Public Notice of Budget Hearing		Public notice announcing the date, time, and place of a budget hearing where the proposed budget will be reviewed and open for public comment.
Agenda Meeting*		Discuss adjustments based on the Budget Q&A Forum.
Regular Meeting*		Budget Public Hearing
April		
Regular Meeting*	By July 1	Adoption of the FY26/27 budget.
July		
1		Beginning of new Fiscal Year; budget implemented.

*Public Meetings