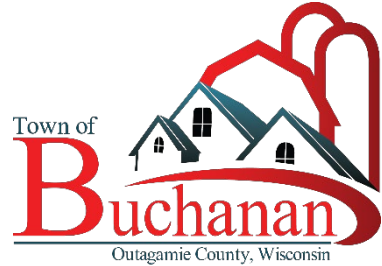


# Calendar for 2025 Budget Adoption

*(Subject to change as needed)*



## **Tuesday, June 18, 2024 - Town Board Meeting**

- Town Administrator distributes 2023 Budget Adoption Calendar
- Discuss key assumptions for budget (items may include but not limited to: tax levy, general obligation debt, compensation, fund balance, Capital Improvement Plan etc.)

## **Wednesday, July 3, 2024 – Budget Schedule & Memorandum Distributed**

- Budget documents and memorandum distributed to key staff and contractors.
- Communicate key priorities of the Town Board and overall budget outlook.
- Communicate budget priorities and spending parameters of Town Administrator.
- Discuss instructions and procedures for preparing departmental/divisional budgets.
- Discuss internal/department meeting schedule with Administrator to review budget proposals.
- Distribute line-item and capital project request forms.

## **Tuesday, July 16, 2024 – Town Board Meeting**

- Presentation by Ehlers regarding Town Investments
- Discuss Capital Improvement Plan if needed

## **Friday, August 2, 2024 – Department Budgets & Capital Outlay Requests due to Town Administrator from Department Heads/staff**

## **August 5 to August 9, 2024 – Budget Meetings with Town Administrator to Review Budget Requests**

## **Tuesday, August 20, 2024 – Town Board Meeting**

- Approve Roads/Drainage Capital Improvement Plan

## **Tuesday, September 17, 2024 – Town Board Meeting**

- Cost of Living Adjustment and Merit Increases

## **Tuesday, October 15, 2024 – Stormwater Utility and Town Board Special Meeting at 5pm prior to regular meetings.**

- Budget Overview

## **Thursday, November 7, 2024 – Budget Public Hearing & Special Town Meeting**

- A Public Hearing in accordance with State Statute is held; staff provides comprehensive power point presentation of proposed budget.

- Town Electors establish, in accordance with State Statute, compensation of elected Town officials to begin in April 2025.
- Town Electors adopt, in accordance with State Statute, the 2024 town tax levy to be paid in 2025.

**Tuesday, November 19, 2024 – Stormwater Utility and Town Board Meetings**

- Stormwater Utility and Town Board Approves the 2025 Fiscal Year Budget.