

BUDGET SCHEDULE (AMENDED) – 2024 – 2025

TARGETED TIMELINES

October 5, 2023 (Thursday)	Capital Improvement Plan data for Department Heads and Boards & Commissions submitted to Manager
October 12, 2023 (Thursday)	Capital Improvement Plan data for Board of Education submitted to Manager
Mid-October	Capital Budget Review meetings
Week of Dec. 4, 20224	Manager submits Capital Improvement Plan to Council
January 4, 2024 (Thursday)	Department Heads submit Budget to Manager
Mid-January	Town Manager meets with Department Heads to discuss their budget requests
January 30, 2024 (Tuesday)	Advertise Public Hearing for Capital Budget
February 8, 2024 (Thursday)	Capital Budget Public Hearing – Council Chambers* – 7:00 p.m.
February 14, 2024 (Wednesday)	Board of Education submits Budget to Manager
February 22, 2024 (Thursday)	A. Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement). Recommendations & Suggestions to BOE regarding consolidation of non-education services and cost savings (10 days from date of receiving BOE Budget per State Statutes (Public Act 13-60)) B. Discuss Board of Education budget overall request, pursuant to Charter Section C9-4 or C9-1 – Location - TBD* – 7:00 p.m.
March 13, 2024 (Wednesday)	Manager submits Budget to Council
March 14, 2024 (Thursday)	Advertise Public Hearing
March 20, 2024 (Wednesday)	Mgr. discusses Budget w/Council–Council Chambers* – 7:00 p.m.
March 21, 2024 (Thursday)	Mgr. discusses Budget w/Council–Council Chambers* – 7:00 p.m.
March 25, 2024 (Monday)	Mgr. discusses Budget w/Council–Council Chambers* – 7:00 p.m.
April 2, 2024 (Tuesday)	<u>PUBLIC HEARING</u> on Manager’s Recommended Budget: Board of Education, Town Gov’t., Capital Improvement Plan – Council Chambers* – 7:00 p.m.
April 4, 2024 (Thursday)	Council Discussion – Budget Finalized – Council Chambers* – 7:00 p.m.
April 10, 2024 (Wednesday)	Advertise Budget
April 17, 2024 (Wednesday)	<u>ANNUAL BUDGET PRESENTATION MEETING</u> – Council Chambers* – 7:00 p.m. – BOE is provided an opportunity to present a revised adopted budget based on funding approved by Town Council and other line item updates
April 18, 2024 (Thursday)	<u>ANNUAL BUDGET PRESENTATION</u> – Senior Center 12:00 p.m.
May 7, 2024 (Tuesday)	Annual Budget Referendum
By May 14, 2024 (Tuesday)	Council Establish Mill Rate upon referendum adoption

*Meetings may be Hybrid

12/14/23