

DEADLINE	ACTION	RESPONSIBLE PARTY
January 13, 2025	Adopt budget preparation calendar	Village Council
January 20, 2025	Hold Village Council Committee of the Whole for goal setting	Village Council
March 28, 2025	Capital Improvement Request Forms due to Village Administrator	Management Team
May 30, 2025	Village Administrator with operating department finalizes cost estimates and prioritizes projects for CIP	Village Administrator, and Management Team
June 2, 2025	Hold public hearing, and adopt Capital Improvement Plan	Planning Commission
June 13, 2025	Submit departmental requests, fee amendments and any other supporting documentation to the Village Administrator	Management Team
June 16, 2025	Submit preliminary revenue estimates for all funds to Village Administrator	Village Treasurer
June 16, 2025	Meet with department supervisors to review department requests	Village Administrator, and Village Treasurer
June 30, 2025	Notify Riga Township of any potential fee adjustments	Village Administrator

DEADLINE	ACTION	RESPONSIBLE PARTY
July 4, 2025	Prepare Village Administrator's proposed budget	Village Administrator
July 21, 22, 23, 2025	Present proposed budget to council in work sessions	Village Administrator, and Village Council
August 8, 2025	Prepare final proposed budget	Village Administrator, and Village Treasurer
August 20, 2025	File and make available copy of proposed budget at Office of the Village Clerk, and online	Village Clerk
August 20, 2025	Publish Public Notice of Budget Hearing	Village Administrator
September 8, 2025	Hold public hearing on proposed budget, adopt resolution approved the budget and CIP	Village Council
September 8, 2025	Hold public hearing on rates resolution, adopt annual comprehensive fee schedule	Village Council
September 30, 2025	Final Budget Available at Office of the Village Clerk, and online	Village Clerk
<i>October 1, 2025</i>	<i>Fiscal year begins, budget takes effect.</i>	