## PROJECTED TIMELINE OF TASKS

(SUBJECT TO CHANGE)

	Jan	Feb	March	April	May	June
<ul> <li>Meet one-on-one with Councilors to learn individual priorities</li> <li>Mayor requests capital needs</li> <li>Mayor issues budget instructions with template to all Departments, Boards, and Committees</li> </ul>						
<ul> <li>City Auditor prepares initial revenue/expenditures projections</li> </ul>						
<ul> <li>Mayor meets with Department Heads to review budget submissions</li> <li>Mayor reviews and prioritizes capital requests</li> <li>Mayor develops a capital needs budget</li> </ul>						
<ul> <li>Governor releases the preliminary budget (House 1), providing proposed state aid</li> </ul>						
<ul> <li>Receiver shares net school spending appropriation</li> <li>Mayor shares with Receiver insurance estimates and retirement pension estimates</li> </ul>						
<ul> <li>Mayor develops operating budget</li> <li>Mayor presents preliminary operating budget and capital needs to City Council and offers State of the City Address</li> <li>City Council during budget hearings meets with departments as needed to go over budget and capital requests</li> </ul>						
<ul> <li>School Committee Budget Hearing - presentation of proposed school budget</li> <li>Finance Committee makes recommendation and forward to the full City Council</li> </ul>						
<ul> <li>Full City Council makes additional cuts (if any) and votes on FY26 Budget</li> </ul>						