

FY 2026 Budget Calendar

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4-Nov	Monday	Senior Staff meeting- budget development kickoff.	City Mgr./Finance Dir.
4-Nov	Monday	Budget Prep Worksheets (Equipment Replacement and Personnel) and CIP Request forms distributed to Department Heads.	Finance Director
Nov 4-22		Department Directors meet with their staff for input.	Department Directors
11-Nov	Monday	Meeting with School Superintendent and Business Manager	City Mgr./Finance Dir.
15-Nov	Wednesday	Agencies notified of request process & deadline.	City Mgr./City Clerk
November		Development of preliminary revenue budget.	Finance Director
22-Nov	Friday	Budget Worksheets (showing 2 prior years) distributed to Department Directors.	Finance Director
22-Nov	Friday	Budget Prep Worksheets (Equipment Replacement and Personnel) due to Finance Director.	Department Directors
11/22-12/15		Development of preliminary staffing budget.	Finance Director
6-Dec	Friday	Department Directors submit CIP requests.	Department Directors
Dec 9 - 31		Development of draft CIP Budget.	City Mgr./Finance Dir/ PW Dir/City Clerk
20-Dec	Friday	Department Directors submit Budget Worksheets.	Department Directors
Dec 21 - 31		Nonsalary requests summarized.	Finance Director
6-Jan	Monday	Budget meetings with department directors begin.	City Mgr./Finance Dir.
31-Dec		Agency requests due to Finance Director.	Agencies
January		Development of CIP & Budget Proposal.	Finance Director
January		Possible joint meeting with County and BV	City Mgr./Finance Dir.
3-Feb	Monday	Proposed CIP document sent to Council.	City Manager
6-Feb	Thursday	Work Session - CIP	Council
5-Feb	Tuesday	School Board Adoption of Budget. (tentative)	School Board
6-Feb	Thursday	School Board submits budget requests to City Manager. (tentative)	Superintendent
20-Feb	Thursday	Work Session - CIP (as needed)	Council
February		Development of final budget proposal.	City Mgr./ Finance Dir
3-Mar	Monday	Proposed budget document sent to Council.	City Manager
26-Feb	Wednesday	Notification of Public Hearing on 3/6 (CIP)	Finance Director
5-Mar	Wednesday	Notification of Public Hearing on 3/6 (CIP)	Finance Director
6-Mar	Thursday	Work Session - FY26 Budget	Council
6-Mar	Thursday	Public Hearing CIP	Council
13-Mar	Thursday	Work Session - Budget (as needed)	Council
20-Mar	Thursday	Work Session - Budget (as needed)	Council
27-Mar	Thursday	Work Session - Budget (as needed)	Council
26-Mar	Wednesday	Notification of Public Hearing on 4/3.	Finance Director
2-Apr	Wednesday	Notification of Public Hearing on 4/3.	Finance Director
3-Apr	Thursday	Work Session - Budget (as needed)	Council
3-Apr	Thursday	Public Hearing at Council meeting- Agency requests, Operating Budget	Council
17-Apr	Thursday	Work session (as needed)	Council
23-Apr	Wednesday	Notification of Public Hearing on 5/1 (Budget)	Finance Director
30-Apr	Wednesday	Notification of Public Hearing on 5/1 (Budget)	Finance Director
1-May	Thursday	Adoption of FY 2025 Budget and CIP	Council
28-May	Wednesday	Notice of Public Hearing on 6/5.	Finance Director
4-Jun	Wednesday	Notice of Public Hearing on 6/5.	Finance Director
5-Jun	Thursday	Public Hearing on Budget Ordinance	Council
5-Jun	Thursday	Adoption of FY 2025 Appropriation Ordinance	Council