

FY 2027 Budget Calendar

updated: 11.12.2025

Date	Day	Task	Responsible Party(ies)
5-Nov	Wednesday	Senior Staff meeting- budget development kickoff.	City Mgr./Finance Dir.
5-Nov	Wednesday	Budget Prep Worksheets (Equipment Replacement and Personnel) and CIP Request forms distributed to Department Heads.	Finance Director
Nov 6-20		Department Directors meet with their staff for input.	Department Directors
12-Nov	Wednesday	Agencies notified of request process & deadline.	City Mgr./City Clerk
November		Development of preliminary revenue budget.	Finance Director
21-Nov	Friday	Budget Worksheets (showing 2 prior years) distributed to Department Directors.	Finance Director
21-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
5-Dec	Friday	Department Directors (other than DPW) submit CIP requests.	Department Directors
5-Dec	Friday	Public Works meets with CM and FD to discuss CIP.	City Mgr./Finance Dir/ PW Dir
Dec 9 - 31		Development of draft CIP Budget.	City Mgr./Finance Dir/ PW Dir/City Clerk
19-Dec	Friday	DPW submit CIP.	PW Dir
19-Dec	Friday	Department Directors submit Budget Worksheets.	Department Directors
Dec 22 - 31		Nonsalary requests summarized.	Finance Director
1-Jan		Agency requests due to Finance Director.	Agencies
6-Jan	Tuesday	Budget meetings with department directors begin.	City Mgr./Finance Dir.
January		Development of CIP & Budget Proposal.	Finance Director
20-Jan	Tuesday	Meeting with School Superintendent and Business Manager.	City Mgr./Finance Dir.
16-Jan	Friday	Interjurisdictional meeting for agencies to present budgets.	City Mgr./Finance Dir.
2-Feb	Monday	Proposed CIP document sent to Council.	City Manager
10-Feb	Tuesday	Work Session - CIP	Council
19-Feb	Thursday	Work Session - CIP (as needed)	Council
February		Development of final budget proposal.	City Mgr./ Finance Dir
6-Mar	Friday	Proposed budget document sent to Council.	City Manager
11-Mar	Tuesday	School Board Adoption of Budget.	School Board
11-Mar	Thursday	School Board submits budget requests to City Manager.	Superintendent
10-Mar	Tuesday	Work Session - Budget	Council
11-Mar	Wednesday	Notification of Public Hearing on 3/19 (CIP)	Finance Director
18-Mar	Wednesday	Notification of Public Hearing on 3/19 (CIP)	Finance Director
19-Mar	Thursday	Work Session - Budget (as needed)	Council
19-Mar	Thursday	Public Hearing - CIP	Council
25-Mar	Wednesday	Notification of Public Hearing on 4/2 (Operating Budget and Agency Requests)	Finance Director
1-Apr	Wednesday	Notification of Public Hearing on 4/2 (Operating Budget and Agency Requests)	Finance Director
2-Apr	Thursday	Work Session - Budget (as needed)	Council
2-Apr	Thursday	Public Hearing - Operating Budget and Agency Requests	Council
16-Apr	Thursday	Joint Work Session with School Board	Council
13-May	Wednesday	Notification of Public Hearing on 5/21 (Appropriation Ordinance)	Finance Director
20-May	Wednesday	Notification of Public Hearing on 5/21 (Appropriation Ordinance)	Finance Director
21-May	Thursday	Public Hearing - Appropriation Ordinance	Council
21-May	Thursday	Adoption of FY 2027 Budget, CIP, and Appropriation Ordinance	Council