



BUDGET CALENDAR

Fiscal Year Ending 2028

<u>2026</u>	
September	17 Finance Committee meeting to discuss budget process for FYE 2028
November	9 Fleet Ranking Committee reviews vehicle replacements 17 Council Work Session on Capital Budget to identify Council priorities
December	7 I.T. critical computer replacement list due 11 "Budget Kick-Off" - Discuss budget process and forms Fleet sends out vehicle replacement recommendations 18 Fleet vehicle REPLACEMENT requests due to Finance
<u>2027</u>	
January	4-8 Budget Staff meets with individual departments as requested Send Letters to Outside Agencies that request funding 19 Meet w/ NPS for SRO Program costing for FYE 28 21 Council Finance Committee Meeting on Mid-Year Amendments/Adjustments 22 Finance/City Manager begin review of reserve/budget policies
February	1 All New/Expanded/Replacement/Reclass Budget Requests and Base Budget Adjustment Requests due to Budget Last day to make changes to Base Budgets 8 Revenue projections and Health Insurance Premium recommendation due 12 Preliminary Fund Summaries due 18 Council Finance Committee Meeting on Outside Agency Funding Requests 19 All Capital Project Requests & Schedules Due to Budget (Recurring Projects, Existing Projects with new funding requests, New Project Requests) Fleet /HR/ IT reviews of Budget Requests due Facility Maintenance Existing Facility project rankings due Updated Dept/Div Summary forms, Performance Measurement forms, and Org Charts due Send out inter-city surveys and request budgets from NCVB and NAC
March	2 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals) 5 Management Team Budget Retreat to prioritize and rank department requests 8-12 City Manager meets with department heads to review budget City Manager review of all Funds 15 Finance begins compilation of budget data 22 City Manager wrap up and proposal of budget Last day to make changes / additions to operating budget
April	13 Preliminary Budget to Print Shop 16 Council & Staff receive preliminary budget document Publish Budget Summary in newspaper announcing 1st Public Hearing 20 Council Study Session - Overview, General Fund and Special Revenue Funds 27 1st Public Hearing at Council Meeting
May	4 Council Study Session for Capital Funds 14 Publish Budget Summary in newspaper announcing 2nd Public Hearing 18 Council Study Session for Enterprise Funds 25 2nd Public Hearing at Council meeting
June	1 Council Study Session (if necessary) 8 Council considers budget for adoption 21 Final Budget to Print Shop for printing/binding 25 File budget with Excise Board & State Auditor
July	1 Beginning of Fiscal Year Ending 2028

Note: The above dates are preliminary and may change.