



# BUDGET CALENDAR

## Fiscal Year Ending 2026

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<b>September</b>	19 Finance Committee meeting to discuss budget process for FYE 2026
<b>November</b>	12 Fleet Ranking Committee reviews vehicle replacements <b>19 Council Work Session on Capital Budget to identify Council priorities</b>
<b>December</b>	3 I.T. critical computer replacement list due <b>6 "Budget Kick-Off" - Distribute budget request forms &amp; base budgets to department representatives</b> 13 Fleet sends out vehicle list for replacement recommendations 20 Fleet vehicle <b>REPLACEMENT</b> requests due to Finance
<b>January</b>	2-9 Budget Staff meets with individual departments as requested Send out Outside Agency Letters requesting funding 15 Meet w/ NPS for SRO Program costing for FY26 17 Finance/City Manager begin review of reserve/budget policies <b>31 All Budget Requests and Base Budget Adjustment Requests due to Budget</b> Last day to make changes to Base Budgets
<b>February</b>	7 Revenue projections due to Accounting Health Insurance Premium recommendation due to Budget from Human Resources 13 Preliminary Fund Summaries due 20 Council Finance Committee Meeting on Mid-Year Amendments/Adjustments/ Outside Agency Funding Requests <b>21 All Capital Project Requests &amp; Schedules Due to Budget (Recurring Projects, Existing Projects with new funding requests, New Project Requests)</b> 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
<b>March</b>	<b>4 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)</b> 7 Management Team Budget Retreat to prioritize and rank department requests 10-14 City Manager meets with department heads to review budget City Manager review of all Funds 17 Finance begins compilation of budget data 24 City Manager wrap up and proposal of budget Last day to make changes / additions to operating budget
<b>April</b>	8 Preliminary Budget to Print Shop 11 Council & Staff receive preliminary budget document Publish Budget Summary in newspaper announcing Public Hearing <b>15 Council Study Session - Overview, General Fund and Special Revenue Funds</b> <b>22 1st Public Hearing at Council Meeting</b>
<b>May</b>	<b>6 Council Study Session for Capital Funds</b> 16 Publish Budget Summary in newspaper announcing Public Hearing <b>20 Council Study Session for Enterprise Funds</b> <b>27 2nd Public Hearing at Council meeting</b>
<b>June</b>	<b>3 Council Study Session (if necessary)</b> <b>10 Council considers budget for adoption</b> 20 Final Budget to Print Shop for printing/binding 27 File budget with Excise Board & State Auditor
<b>July</b>	1 Beginning of Fiscal Year Ending 2026

**Note: The above dates are preliminary and may change.**