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February 17, 2026

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Budget Calendar for Fiscal Year 2026-27

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IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file the Fiscal Year (FY) 2026-27 Operating and Capital Budget Calendar Item

BACKGROUND AND DISCUSSION

The City's annual Operating and Capital Budget should be adopted by June 30 of each fiscal year to allow for expenditures starting July 1 of the new fiscal year. The FY 2026-27 proposed budget calendar reflects this directive, beginning in March 2026, with the budget's anticipated adoption by the council on or before June 16, 2026.

ATTACHMENTS:

- FY 2026-27 Proposed Budget Calendar

# FY 2026-27 Proposed Budget Calendar

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## **February**

- **Tuesday, February 17<sup>th</sup> City Council Proposed Budget Calendar on Consent Calendar**
  - Agendize budget calendar

## **MARCH**

- **March 1-31**
  - Development of proposed staffing plan
  - Salary costs are calculated based on the proposed staffing plan
  - Revenue forecasting is completed
  - Budget worksheets are compiled
- **Friday, March 20<sup>th</sup>**
  - Budget Packets Distributed to Department Heads/Supervisors

## **APRIL**

- **April - Priority Setting Meetings with City Council**
- **Monday, April 6<sup>th</sup>**
  - Department Heads/Supervisors turn in Budget Requests to Finance Director
- **April 13 – April 17**
  - Information compiled by Finance
- **April 20 – April 24**
  - City Manager reviews Budget and provides recommended changes to Finance
  - City Manager meets with Department Heads/Supervisors as needed
- **Thursday, April 30<sup>th</sup>**
  - Finance finishes preparing the recommended budget for City Manager approval

# FY 2026-27 Proposed Budget Calendar

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## **MAY**

- **May 4 - May 15**
  - Prepare Staff Report and Final Preparations for Recommended Budget
- **Tuesday, May 19<sup>th</sup> City Council Meeting**
  - The City Manager presents the Recommended Operating and Capital Budget
- **May 21– May 30**
  - *Special budget meetings, if necessary*

## **JUNE**

- **Tuesday, June 2 City Council Meeting**
  - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget
- **June 4 - June 16**
  - *Special budget meetings if necessary*
- **Tuesday, June 17<sup>th</sup> City Council Meeting**
  - Special Presentation - Finance Director Presents the Final Operating and Capital Budget for Adoption Resolution No. \_\_\_\_\_