

CITY OF SANDPOINT - BUDGET CALENDAR - FY 2027	Responsible Party	Legal Date	Proposed Date	LEGEND
Budget - Calendar Setting	Finance		2/2/26	County
Fees - Updated Fee Schedule to Departments (including December CPI)	Clerk		3/2/26	Council
Budget - BSA budgets ready for Department/Division entry	Finance		3/2/26	Mayor
Budget - BSA budget training	Finance		Week of 3/2	Finance
Budget - Employee Benefits, Market Analysis with COLA Recommendation	Central Services & Finance/Mayor		3/20/26	Central Services
Fees - Discussion and Analysis	Department & Finance		March - April	Department
Budget - Updated Personnel Costs Projections	Finance		4/1/26	City Clerk
Budget - Operation & Maintenance Line Item Detail Expenditure Budgets Complete - BSA	Department		4/10/26	
Budget - Kickoff Meeting & Set Public Hearing Date (50-1002)	Council		4/15/26	
Budget - Discussions with Departments and Budget Balancing meetings	Department & Mayor/Finance		Weeks of 4/20 & 4/27/26	
Budget - Notice to County - Public Hearing Date - Not later than 4/30 of each year (63-802A)	Clerk	4/30/26	4/30/26	
Fees - Council Review - Set Public Hearing Date (63-1311A) - 'fee increases in excess of 5% or new fees'	Council		5/6/26	
Fees - Publish Public Hearing (63-1311A) 'once each week for the 2 weeks preceding the hearing'	Clerk		5/12 & 5/19/26	
Fees - Public Hearing and Adopt Master Fee Resolution (63-1311A) - 'fee increases in excess of 5% or new fees'	Council		5/20/26	
CIP - Project Requests reviewed and finalized in 2027 Capital Improvement Plan - ClearGov	Department		5/29/26	
Budget - Operations & Maintenance Narratives reviewed and finalized - ClearGov	Department		5/29/26	
Budget - FY 2027 Preliminary Budget to Council for review	Finance		6/25/26	
CIP - FY 2027 Capital Improvement Plan to Council for review	Finance		6/25/26	
Budget - Budget Workshop (Fiscal Well-Being of City Funds - Fund Balance/Net Position & FY 2027 Capital Improvement Plan)	Council		7/1/26	
Budget - Budget Workshop (Enterprise Funds:Water/Wastewater/Sanitation/Bond & Special Revenue Funds)	Council		7/8/26	
Budget - Budget Workshop (General Fund: Police/Fire/CPD/Public Works/Central Services/Finance/One-Time \$ and Citywide Revenue)	Council		7/8/26	
Budget - Council Review - FY 2027 Preliminary Budget - All Sections and Approve for Publishing Public Hearing Notification	Council		7/15/26	
Budget - Certified New Construction Roll from County - 3rd Monday in July (63-301A)	County	7/20/26	7/20/26	
Budget - County Auditor Notify of Taxable Valuation - Prior to the first Monday in August (63-1312)	County	8/3/26	8/3/26	
Budget - Publish Proposed Budget and Public Hearing Notification (50-1002) 'twice - at least 7 days apart'	Clerk		8/4 & 8/11/26	
Budget - Additional Council Discussion/Review (if needed)	Council		8/5/26	
Budget - Public Hearing & Adopt FY 2027 Annual Appropriation Ordinance (50-1002) 'Prior to Certifying to the County Commissioners'	Council	9/2/26	8/19/26	
Budget - Certify Taxes to County L2 (63-803(3)) 'not later than the Thursday prior to the 2nd Monday in Sept'	Clerk	9/10/26	8/31/26	
Budget - Publish Annual Appropriation Ordinance (50-1003) 'Publish prior to the commencement of each fiscal year'	Clerk	9/30/26	9/1/26	