



Detailed Budget Preparation Schedule for Fiscal Year 2025 - 2026

Budget Calendar Adoption	December 9, 2025
Budget Preparation Documentation	January 24, 2025
Personnel Action Forms	
Capital Outlay Requests	
Department Requests	
Grants to Agencies Request	
CIP Review and Status Reports	
Vehicle and Equipment Assessment Review	
Trinity City Council Annual Retreat	February 4, 2025
Executive Leadership Meeting	February 14, 2025
Proposed Budget Reviewed by the City Manager	February 21, 2025
Trinity City Council Receives Budget “Draft”	February 28, 2025
Budget Revision Workshop on Proposed Annual Budget	
Workshop One	March 13, 2025
Workshop Two (<i>if needed</i>)	March 20, 2025
Workshop Three (<i>if needed</i>)	March 27, 2025
Publish Notice of Budget Hearing	April 18, 2025
Public Hearing on Proposed Annual Budget FY 2025 – 2026	May 12, 2025
Adoption of Annual Budget FY 2025 – 2026	June 9, 2025