

Development of Fiscal Year 2027 and Financial Plan 2028

Operating and Capital Budget

NOVEMBER 10, 2025:	Budget Calendar Distributed. Department Directors and Division Chiefs will have access to budget levels within Munis.
DECEMBER 22, 2025:	All new capital requests are due in Munis with priorities.
DECEMBER 30, 2025:	Personnel changes requested for Fiscal Years 2027 and 2028 with explanations can be submitted to the City Manager, Assistant City Managers(s), Human Resources, and Finance. These changes can be additions, deletions or re-organizational requests.
JANUARY 30, 2026:	Preparation of Operational accounts and Miscellaneous Funds are due. Estimated Actual for Fiscal Year 2026 for all accounts are due. For Fiscal Year 2027 and Financial Plan 2028, all accounts should be completed except for payroll. Complete ONLY Variable Pay and Overtime in payroll. Finance will complete the rest of the payroll accounts for Fiscal Year 2027 and Financial Plan 2028. *Note that justification/budget detail is to be entered by the department for each account.
	All numbers should be entered in multiples of \$100.
	Department directors to review and propose changes to the Manual of Fees to Assistant City Managers and Finance Director.
FEBRUARY 23, 2026:	Proposed changes to the Manual of Fees for FY27 are due.
WEEK OF FEB 23, 2026:	PRE-BUDGET WEEK – meetings with departments to discuss estimated actuals and discuss any questions prior to meeting with City Manager/ Assistant City Managers
WEEK OF MAR 23, 2026:	BUDGET WEEK – meetings will be scheduled to discuss capital, operating, personnel and changes to the Manual of Fees.
APRIL 24, 2026:	Roll-overs are due.
MAY 2026:	City Manager presents proposed budget and capital requests to the City Council.
JUNE 2026:	City Council reviews proposed budget and capital requests. The Public Hearing will be held. Adoption of the budget, capital requests and approval of resolutions to happen at the City Council meeting.