

Development of Fiscal Year 2026 and Financial Plan 2027 Operating and Capital Budget

- NOVEMBER 12, 2024: Budget Calendar Distributed. Department Directors and Division Chiefs will have access to budget levels within Munis.
- DECEMBER 23, 2024: All new capital requests are due in Munis with priorities.
- DECEMBER 30, 2024: Personnel changes requested for Fiscal Years 2026 and 2027 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 31, 2025: Preparation of Operational accounts and Miscellaneous Funds are due. Estimated Actual for Fiscal Year 2025 for all accounts are due. For Fiscal Year 2026 and Financial Plan 2027, 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 2026 and Financial Plan 2027.
- 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 24, 2025: Proposed changes to the Manual of Fees for FY26 are due.
- WEEK OF FEB 24, 2025: **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 10, 2025: **BUDGET WEEK** – meetings will be scheduled to discuss capital, operating, personnel and changes to the Manual of Fees.
- APRIL 25, 2025: Roll-overs are due.
- MAY 2025: City Manager presents proposed budget and capital requests to the City Council.
- JUNE 2025: 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.