



REVISED 02/02/2026: BUDGET CALENDAR – ZERO-BASE BUDGETING

FY 2026-27 & FY 2027-28 BIENNIAL OPERATING BUDGET & CIP

DATE	ACTION/ACTIVITY
SEPT. 16, 2025	NEW BUDGET CYCLE PARAMETERS & ASSUMPTIONS
SEPT. 29, 2025	BUDGET, FINANCE, AND LEGISLATIVE STANDING COMMITTEE (BFLSC)
OCT. 1, 2025	BEGIN BUDGET PROCESS KICKOFF <ul style="list-style-type: none">▪ City Manager provides general direction to the Budget Team▪ Budget Team provides overview of Zero-Base Budgeting to the Budget Team
OCT. 6, 2025	CITY COUNCIL FY 2026-27 & FY 2027-28 BIENNIAL OPERATING BUDGET CALENDAR RECEIVE & FILE
OCT. 7 – OCT. 16, 2025	FINANCE DEVELOPS BUDGET PARAMETERS AND INSTRUCTIONS <ul style="list-style-type: none">▪ ClearGov access provided for training to the Budget Team
OCT. 20 – NOV. 20, 2025	PERSONNEL BUDGET DEVELOPMENT <ul style="list-style-type: none">▪ Finance to send FTE counts to Departments for review▪ Final FTE Count submitted to CMO for approval▪ HR completes and sends Org Chart to Finance (includes PT equivalent for FT)▪ Finance uploads data in ClearGov (pending ClearGov’s timeline)
OCT. 20 – DEC. 18, 2025	OPERATING EXPENSE & REVENUE BUDGET DEVELOPMENT <ul style="list-style-type: none">▪ Departments enters the supplies and services budget requests in ClearGov▪ PW Dept. enters CIP requests in ClearGov for budget appropriations.▪ CMO and Finance to develop Revenue Forecast▪ Department Budget Book Narratives Due
JAN. 5 – MAR. 09, 2026	FINANCE COMPLETES ANALYTICAL REVIEW & BALANCES BUDGET <ul style="list-style-type: none">▪ Presentation and discussion between City Departments and Finance▪ Presentation and discussion between CMO and Finance
MAR. 10, 2026	BFLSC BUDGET PRESENTATION (DRAFT – ALL OPERATING DEPTS)
MAR. 16, 2026	CITY COUNCIL BUDGET PRESENTATION & PUBLIC BUDGET HEARING (DRAFT OPERATING BUDGET & 5-YEAR CIP BUDGET UPDATE)
MAR. 17 – APR. 16, 2026	FINANCE FINAL PREPARATION OF THE PROPOSED BUDGET & GANN LIMIT
APRIL 6, 2026	CITY COUNCIL SETS PUBLIC HEARING FOR JUNE 1, 2026
APR. 7 – MAY. 18, 2026	BUDGET BOOK DEVELOPMENT <ul style="list-style-type: none">▪ Department narratives and photos due to Finance Department▪ CMO finalizes Budget Message and Finance completes layout and publication
JUN. 1, 2026	CITY COUNCIL SCHEDULED PUBLIC HEARING (PROPOSED DRAFT BUDGET REVIEW) <ul style="list-style-type: none">▪ City Clerk to set the Public Hearing and send Public Notice at least 5 days prior▪ Capital improvement plan presentation to Planning Commission
JUN. 15, 2026	COUNCIL TO ADOPT OPERATING BUDGET, CIP PLAN, AND GANN LIMIT
JUN. 16 – JUN. 26, 2026	FINANCE, CLEARGOV AND INFORMATION TECH CREATE LINK TO CITY’S WEBSITE
JUN. 29 – JUNE 30, 2026	ADOPTED BUDGET ENTERED IN SPRINGBROOK