



## REVISED 02/17/2026: 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            | <b>BEGIN BUDGET PROCESS KICKOFF</b> <ul style="list-style-type: none"><li>City Manager provides general direction to the Budget Team</li><li>Budget Team provides overview of Zero-Base Budgeting to the Budget Team</li></ul>   |
| OCT. 6, 2025            | CITY COUNCIL FY 2026-27 & FY 2027-28 BIENNIAL OPERATING BUDGET CALENDAR RECEIVE & FILE   |
| OCT. 7 – OCT. 16, 2025  | <b>FINANCE DEVELOPS BUDGET PARAMETERS AND INSTRUCTIONS</b> <ul style="list-style-type: none"><li>ClearGov access provided for training to the Budget Team</li></ul>  |
| OCT. 20 – NOV. 20, 2025 | <b>PERSONNEL BUDGET DEVELOPMENT</b> <ul style="list-style-type: none"><li>Finance to send FTE counts to Departments for review</li><li>Final FTE Count submitted to CMO for approval</li><li>HR completes and sends Org Chart to Finance (includes PT equivalent for FT)</li><li>Finance uploads data in ClearGov (pending ClearGov's timeline)</li></ul>        |
| OCT. 20 – DEC. 18, 2025 | <b>OPERATING EXPENSE &amp; REVENUE BUDGET DEVELOPMENT</b> <ul style="list-style-type: none"><li>Departments enters the supplies and services budget requests in ClearGov</li><li>PW Dept. enters CIP requests in ClearGov for budget appropriations.</li><li>CMO and Finance to develop Revenue Forecast</li><li>Department Budget Book Narratives Due</li></ul> |
| JAN. 5 – MAR. 31, 2026  | <b>FINANCE COMPLETES ANALYTICAL REVIEW &amp; BALANCES BUDGET</b> <ul style="list-style-type: none"><li>Presentation and discussion between City Departments and Finance</li><li>Presentation and discussion between CMO and Finance</li></ul>  |
| APR. 1, 2026            | BFLSC BUDGET PRESENTATION (DRAFT – ALL OPERATING DEPTS)  |
| APR. 8, 2026            | SPECIAL CITY COUNCIL BUDGET SESSION: PRESENTATION OF DRAFT OPERATING BUDGET & 5-YEAR CIP BUDGET UPDATE   |
| APR. 9 – MAY. 30, 2026  | FINANCE FINAL PREPARATION OF THE PROPOSED BUDGET & GANN LIMIT  |
| APR. 20, 2026           | CITY COUNCIL SETS PUBLIC HEARING FOR JUNE 1, 2026  |
| APR. 9 – MAY. 30, 2026  | <b>BUDGET BOOK DEVELOPMENT</b> <ul style="list-style-type: none"><li>Department narratives and photos due to Finance Department</li><li>CMO finalizes Budget Message and Finance completes layout and publication</li></ul>  |
| JUN. 1, 2026            | <b>CITY COUNCIL SCHEDULED PUBLIC HEARING (PROPOSED DRAFT BUDGET REVIEW)</b> <ul style="list-style-type: none"><li>City Clerk to set the Public Hearing and send Public Notice at least 5 days prior</li><li>Capital improvement plan presentation to Planning Commission</li></ul>   |
| 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  |