

# FY 2025/26 BUDGET CALENDAR

Date	Item	Description
December 17	Council Meeting	Present proposed timeline to City Council for review
January 13	Budget Kickoff	Meet with Department Managers to discuss timeline and process
January 21	Council Meeting	Review and revise Strategic Plan
January 27	Finance Committee Meeting	Revenue planning and long-term forecasting review
Jan 14 - Feb 11	Operating Budget Deadline	Departmental operating budget entry and forms due to Finance
February 4	Operating Budget Tools	Wage and other expense budget items due to Finance
February 12-26	Budget Submission Review	Finance reviews budget submissions
February 14	Capital Request Deadline	Deadline to submit capital budget requests into Cleargov by departments
February 24	Capital Request Review	CIP meeting to review capital budget requests
Mar 3 - Mar 14	Admin Budget Review	City Manager and Finance to hold departmental budget review meetings
April 4	Budget Book Entry Deadline	Deadline for department's entry into Cleargov budget book
April 22	Council Workshop	City Council to receive departmental budget presentations and proposed CIP
April 28	Finance Committee Meeting	Finance Committee review of proposed budget
May 6	Council Meeting	Tentative City Council Meeting: Saved for request of additional information
June 3	Budget Adoption	Final budget to City Council for approval and adoption of FY25/26 budget
June 17	Budget Book and Message	Presentation of budget book and budget message to City Council