

Fiscal Year 2025-26 Budget Calendar

Dates	Description
January	Distribution of budget instructions and forms
January-February	Support department meetings to discuss IT (software and PC), Human Resources (personnel), Fleet (gas-powered vehicles/ equipment), Facilities (building maintenance), Engineering (facility construction & modification) & OFN (moving phones/relocating/renovations)
March 7	Fleet, Facilities, IT & HR recommendations due
March 14	Five-year Capital Plan, CIP forms and Special Requests due
March 21	Salary & Benefit forms due
March 28	Deadline for Munis budget entry for all departments
April 4	Fee Schedule due from applicable departments
April 11	Allocation data due from applicable departments
TBD	Council Strategic Planning Workshop
April/May	Budget/CMO meets with Departments
May 30	Long-range forecast due from applicable departments
July 15	City Council to Adopt Tentative Millage
August 12	Budget Presentation with City Council, Mayor, City Management, Senior Management and Budget Team
TBD	First Public Hearing to set Tentative Budget and Proposed Millage Rate
TBD	Second Public Hearing to adopt Final Budget and Final Millage Rate
September 30	Fiscal Year 2024-25 Ends
October 1	Fiscal Year 2025-26 Begins

Designates City Council participation
