

2025-2026 Biennial Budget Calendar

<u>Date</u>	<u>Item</u>	<u>Responsible Party</u>	<u>Legal Deadline</u>
4/30/24	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
6/10/24	Budget worksheets sent out to all departments (with instructions)	Finance Director	9/9/2024
7/30/24	Council Retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
8/01/24 8:00 a.m.	Budget worksheets due back to Finance Department	Department Heads	9/23/2024
8/08/24 - 8/30/24	Mayor, City Administrator & Finance Director review budget & meet with department heads	City Administrator, Mayor, Finance Director & Dept. Heads	n/a
9/3/24-9/16/24	Draft Budget Message	Mayor/CA	n/a
9/24/24	Council presented with estimates of revenues	Finance Director	10/1/2024
9/24/24	Final Budget Message	Mayor/CA	11/2/2024
9/24/24	Preliminary Budget presented to council & filed with the Finance Director	Finance Director	11/2/2024
9/27/24	Preliminary Budget available to the public	Finance Director	11/20/2024
10/8/24	First Public Hearing on 2025-2026 Budget (including revenue projections)	City Clerk publishes	before 12/02/2024 but no later than 12/07/2024
10/15/24	2025-2026 Budget Presentation to Council (to include updated six year capital plan)	Finance Director, Department Heads	n/a
10/15/24	Second Public Hearing on 2025-2026 Budget (including revenues)	City Clerk publishes	n/a
10/22/24	First reading of Ordinance setting property tax levy; First reading of Ordinance adopting Budget; First reading of Ordinance adopting six year capital plan	City Council	n/a
10/22/24	Final Public Hearing on 2025-2026 Budget (including revenues)	City Clerk publishes	n/a
11/12/24	Second Reading/Adoption of Ordinance setting property tax levy	City Council	11/29/2024
11/12/24	Second Reading/Adoption of Ordinance for 2025-2026 Budget; Second Reading/Adoption of the six year capital plan	City Council	12/31/2024
8/1/25	Call for mid-biennial review and adjustments; appropriate forms/worksheets to be sent to all Directors	Finance Director	no sooner than 08/01/2025 and no later than 12/31/2025
9/29/2025 8:00 a.m.	Mid-biennial adjustment requests due back to Finance	All Directors	no sooner than 08/01/2025 and no later than 12/31/2025
10/7/25	2025-2026 Budget modifications distributed to Council	Finance Director	12/31/2025
10/14/25	Public Hearing on 2025-2026 Budget adjustments and revenue sources	City Clerk publishes	12/31/2025
10/21/25	Second Public Hearing on 2025-2026 Budget adjustments and revenue sources	City Clerk publishes	n/a
10/28/25	First Reading for 2026 Property Tax ordinance; First Reading 2025-2026 Budget Modifications	City Council	n/a
10/28/25	Final Public Hearing on 2025-2026 Budget adjustments including revenues	City Clerk publishes	n/a
11/18/25	Final Read/Adoption of 2026 Property Tax Ordinance	City Council	11/28/2025
11/18/25	Final Read/Adoption of 2025-2026 Budget Modifications	City Council	12/31/2025