

## FY 2026-27 BUDGET CALENDAR

Attachment 3

DATES	DELIVERABLES		DEPARTMENTS INVOLVED
<b>2025</b>			
September	16	<b>Internal Service Fund (ISF) Budget Kickoff Meeting - Teams</b>	Public Works, HR, IT
		Finance discussions with Departments to review General Fund (GF) Revenue trends and develop FY2026-27 Revenue budgets	Development Services (DSD), PW, Fire, Library, Parks & Rec,
October	20	<b>Deadline to submit GF Revenue Forecast for FY 2026-27</b>	DSD, PW, Fire, Library, Parks & Rec, Police
	21	<b>Deadline to submit ISF changes - Public Works, HR and I/T Submit approved updated AD</b>	Public Works, HR, IT
		Requests for new position classification submitted to HR	All Departments
November		Finance calculates General Administration overhead cost allocation per AD-40	
<b>2026</b>			
January	6	<b>Budget Kickoff Meeting - Teams</b>	All Departments
	20-22	CMO and Finance meetings with Mayor and Councilmembers to review Five-Year Forecast	
February	3	<b>Deadline to submit GF budget requests/Promote GF budgets in Questica</b> <b>Deadline to submit requests for new positions (GF and Non-GF)</b>	All GF Departments All Departments (GF & Non-GF)
	4	Five-Year Forecast presented to Council	
	4	Finance staff reviews submitted requests and provide a list of GF requests to City Manager's Office (CMO)	
	9	CMO meeting with Department Directors to discuss high level priority requests (with Finance)	
	17	<b>Deadline to promote Non-GF budgets in Questica</b>	All Non-GF Departments
	16-19	Meetings with CMO, Finance and Departments to discuss budget requests	All Departments
	23	CMO determines GF requests for recommendation to Council	
	24	Finance communicates to Departments CMO recommendations to Council	
	23-26	Finance prepares preliminary GF budgets	
March	3	Finance provides preliminary GF budget to CMO. Draft budget memo, PowerPoint presentation and Budget Worksheets for the Budget Workshop	
	3	<b>Deadline to promote Capital Improvement Program (CIP) budgets in Questica</b> <b>Deadline for DSD to provide final combined CIP worksheets (including Water) to Finance</b>	DSD and Water Department DSD
	4	<b>Council Capital Improvement Project (CIP) priority workshop</b>	
	10	<b>HR provides Finance results of reclass studies to include in the budget</b>	Human Resources
	17	<b>Deadline to submit goals, accomplishments, and performance measures for budget book</b>	All Departments
April	6-8	CMO and Finance meetings with Mayor and Councilmembers to review budget recommendations	
	15	<b>Council Budget workshop</b>	
	16-23	Finance makes budget changes as directed by Council and CMO	
May	4-7	Finance prepares staff report	
	11-12	Finance drafts and submits budget adoption resolutions and public hearing notice request to City Attorney for review	
	13	Finance submits Budget Hearing staff report to Legistar agenda system	
	18-21	Finance prepares PowerPoint presentation for Budget Hearing	
	19	Finance submits public hearing notice request to City Clerk	
	24	Public hearing notice published in Union Tribune	
	27	Finance provides proposed budget document to Council	
June	3	<b>Council Meeting - Public hearing for Budget Adoption</b>	
	30	Publish Budget Book and Budget-in-Brief to the website	

February 2026 - Harbor & Beaches Advisory Committee reviews and recommends the Harbor Operating and Capital Budget

March 2026 - Utilities Commission reviews and recommends the Water Utilities Operating and Capital Budget

May 2026 - Measure X Community Oversight Committee reviews spending plan

May 2026 - Parks and Rec Commission reviews and recommends the Parks Operating and Capital Budget

May 2026 - Planning Commission reviews CIP Program for General Plan Conformity Determination