

PROPOSED BUDGET PREPARATION CALENDAR FOR FY 2026-27 and FY 27-28

Action Item	Due Date
NOTE: Current year-to-date revenue and expenditure data, including capital, is available in Tyler under Financial and Account Inquiry at any time, reflecting latest transactions entered into system.	
Departments contact Engineering Dept. for any assistance needed for new or augmented capital projects and review and revise all existing (carry-over) projects.	9/15/2025
Departments complete meetings with Engineering for Capital Improvement Projects Requests for new fiscal year.	10/20/2025
Engineering completes a Draft Priority List of Recommended Projects and Reviews with the City Manager and Capital Improvement Group.	11/17/2025
Enginnering Prepares a Final CIP Priority list to be included in CM Recommended Goals and Priorities.	
Departments draft 1) Mission statements, 2) Goals 3) Objectives and 4)Budget Highlights. (Templates with some prior year information available on n drive.)	12/5/2025
<i>Note 1: Some of these may need to be revised after the Council-Staff goal setting sessions.</i>	
<i>Note 2: In Budget Highlights, include brief narrative that describes differences, if any, between current year and proposed service levels. If service level remains unchanged, but cost to provide is significantly different, describe reason. This may include personnel changes approved by Council with budget or later during year, following budget approval.</i>	
<i>Department Heads meet with City Manager to review MGO's</i>	12/8-12/12/25
Full FY 2026-28 Instructions and calendar distributed and available on n drive and intranet	12/19/2025
"2026 Projected" (25-26 ESTIMATE) available for entry in Tyler under Central Budget Entry.	12/19/2025
City Manager/Finance distributes Department/division budget targets for discretionary account lines for FY 27 and FY 28	12/22/2025
"2027 Department Level" and 2028 Department Level (DHEAD CORE 2026-27 REQS) is available for entry in Tyler under Central Budget Entry.	12/22/2025

Beyond Core 27 and 28 available for entry on Tyler . A Budget Projection Number is clearly Labeled as "Beyond Core 2026-27" and "Beyond Core 27-28"	12/22/2025
Provide City Council with Draft of Goals and Priorities (1st Council Meeting in January).	1/5/2026
Complete Development Forecast	1/6/2026
Town Hall Meetings in Janaury (Location to be determined)	TBD
Departments submit 27 and 28 Personnel Requests for permanent and temporary staff changes requested to Finance Dept. Budget Accountant. This includes additions and deletions of approved staffing levels (Reclassification requests will not be a part of the budget process. See Personnel) Indicate any new positions to be split among budget units.	1/12/2026
Departments review and update current year staffing splits (on N drive).	1/12/2026
Complete CPI Increase for Maintenance Districts on Support Services, and Admin Charges and import in Tyler for FY 27 and FY 28.	1/23/2026
Budget Accountant to send copies of Personnel Requests to HR Manager, Deputy City Manager and City Manager. Set up a meeting to discuss requests.	1/23/2026
Finance enters year-end estimates and 2026-27 carry-over for uncompleted capital projects that were included in 2025-26 budgets (balances as of 12/31/25)	1/30/2026
Engineering Dept. to receive estimates of new funding available from capital funds for Capital Improvement Projects from Finance	1/30/2026
<i>Note: Departments should not enter new capital projects in Tyler. See page 42 of Budget Instructions for details of Capital Project process.</i>	
Departments complete "2026 Projected" (25-26 ESTIMATE) actuals for revenues in Tyler Central Budget Entry.	1/30/2026
Departments complete "2027 Department Level" and 2028 Department Level" revenue projections and enter in Tyler under Central Budget Entry.	1/30/2026
Fleet distributes active vehicle/equipment lists to departments.	2/2/2026

Goals and Priorities adopted by the City Council (1st Council Meeting in February).		2/2/2026
Departments verify active vehicle/equipment lists and submit to Fleet.		2/9/2026
Departments review current year data and submit: 1) proposed 2026-27 Interdepartmental Direct Service Charges; and 2) level of effort estimates for Administrative Expense and Support Service charges. All items will be available for completion/update on the N drive.		2/9/2026
<i>Note: Level of effort estimates for Administrative Expense only apply to City Council, City Manager, City Attorney, Finance, and Purchasing. Level of effort estimates for Support Service charges only apply to Information Technology and Records.</i>		
Departments complete "Projected 2026" actuals for expenditures in Tyler Central Budget Entry.		2/9/2026
Departments complete "2027 Department Level" expenses, including acquisitions and enter in Tyler under Central Budget Entry.		2/9/2026
Departments complete BEYOND THE CORE 2026-27 and 2027-28 revenue and expenses, including acquisitions and enter in Tyler under Central Budgeting Entry. A Budget Projection is Clearly Labeled as "Beyond Core 2026-27" and "Beyond Core 2027-28" Please refer to Tyler budget instructions.		2/9/2026
Fleet provides Finance with updated vehicle/equipment lists.		2/16/2026
Engineering to provide Finance Proposed Capital Improvement Projects and budgets based on available funding for entry into FY2026-27 budget.		2/16/2026
Departments review basis for proposed interdepartmental charges--direct services hours and levels of service for administrative and support services (on N drive)		2/16/2026
Fleet distributes proposed vehicle operations and maintenance (O&M) charges to departments, with description of items covered (and not covered) by O&M amount.		2/16/2026
Departments indicate acceptance of vehicle O&M charges, or work with Fleet to finalize. Public Works enters O&M in Tyler.		2/26/2026
Finance enters Fleet and PC Replacement charges in Tyler for FY 27 and FY 28		2/27/2026
Departments update line item detail descriptions on N drive		2/27/2026
Finance enters Direct Service Charges for FY 27 and FY 28		2/27/2026

Finance enters Insurance for FY 27 and FY 28	3/2/2026
Finance enters Facilities for FY 27 and FY 28	3/6/2026
Finance enters Support Services and Administrative charges for FY 27 and FY 28	3/11/2026
Maintenance District budgets prepared with Engineer's Report and submitted to City Council 4/6/26 to set dates to hold Public Meeting on 6/1/26 and Public Hearing on 6/15/26 approving budgets).	3/16/2026
Finance provides preliminary 2025/26 and 2026/27 and 2027/28 revenue and expenditure projections to City Manager (2025-26 Projections, Department Level 2026-27 and BEYOND THE CORE 2026-27 Department Level 2027-28 and Beyond the Core 2027-28)	3/23/2026
City Manager Office review of Department Head Requests.	3/23 - 3/27/26
Departmental review sessions (to be scheduled individually)	3/23 - 3/27/26
Engineering Department complete draft 5-Year Capital Improvements Program	4/20/2026
Prepare draft budget documents, including fund summaries for City Manager review	4/20/2026
City Manager final review of proposed budget	4/21 - 4/26/26
Planning Commission meeting packet ready for 5/6/26 review of Capital Improvements Program and budget (Planning Commission Meeting) - need report by 4/27/26	4/27/2026
Distribute clearly labelled <u>proposed</u> budget document and post on website with disclaimer statement (MMC Sec. 1102 Council is to receive proposed budget at least 35 days (5/26/26) prior to the beginning of the fiscal year.)	5/15/2026
City Council Mid Year Update and Next FY Project and One-Time Allocation Recommendations	5/18/2026
Revise budget per Council direction	Following study session(s)
Public Hearing to present Budget. (Admin report to be submitted in Legistar by 5/22/26)	6/1/2026
City Clerk posts public hearing (at least 10 days before budget hearing.)	6/4/2026
Budget continued public hearing and adoption	6/15/2026
Distribute final budget document and post budget materials on City website and intranet	7/2026