

PROPOSED BUDGET PREPARATION CALENDAR FOR FY 2027-28	
Action Item	Due Date
<i>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.</i>	
Departments contact Engineering Dept. for any assistance needed for new or augmented capital projects and review and revise all existing (carry-over) projects.	9/14/2026
Departments complete meetings with Engineering for Capital Improvement Projects Requests for new fiscal year.	10/19/2026
Engineering completes a Draft Priority List of Recommended Projects and Reviews with the City Manager and Capital Improvement Group.	11/16/2026
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.)	12/4/2026
<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>	12/7-12/11/26
Full FY 2026-28 Instructions and calendar distributed and available on n drive and intranet	12/18/2026
"2026 Projected" (25-26 ESTIMATE) available for entry in Tyler under Central Budget Entry.	12/18/2026
Provide City Council with Draft of Goals and Priorities (1st Council Meeting in January).	1/4/2027
Complete Development Forecast	1/5/2027
Town Hall Meetings in Janaury (Location to be determined)	TBD

Finance reviews and adjusts year-end estimates and 2026-27 carry-over for uncompleted capital projects that were included in 2026-27 budgets (balances as of 12/31/26)		1/29/2027
Engineering Dept. to receive estimates of new funding available from capital funds for Capital Improvement Projects from Finance		1/29/2027
<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 "2027 Projected" (26-27 ESTIMATE) actuals for revenues in Tyler Central Budget Entry.		1/29/2027
Goals and Priorities adopted by the City Council (1st Council Meeting in February).		2/1/2027
Engineering to provide Finance Proposed Capital Improvement Projects and budgets based on available funding for entry into FY2027-28 budget.		2/15/2027
Finance reviews Insurance for FY 28		3/1/2027
Finance reviews Facilities for FY 28		3/8/2027
Finance reviews Support Services for FY 28		3/12/2027
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).		3/16/2027
Finance provides preliminary 2026/27 and 2027/28 revenue and expenditure projections to City Manager (2026-27 Projections and Department Level 2027-28)		3/22/2027
City Manager Office review of 2027/28 Proposed Budget		3/22 - 3/26/27
Departmental review sessions (to be scheduled individually)		3/22 - 3/26/27
Engineering Department complete draft 5-Year Capital Improvements Program		4/19/2027
Prepare draft budget documents, including fund summaries for City Manager review		4/19/2027
City Manager final review of proposed budget		4/20 - 4/23/27

	Planning Commission meeting packet ready for 5/5/27 review of Capital Improvements Program and budget (Planning Commission Meeting) - need report by 4/26/27	4/26/2027
	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.)	5/14/2027
	City Council Mid Year Update and Next FY Project and One-Time Allocation Recommendations	5/17/2027
	Revise budget per Council direction	<i>Following study session(s)</i>
	Public Hearing to present Budget. (Admin report to be submitted in Legistar by 5/28/27)	6/7/2027
	City Clerk posts public hearing (at least 10 days before budget hearing.)	6/10/2027
	Budget continued public hearing and adoption	6/21/2027
	Distribute final budget document and post budget materials on City website and intranet	7/2027