

FY 27 Budget Calendar

Date	Info Type	Description	Information	Location	Involved Parties	Due Date
November						
13	TASK	City Council - Budget Amendments Due - 1st Quarter	FY 26 Budget Adjustments Form		Budget Team	November 13
December						
1	FYI	City Council - Budget Amendments - 1st Quarter - First Read		Council Chambers		December 1
12	FYI	JDQ Forms for reorganizations, new positions, and title changes available	Sent to Department Directors and published on the Intranet		Human Resources	January 6
15	FYI	City Council - Budget Amendments - 1st Quarter - Vote		Council Chambers		December 15
January						
1	TASK	Update FY 27 Capital Projects (new projects, revise timing, project cost, or funding source)	OpenGov Website		Budget Team	January 30
1	TASK	Update CIP Document Narratives	Department CIP Narratives are linked on the department pages on the Budget Prep Site		Budget Team	January 30
5	MTG	Pre-Council Work Session - Council Budget Priorities		Conference Room 1A/1B	Finance Director / Budget Team / City Manager	January 5
6	TASK	Completed forms for reorganization, reassignment, and new classification requests due to HR			Human Resources	January 6
6	TASK	Completed forms for title changes and new position requests due in HR			Human Resources	January 6
8	MTG	Budget Kick-Off Meeting - to discuss the budget policy, budget calendar, and budget goals.	3:00PM - 5:00PM	Conference Room 1A/1B	Finance Director / Budget Team / City Manager	January 8
17	FYI	December CPI Data Available			Economic Team	January 17
20	FYI	Completed JDQ forms due to HR			Human Resources	January 20
29	MTG	Budget Town Hall Meeting: Budget Overview	11:30AM - 1:30PM 6:00PM - 8:00PM	Conference Room 1A/1B	Finance Admin / Budget Office / Communications	January 29
February						
1	TASK	OpenGov Budget Entry: Operating Budget Allocations	OpenGov Website		Departments / Budget Team	February 27

1	TASK	OpenGov Budget Entry: New Decision Item (NDI) & Fleet Items, for any increases to the operating budget for new items, programs, or fleet replacement.	OpenGov Website		Departments / Budget Team	February 27
4	TRN	Budget Entry Assistance Lab	Feb 4 - 1PM-3PM Feb 10 - 1PM-3PM Feb 12 - 9AM-11AM Feb 17 - 12PM-2PM Feb 18 - 2PM-4PM Feb 19 - 8AM-10AM Feb 23 - 1PM-3PM Feb 25 - 9AM-11AM Feb 27 - 12PM-2PM	IT Training Room, City Hall Basement	Budget Team	February 27
13	TASK	City Council - Budget Amendments Due - 2nd Quarter	FY 26 Budget Adjustments Form		Budget Team	February 13
20	TASK	First Payroll Verification Report Review Due			Budget Team	February 20
26	MTG	Budget Town Hall Meeting: Budget Priorities	11:30AM - 1:30PM 6:00PM - 8:00PM	Conference Room 1A/1B	Finance Admin / Budget Office / Communications	February 26
27	TASK	Strategic Plan and CAAP Plan NDIs Due to Budget Office	OpenGov Website		Budget Team	February 27
27	TASK	Personnel NDI requests Due to Budget			Human Resources	February 27
March						
1	FYI	Budget Team reviews preliminary NDI requests			Budget Team	March 14
1	TASK	Update Citywide Fees to Reflect Any Changes	Citywide Fees are linked on the Department Resources page on the Budget Prep Site		Budget Team	March 20
1	TASK	Review Telephone Costs Google Doc on your site and mark changes	Telephone Costs are linked on the Department Resources page on the Budget Prep Site		Budget Team	March 20
1	TASK	Update Duties & Highlights with Performance Measures	Department Duties & Highlights are linked on the department pages on the Budget Prep Site		Departments / Budget Team	March 31
1	MTG	CIP Meetings with the City Manager	CIP Meeting Packets are linked on the department pages on the Budget Prep Site	Conference Room 2A	Departments / City Manager / Finance Director / Budget Team	March 31
2	FYI	City Council - Budget Amendments - 2nd Quarter - First Read		Council Chambers		March 2
12	FYI	Time in Class (seniority field) in Munis updated by HR			Human Resources	March 12

15	TASK	Second Payroll Verification Report Due			Budget Team	March 15
15	TASK	Update Fleet Optimization Committee (FOC) Spec Review Form	FOC Spec Sheets are linked on the Department Resources page on the Budget Prep Site		Budget Team	March 31
16	FYI	City Council - Budget Amendments - 2nd Quarter - Vote		Council Chambers		March 16
17	MTG	Finance Budget Meetings		Conference Room 5A	Departments / Finance Director / Budget Team	March 20
19	FYI	Human Resources, Budget, and City Manager meet to discuss pay package (first meeting)		Conference Room 2A	City Manager / Finance / Human Resources	March 19
27	FYI	Recommendations on reorganizations, reassignments, new positions, new classifications, and title changes to Department.			Human Resources	March 27
April						
1	FYI	Revenue Forecasts Due			Economic Team	April 1
1	MTG	City Manager Budget Meetings		Conference Room 2A	Departments / Finance Director / Budget Team	April 30
15	FYI	Human Resource, Budget, and City Manager Meet to discuss pay package (second meeting)		Conference Room 2A	City Manager / Finance / Human Resources	April 15
20	MTG	Pre-Council Work Session - Revenues/Forecasts Presentation		Conference Room 1A/1B	Finance Director / Budget Team / City Manager	April 20
30	MTG	Budget Town Hall Meeting: Capital Improvement Projects	11:30AM - 1:30PM 6:00PM - 8:00PM	Conference Room 1A/1B	Finance Admin / Budget Office / Communications	April 30
May						
1	TASK	City Council - Budget Amendments Due - 3rd Quarter	FY 26 Budget Adjustments Form		Budget Team	May 1
1	TASK	City Manager - Review and Approve or Deny all NDI requests				May 10
8	FYI	Human Resources, Budget, and City Manager meet to discuss Pay Package (Third Meeting)	First week of May	Conference Room 2A	City Manager / Finance / Human Resources	May 8
10	TASK	Department Review of Document Draft and Notify Finance of Changes			Departments / Budget Team	May 20

18	FYI	City Council - Budget Amendments - 3rd Quarter - First Read		Council Chambers		March 18
June						
1	FYI	City Council - Budget Amendments - 3rd Quarter - Vote		Council Chambers		June 1
1	TASK	Budget Team and City Management - Review of Budget Document Draft	Budget Document		Budget Team	June 30
15	MTG	Pre-Council Work Session - Capital Improvement Plan		Conference Room 1A/1B	Finance Director / Budget Team / City Manager	June 15
25	MTG	Budget Town Hall Meeting: Growth and Planning	11:30AM - 1:30PM 5:30PM - 7:30PM	Conference Room 1A/1B	Finance Admin / Budget Office / Communications	June 25
July						
1	TASK	Budget Due to City Manager by Budget Office		City Manager's Office	Budget Team	July 1
9	TASK	Fee Increase proposals due in Granicus to be introduced at the second council meeting in July	Second read is August 3, 2026	Granicus	Departments	July 9
13	MTG	Budget Work Session #1		Council Chambers	Finance Director / Budget Team / City Manager	July 13
15	MTG	Budget Work Session #2		Council Chambers	Finance Director / Budget Team / City Manager	July 15
16	MTG	City Manager presents Budget to Employees		Council Chambers	Finance Director / Budget Team / City Manager	July 16
17	MTG	Budget Work Session #3		Council Chambers	Finance Director / Budget Team / City Manager	July 17
17	MTG	Budget Press Conference		Council Chambers	Finance Director / Budget Team / City Manager	July 17
17	TASK	City Council - Budget Amendments Due - 4th Quarter	FY 26 Budget Adjustments Form		Budget Team	July 17
20	MTG	Public Hearing for CIP Plan		Council Chambers	Finance Director / Budget Team / City Manager	July 20
August						
3	FYI	City Council - Budget Amendments - 4th Quarter - First Read		Council Chambers		August 3

3	MTG	Public Hearing #1 for FY 27 Budget		Council Chambers		August 3
17	MTG	Public Hearing #2 for FY 27 Budget		Council Chambers		August 17
17	FYI	City Council - Budget Amendments - 4th Quarter - Vote		Council Chambers		August 17
September						
8	MTG	Public Hearing #3 for FY 27 Budget		Council Chambers		September 8
21	MTG	FY 27 Budget - Adopted by City Council		Council Chambers		September 21
30	FYI	FY 27 Budget - Adopted Budget posted to City of Columbia website and copies given to City Clerk			Budget Team	September 30
October						
1	FYI	FY 27 Begins				October 1
1	FYI	FY 28 Budget Preparation Begins				October 1