DEPARTMENT BUDGET SCHEDULE

CY 2027

Weekday	Date	Scheduled Items
Friday	05/22/26	Request for payroll assumptions sent to the Finance Department and Human Resources Department **(due 5/29)**
Wednesday	06/03/26	Finance Department develops budget and distributes schedule
Wednesday	06/03/26	Finance Department updates list of people to include in the budget email group, along with list of people that need access to Tyler budget module and budget folders in S: Drive.
Thursday	06/04/26	Finance Department sends CIP request email to all departments **(due 7/10)**
Thursday	06/04/26	The following requests sent to departments **(due 7/10)**: - IT requests submission of technology requests - Equipment Maintenance requests submission of equipment requests - Engineering requests submission of engineering requests
Friday	06/12/26	Finance Department completes initial set-up of the Tyler budget module. All departments are notified and able to begin budget entry.
Friday	06/12/26	Departments to enter revenue amounts in Tyler budget module **due by 7/10**
Friday	06/12/26	Reminder to all departments – overtime amounts are **due by 7/10** for Finance Department review
Friday	06/12/26	Finance Department identifies amounts of General Fund carryover available from CY 2025 actual use for CY 2027
Friday	06/26/26	Departments provided with initial payroll position report for verification of proposed staffing body count, account distribution and FTEs **(due 7/17)**
Friday	06/26/26	The following expenditure amounts due from departments for review by Finance: - Self-Insurance charges due from Human Resources Department - Telephone service charges due from IT Department - Internal copy/printing charges due from IT Department - Cell Phone and mobile stipend amounts due from all departments
Monday	07/06/26	Finance Department provides departments with instructions about electronic Budget Summary submissions (**due 8/7)**
Monday	07/06/26	Vehicle maintenance, amortization and leasing charges due from Public Works for review by Finance Department
Monday	07/06/26	Finance Department enters self-insurance, telephone service charges, copy/print charges and cell phone and mobile stipends
Tuesday	07/07/26	General Fund transfer for charges (cost allocation) information provided for entry
Tuesday	07/07/26	Bond and loan principal and interest information provided for entry
Monday	07/20/26	CIP requests presented to City Manager and Directors for review
Monday	07/20/26	Finance Department to provide vehicle maintenance, amortization and leasing charges to departments for data entry
Monday	07/20/26	Overtime amounts to be entered into Tyler by Finance Department
Friday	07/24/26	Departments provided with revised payroll position report for final verification of proposed staffing body count, account distribution and FTEs
TBD	**XX/XX/26**	**City Council holds Strategic Planning Session**
Monday	07/27/26	Departments to have completed entry of all expenditures in Tyler budget module

Friday	08/07/26	Finance Department provides departments with variance analysis for their review and comment
Friday	08/07/26	Electronic submission of Budget Summary with narrative due from all departments to Finance Department
Friday	08/14/26	Variance analysis responses due from all departments
Friday	08/14/26	City Manager and Directors provided with finalized list of CIP requests to be reviewed with City Council
Tuesday	08/18/26	Budget review meetings held by City Manager with:
Tuesday	08/18/26	- Finance Department / 11:00AM – 12:00PM **- subject to change**
Tuesday	08/18/26	- Human Resources / 2:00PM – 3:00PM **- subject to change**
Tuesday	08/18/26	- Information Technology / 3:00PM – 4:00PM **- subject to change**
Wednesday	08/19/26	Budget review meetings held by City Manager with:
Wednesday	08/19/26	- Police Department / 1:00 – 2:00PM **- subject to change**
Wednesday	08/19/26	- Library / 2:00PM - 3:00PM **- subject to change**
Wednesday	08/19/26	- Economic Development Department / 3:00PM - 3:30PM **- subject to change**
Thursday	08/20/26	Budget review meetings held by City Manager with:
Thursday	08/20/26	- Community Development Department / 8:30AM – 9:45AM – **subject to change**
Thursday	08/20/26	- City Clerk, General Administration & Council-Mayor / 11:00AM - 11:45AM **- subject to change**
Thursday	08/20/26	- Fire Department / 2:00 – 3:00PM **- subject to change**
Thursday	08/20/26	- Martin Luther King Jr Center 3:00 - 4:00PM **- subject to change**
Friday	08/21/26	Budget review meetings held by City Manager with:
Friday	08/21/26	- Parks & Recreation Department / 1:30AM – 2:30PM - **subject to change**
Friday	08/21/26	- Public Works Department / 2:30-4:00PM - **subject to change**
Friday	08/21/26	Budget Version 1 (Startup) closed and Budget Version 2 (Budget Team) opened
Monday	09/14/26	Finance Department will communicate any cuts or revisions that need to be made to department budgets
Monday	09/21/26	Budget Version 2 (Budget Team) closed and Budget Version 3 (City Manager) opened for use by Finance Department only
Monday	09/21/26	Finance Department to track revisions on separate list
Tuesday	09/22/26	Budget Meetings with Council – **Times TBD**
Wednesday	09/23/26	Budget Meetings with Council – **Times TBD**
Thursday	09/24/26	Budget Meetings with Council – **Times TBD**
Monday	09/28/26	Deadline for departments to update templates (analysis, narrative, staffing and service indicators) and return to the Finance Department
Monday	10/12/26	Pension Actuarial Presentation for City Council
Monday	10/19/26	Printed budget due to City Council & posted to City's website
Monday	10/26/26	Finance Director provides CIP Presentation for City Council
Monday	11/09/26	Finance Director provides budget Presentation for City Council
Monday	11/23/26	Public Hearing Truth in Taxation
Friday	12/04/26	Prepare Notice of Public Hearing on Budget, notice is required at least ten days prior to hearing
Friday	12/04/26	Prepare Notice of Property Tax Hearing (if required), notice is required to be published not more than 14 days and not less than 7 days prior to hearing
Monday	12/14/26	Public Hearing on Budget Ordinance
Monday	12/14/26	Public Hearing on Property Tax Levy Ordinance (if required)
Monday	12/14/26	City Council approves Budget Ordinance, first reading

Monday	12/14/26	City Council approves Property Tax Levy Ordinance, first reading
Monday	12/21/26	City Council approves Property Tax Abatement Resolutions
Monday	12/21/26	City Council approves CIP Plan
Monday	12/21/26	City Council approves Budget Ordinance, second reading
Monday	12/21/26	City Council approves Property Tax Levy Ordinance, second reading
Tuesday	12/22/26	File Property Tax Levy Resolutions, Budget Ordinance and Truth in Taxation Certificate with Rock Island County Clerk
Monday	12/28/26	Upload PA compliance six days after budget has been approved
Monday	12/28/26	Post budget ordinance & budget detail to the City’s website