

CITY OF MOSCOW

FY2027 BUDGET CALENDAR

DATES	THINGS TO DO	RESPONSIBILITY
January 16, 2026	Send reminder to commission staff liaisons to discuss commission budget requests at their February meeting	City Clerk
March 2, 2026	Send reminder to send full-time and part-time new position and/or reclassification requests to HR by March 16, 2026.	HR Manager
March 9, 2026	Fleet requests returned to Fleet Division	All division managers
March 9, 2026	New technology requests returned to Information Systems	All division managers
March 13, 2026	Preliminary meeting regarding Fleet allocations	Fleet Manager; Deputy City Administrator – PWS Finance Director; City Administrator
March 13, 2026	Preliminary meeting regarding IS allocations	Information Systems Manager; Finance Director; City Administrator
March 8 – 21, 2026	Mayor out of office (vacation March 8-15, grant/airport WA DC trip March 16-21)	
March 16, 2026	New position and reclassification position requests, proposed start date, and justification to Human Resources.	All Deputy City Administrators
March 16 – 20, 2026	Spring Break (MSD and U of I) Bill out of office.	
March 24, 2026	New position, reclassification recommendations and part-time wage review meeting.	HR Manager; Finance Director; City Administrator
March 26, 2026	CIP Project Review	Assistant City Administrator – CD; Finance Director; City Administrator

March 23, 2026	Complete Fleet budget due to Finance Director	Fleet Manager; Deputy City Administrator – PWS, Finance Director; City Administrator
March 23, 2026	Complete Information Systems budget due to Finance Director	Information Systems Manager; Finance Director; City Administrator
March 30, 2026	New position, reclassifications and part-time wages to Finance for inclusion in mPersonnel	Finance Director; City Administrator
April 6, 2026	Payroll projections available in BS&A	Finance Director
April 6, 2026	Revenue estimates due to Finance, including assumptions	All Division Managers
April 6, 2026	Grant estimates due to Finance Director	Grants Manager, Deputy City Administrator – CPD
April 10, 2026	Budget requests for ALL departments including CAPITAL are due in BS&A with notification to Finance Director and City Clerk	All Division Managers
April 13-17, 2026	Review of all budgets and revenues	City Clerk; Finance Director; City Administrator
April 15-17, 2026	Notify Latah County of the public hearing date for the budget. Notification deadline is April 30, 2025 . Include taxing district information update.	City Clerk
?	Budget & Levy Meeting	Fairgrounds
April 22 – May 1, 2026	Budget meetings – Public Works and Services Group	Listed group; City Clerk; Finance Director; City Administrator
April 22 – May 1, 2026	Budget meetings – Administration, Finance and Public Safety Group	Listed group; City Clerk; Finance Director; City Administrator
April 22 – May 1, 2026	Budget meetings – Recreation, Culture and Employee Services Group	Listed group; City Clerk; Finance Director; City Administrator

April 22 – May 1, 2026	Budget meetings – Community Development Group	Listed group; City Clerk; Finance Director; City Administrator
May 1, 2026	Begin developing graphs for budget summary. Numbers are confirmed and finalized at the beginning of June.	City Clerk
May 6 – 7, 2026	Make up days and/or reschedules on budget requests	
May 11 – 15, 2026	Review and preliminary balancing of budget	City Clerk; Finance Director; City Administrator
May 12 – 15, 2026	Budget meeting with Mayor	Mayor, City Administrator, Finance Director, City Clerk, Group
May 15, 2026	Fee Resolution updates/changes to City Clerk	Division Managers
May 25, 2026	HOLIDAY – out of office	Memorial Day
May 27 – 28, 2026	Follow up meetings with Deputies if necessary	Group; City Clerk; Finance Director; City Administrator
June 1, 2026	New construction roll is due from County Assessor (no later than first Monday in June)	
June 3, 2026	Fund tables due to City Clerk	Finance
June 3 – 5, 2026	Finalize graphs for budget summary	City Clerk; Finance
June 8 – 9, 2026	Finalize fee resolution Finalize budget	City Clerk; Finance Director; City Administrator
June 8 – 10, 2026	Print draft budget	Administration
June 12, 2026	Draft budget to City Council	Finance, Administration
June 10 – 12, 2026; June 16 – July 3, 2026	Laurie out of office	
June 10 – 12, 2026	Association of Idaho Cities Annual Conference	Staff

June 19, 2026	HOLIDAY - out of office	Juneteenth
July 3, 2026	HOLIDAY - out of office	Fourth of July
July 7, 2026	Council budget workshop	Mayor, City Council & Staff
July 18, 2026	Updates (if any) to fee resolution due to City Clerk	Deputy City Administrators
July 31, 2026	Valuation of current operating property roll from County (prior to the first Monday in August)	Finance Director; City Administrator
August 5, 2026	Publish 1st notice in the newspaper on August 8, 2026, and 2nd notice on August 15, 2026	City Clerk
August 17, 2026	Public hearing on budget Public hearing on fee resolution	City Council, Staff
August 19, 2026	Publish adopted appropriation ordinance (if approved at hearing) August 22, 2026 (no later than September 30)	City Clerk
August 26, 2026	If second public hearing is needed, publish 1st notice in the newspaper on August 29, 2026, and 2nd notice on September 5, 2026	City Clerk
August 26 – 28, 2026	If approved at first hearing, update “proposed” to “adopted” and reprint budget as needed	Administration
September 7, 2026	HOLIDAY - out of office	Labor Day
September 8, 2026	If second hearing is needed... 2nd public hearing on budget 2nd public hearing on fee resolution	City Council, Staff
September 9, 2026	If second public hearing was needed, publish adopted appropriation ordinance September 12, 2026 (no later than September 30)	City Clerk

September 10, 2026	Property tax certification to County no later than Thursday prior to 2nd Monday in September	City Clerk
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September 30, 2026	End of the Fiscal Year	
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