

RESOLUTION NO. 25-294

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF
SPRING HILL, TENNESSEE, ADOPTING THE FISCAL YEAR 2026–2027 BUDGET
CALENDAR**

WHEREAS, the City of Spring Hill annually prepares, reviews, and adopts an operating budget in accordance with the Tennessee Comptroller’s Office, the City’s Charter, and all applicable state laws; and

WHEREAS, staff has formally presented the Fiscal Year 2026–2027 Budget Calendar for BOMA review and acknowledgement, and the calendar has been structured to meet the expectations outlined in the Tennessee Comptroller’s Budget Manual and the Financial Excellence Award program; and

WHEREAS, aligning the budget development process with these standards ensures that the City’s budgeting practices remain transparent, timely, and consistent with strong financial management principles; and

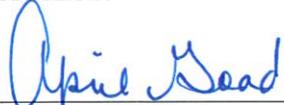
WHEREAS, adoption of the Budget Calendar provides a clear schedule for departmental submissions, administrative review, Budget and Finance Advisory Committee (BFAC) meetings, Board of Mayor and Aldermen work sessions, and all required statutory budget actions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, hereby adopts the Fiscal Year 2026–2027 Budget Calendar as presented and

attached to this resolution, and authorizes City staff to proceed with all necessary actions to implement the calendar in accordance with the Tennessee Comptroller’s Budget Manual and related financial standards.


Matt Fitterer, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 12/01/2025
SUBJECT: Fiscal Year 2026-2027 Budget Calendar

RECOMMENDATION:

Staff is requesting acknowledgement and authorization to proceed with the 2026-2027 Budget Calendar. Formal adoption of the calendar ensures that all departments, committees, and elected officials are aligned with state standards and fully prepared for the upcoming budget cycle.

PURPOSE:

The purpose of this memorandum is to formally present the Fiscal Year 2026–2027 Budget Calendar for BOMA review and acknowledgement. This calendar has been structured to meet the expectations outlined in the Tennessee Comptroller’s Budget Manual and Financial Excellence Award program, ensuring the City’s budgeting process remains transparent, timely, and consistent with strong financial management practices.

BUDGET CALENDAR OVERVIEW:

The attached FY 2026–2027 Budget Calendar outlines the full schedule of departmental input, administrative review, Budget and Finance Advisory Committee (BFAC) meetings, BOMA work sessions, and statutory budget adoption milestones. The schedule includes key events such as:

- Budget Calendar Presentation (BOMA Work Session)
- Strategic Plan & 10-Year Capital Plan Review
- New Position and Equipment Request Reviews
- Operational Budget Reviews
- Capital Projects Work Sessions
- Rates & Revenue Discussion
- Budget Work Sessions #1 and #2
- First and Second Readings of the Budget Ordinance
- Required public notices
- Budget submission to the Tennessee Comptroller’s Office



CITY OF SPRING HILL

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City of Spring Hill

2026-2027 Budget Calendar

Date / Range	Milestone / Meeting	Presented To
Monday, November 3, 2025	Budget Calendar Discussion – BFAC Meeting	Budget and Finance Advisory Committee
Monday, December 1, 2025	Budget Calendar Presentation – BOMA Work Session	Board of Mayor and Aldermen
Monday, January 5, 2026	Strategic Plan & 10 Year Capital Plan - BOMA Work Session	Board of Mayor and Aldermen
January 6, 2026 - January 16, 2026	Department Review & Input – New Positions and New Vehicle or Equipment	
Tuesday, January 20, 2026	Administration Review – New Position Requests	Administration
Monday, February 2, 2026	FY27 Budget Kickoff – BFAC Meeting	Budget and Finance Advisory Committee
Monday, February 2, 2026	Personnel Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Tuesday, February 3, 2026	Administration Review – New Vehicle and Equipment Requests	Administration
Monday, February 16, 2026	New Vehicle and Equipment Review and Discussion – BOMA Work Session	Board of Mayor and Aldermen
February 17, 2026 - March 6, 2026	Department Review & Input – Operational Budgets	
Monday, March 2, 2026	FY27 Capital Projects Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Monday, March 16, 2026	Rates & Revenue Discussion – BOMA Work Session	Board of Mayor and Aldermen
March 9, 2026 - March 20, 2026	General Government Operational Budget Meetings – Administration Review	Administration
March 23, 2026 - March 27, 2026	Spring Hill Water Operational Budget Meetings – Administration Review	Administration
Monday, April 20, 2026	Budget Work Session #1 - General Government Funds Overview	Board of Mayor and Aldermen
Monday, May 4, 2026	Budget Work Session #2 - Spring Hill Water Fund Overview	Board of Mayor and Aldermen
Monday, May 18, 2026	First reading of Budget Ordinance	Board of Mayor and Aldermen
Tuesday, May 19, 2026	Annual Budget Notice (After 1st reading)	
Monday, June 1, 2026	Second Reading of Budget Ordinance	Board of Mayor and Aldermen
Friday, June 12, 2026	Budget Submission to Comptroller	
Wednesday, July 1, 2026	New Fiscal Year	

BOMA Work Sessions
BFAC Meetings
Administration Review / Department Input