



# City of Bonner Springs

KANSAS

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**Monday, April 21, 2025**  
Bonner Springs, KS 66012  
Bonner Springs Police Department  
Police Training Room

**CITY COUNCIL BUDGET WORKSHOP- 6:30 p.m.**  
The meeting is open to the public.

## **BUDGET WORKSHOP - 6:30 P.M.**

### **1. 2026 Budget Calendar**

Documents:

1. 2026 Budget Calendar

## **ADJOURNMENT**

## Memorandum

Date: April 21, 2025  
To: Mayor and City Council  
From:

**Subject: 2026 Budget Calendar**

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**Recommendation:**

**Action:**

**Background:**

**Discussion:**

**Financial Impact:**



City of Bonner Springs  
KANSAS

## 2026 Budget Development Calendar

Dates in bold print are City Council Sessions.

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|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday, Apr 16       | Financial History and YTD Operational Budget and CIP Worksheets to Dept. heads/supervisors                                                                                                                                                                                                                                                                                     |
| <b>Monday, April 21</b> | <b>Governing Body Strategic Planning Workshop (Special Meeting)</b> <ul style="list-style-type: none"><li>- 2024 Review by Department</li><li>- Review Department Annual Plans</li></ul>                                                                                                                                                                                       |
| Wednesday, May 7        | Completed Operational Budget Worksheets Due to City Manager and Finance Director                                                                                                                                                                                                                                                                                               |
| Wednesday, May 7        | Submit to City Manager and Finance Director a 5-year estimate of Capital Improvements & Equipment for the Department/Division<br>Every department submits on each capital item request: <ul style="list-style-type: none"><li>(1) Description</li><li>(2) Cost</li><li>(3) Source of funding</li><li>(4) Justification</li><li>(5) Construction period-if applicable</li></ul> |
| <b>Monday, May 12</b>   | <b>2024 Financial Audit Review</b>                                                                                                                                                                                                                                                                                                                                             |
| Monday, May 19          | Group Department Workshop for Budget and CIP priorities                                                                                                                                                                                                                                                                                                                        |
| Week of May 19          | Individual meetings with Budget Manager, Finance Director, and City Manager                                                                                                                                                                                                                                                                                                    |
| <b>Monday, June 9</b>   | <b>Budget Workshop – Financial Outlook (prior to Council Meeting)</b>                                                                                                                                                                                                                                                                                                          |
| <i>June 15</i>          | <i>Deadline to receive valuations from Counties</i>                                                                                                                                                                                                                                                                                                                            |
| <b>Monday, July 14</b>  | <b>1) Recommended Budget Work Session – All Tax Levy Funds -General Fund, Library, &amp; Debt Service (prior to Council Meeting)</b><br><br><b>2) Approve Notice of Revenue Neutral Rate Hearing and Schedule Public Hearing to Exceed the Revenue Neutral Rate. (Sets <u>maximum</u> Proposed Tax Rate)</b>                                                                   |
| <i>Friday, July 19</i>  | <i>Deadline to Notify County of Intent to Exceed Revenue Neutral Rate.</i>                                                                                                                                                                                                                                                                                                     |

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| Monday, July 28      | Recommended Budget Work Session – Special Revenue Funds, Enterprise Funds, Multi-Year Capital and Equipment Plans (prior to Council Meeting)                                                                                                                                                                          |
| Monday, August 11    | Approve Notice of Budget Hearing and Schedule Public Hearing for Adoption of 2026 Budget. State Law requires ten days from date of publication of hearing notice to the public hearing                                                                                                                                |
| Monday, August 25    | <p>1.) Conduct Revenue Neutral Hearing and Pass a Resolution to Exceed the Revenue Neutral Rate. Vote must be held at the hearing with Governing Body presentt</p> <p>2.) Conduct Budget Hearing and Approve the 2025 Budget Amendments and 2026 Budget.</p> <p>3) Approve Multi-Year Capital and Equipment Plans</p> |
| Wednesday, October 1 | <i>Deadline for City Clerk to Certify Budget to County Clerk</i>                                                                                                                                                                                                                                                      |