



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 7/15/2025
Agenda Section: Consent Agenda

Department Origination: Finance

Agenda Item: Adopt 2026 Budget Calendar

Approval Required: Simple Majority Vote

BACKGROUND

Attached is the proposed budget calendar for the 2026 Budget. The proposed calendar follows the general timeline utilized with prior budgets. Similar to past years, a required informational meeting with the public is proposed to review the final budget and levy in lieu of the no longer state mandated truth-in-taxation (TNT) public hearing. The informational meeting is proposed for Monday, December 1, 2025.

As with prior years, an informational Council work session between the Council and staff near the beginning of the process (scheduled for this Tuesday's July 15 work session) will provide an opportunity to discuss the goals and priorities that should be incorporated into the 2026 Budget. It also provides a foundation for the preparation and preliminary submittal to the Council.

A work session is proposed for Tuesday, August 26 to review the initial framework of the proposed governmental funds budgets and proposed levy with a follow-up work session scheduled for September 2, prior to the regularly scheduled council meeting. Upon completion of the preliminary budget and levy, the timeline identifies the regular council meeting of Tuesday, September 16 to adopt the preliminary governmental funds budget and levy. Per state statutes, the preliminary levy must be adopted and submitted to the county auditor prior to September 30. After September 30, the budget can be modified provided the final levy is not increased. The final levy may be reduced, however. Other meetings, after the preliminary levy is identified and set by the end of September, can be scheduled in October to continue to refine the governmental funds budgets, if necessary.

Not all external information, including state and county impacts will be available early in the process; however, known legislative and other impacts on the 2026 Budget will be outlined at the July 15 work session and when they become available. Levy limits were not implemented this year. As information becomes available, it will be assembled and distributed for future discussion.

A work session is proposed for Wednesday, November 12 to review the preliminary budget and the introduction of the enterprise (water, sewer, and storm) budgets when more revenue data is available to formulate revenue projections. If necessary, a supplemental work session on Tuesday, November 18, prior to the regular council meeting, has been identified, but may be modified; including the scheduling of additional meetings should they be needed.

The budget calendar is a guideline for the budget process to ensure certain mandated state deadlines are met. Throughout the process additional meetings may be added or removed as the Council and/or staff identifies to be necessary.

FINANCIAL IMPLICATIONS

No financial implications exist with this request for council action.

STAFF RECOMMENDATIONS

Finance Director Vacinek recommends the Council adopt the attached 2026 budget calendar with an initial work session scheduled for Tuesday, July 15, 2025, for a preliminary discussion on the goals and priorities to incorporate into the 2026 proposed budget.

COUNCIL ACTION REQUESTED

Adopt the attached 2026 Budget Calendar