



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2027 LEVY AND BUDGET TIMELINE
DATE: MARCH 9, 2026

Like last year, I am proposing a budget timeline so that everyone is aware of the proposed meetings well in advance. While dates may move, please keep in mind that any movement may affect the time any remaining topic able to be discussed.

Timeline Notes:

- ❖ Bolded dates are required meetings unless the City Council wants to hold a special meeting
- ❖ All budget workshops held following regular meetings are planned to last no more than 1 hour
- ❖ Please contact the City Administrator prior to scheduled budget meetings with all questions that arise during your review of the material so that staff is able to prepare the information needed for a thorough discussion.
- ❖ Once a preliminary decision has been made on a budget topic, staff will not plan to bring that topic back for discussion. This will be done to keep the process advancing towards a timely approval.

With each meeting, the plan is to be succinct and keep the discussion moving. An agenda will be provided at each meeting with a list of topics that need preliminary approval during that meeting. We'd plan all packet materials to be delivered to the City Council one week prior to each budget meeting. There may be times when it is requested that a decision be made to keep meetings advancing.

Proposed timeline for the 2027 budget preparation.

- May – July: Staff prepare preliminary budget
- June 1: Budget Workshop following regular City Council meeting to receive direction on 2027 budget: goals, vision, and proposed accomplishments
- July 8: Budget documents to City Councilmembers
- July 15: Preliminary questions from City Council to staff members prior to first meeting
- July 20: Budget Workshop following regular City Council meeting
- *Week of August 3: Optional Special Budget Workshop, scheduled if needed*
- August 17: Budget Workshop following regular City Council meeting
- **September 8: Approval of Not-to-Exceed Preliminary Levy**
- September 21: Budget Workshop following regular City Council meeting
- *Week of October 12: Optional Special Budget Workshop, scheduled if needed*
- November 2nd: Presentation of Enterprise Funds during regular City Council meeting
- **December 7: Truth-in-Taxation Hearing, Presentation of Levy Funds during regular City Council meeting**
- **December 7:**
 - **2027 Levy and Budget Approval**
 - **2027 – 2036 Capital Improvement Plan Approval**
 - 2027 – 2036 Visioning Document Approval

Recommendation

I recommend setting a budget timeline for the 2027 budget preparation.