

Budget Process & Timeline



2026 Baseline & Capital Improvement Projects (CIP)

CIP and Fee Schedule

December 20	IT supply completed/updated forms for CIP requests
January 8	Administration to discuss CIP Requests, 2026/27 Fee Schedule & the budget schedule with Department Leadership. Admin send budget message regarding CIP
January 8	Finance initiate 2026-2031 CIP Requests (six years) and Fee Schedule
January 29	CIP request via Excel, due to Finance
February 5	Finance to distribute consolidated CIP to Admin and Departments
February 5	Fee Schedules due to Finance
February 10-14	Admin meets with departments and Finance for internal review of CIP
February 21	2026/27 Fee Schedule to Admin for final review
February 21	Finance to reconcile CIP changes (six years) and distribute to departments for internal review and feedback
March 7	CIP review and feedback from departments due to Admin and Finance
March 12	Admin approve recommended changes to Finance
March 17	Finance to reconcile CIP changes (six years) and distribute to departments to enter into Laserfiche
March 28	CIP Laserfiche forms due to Finance
May 1	Final 6 Year CIP due to Finance

Baseline, Revenue, DP's and Outside Agency

February 5	Administration to discuss two-year budget priorities & expectations for 2026-2027 Decision Packages & Equipment Revolving, & follow up questions pertaining to the CIP Requests & the budget schedule with Department Leadership
February 15	IT supply completed/updated 2026 forms for Baseline requests and DP's
February 19	Admin send budget message/instructions to Leadership Team
February 26	Finance to initiate 2026-2027, ITRF, Equipment replacements, Baseline requests(revenue and expenses), Decision Packages, Labor Allocations and Core Responsibilities
February 27	Finance work with Admin to Initiate Outside Agency funding process for 2026-2027
January 27 & March 24	City Council Strategic Priorities Session
March 10	2026 Revenue Projections due to Finance
March 13	Finance/IT to open up form for baseline changes
March 17	2026-2027 Labor Allocations due

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March 21	Outside Agency requests submitted to Admin and Finance
March 24	Department Leadership to submit to the Finance & Admin Team: <ul style="list-style-type: none"> ▪ 2026 baseline expenditure adjustments ▪ 2026-27 ITRF requests ▪ Equipment replacement/New requests ▪ 2026-27 Decision Packages ▪ Property Insurance
March 28	Finance provide Admin with Outside Agency
March 31	Director of Finance provide 2026/27 adjustments for health and dental insurance, PTSD and work comp
March 31	Department Leadership to submit Core Responsibilities to Finance
Mar 31- April 4	Finance, Admin & Department Leadership meet to review and prioritize potential adjustments to 2026 baseline requests, equipment replacement requests, 2026 Decision Packages (if there is conflicts for departments, scheduling will need to be the following week)
April 10	City Administrator provides approved 2026 baseline, ITRF and Outside Agency changes
April 18	Finance to provide Department Leadership with 2026 baseline budget
April 18	City Administrator provides recommended approved 2026 equipment replacements
April 28	Study Session – Factors Influencing Budget, Outside Agency Process and Draft Fee Schedule
May 1	City Administrator provides recommended approved 2026 Decision Package
May 15	Recommended 2026 annual budget complete (Operational & CIP); No further adjustments
June 6	Finance and Admin complete 2026 baseline budget, & recommended CIP budget update to Leadership Forum
2027 Budget	
June 3	<ul style="list-style-type: none"> ○ Admin and Finance establish percent increase for 2027 baseline <ul style="list-style-type: none"> • Fuel, diesel, natural gas, LP, object code 83110, 83120,82330 and 82340 • Expert and professional services, object code 81390 • Sand/Salt, object code 83520,83560 • Credit Card Processing, object code 84925 • Contractual Services, object code 82980 • Utilities, object code range 82310-82380
June 3	City Administrator to approve 2027 equipment replacements
June 6	Admin confirm/approve Outside Agency request for 2027
June 20	Finance to develop 2027 baseline budget with salaries and benefits
June 27	Finance to share 2027 baseline with Department Leadership
July 11	City Administrator to review and propose approved 2027 Decision Packages
July 16	Recommended 2027 annual budget complete (Operational & CIP); No further adjustments

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Recommended Budget

June 23	<ul style="list-style-type: none"> Annual comprehensive Financial Report & Audit Review by City Council 2026 Baseline Budget & 2026-2031 CIP update to Council. Outside Agency Recommendations
July 31	City Administrator to complete initial draft of Budget Message & provide to Budget Team
July 31	RPU to send 2026-2027 recommended budget (or use prior years proforma)
August 1	Finance create first two years of 6 year forecast
August 4-5	Finance and Admin meet to create last 4 years of forecast
August 8	Final Budget Message from Communications
August 11	Finance provides final two-year recommended budget to City Administrator for final review
August 1-14	Recommended 2026-2027 Budget Presentation Finance and Admin
Aug 6-14	Final two-year recommended budget document preparation for City Council budget Study Sessions
Aug. 25 Sept. 3rd and 15th	City Council review of two-year recommended budget, Decision Packages

Public Hearing and Final Budget

September 22	Set Maximum Levy & adopt preliminary budget & CIP
September 30	Final 2026 Max levy to Olmsted County
Sept. 19 - Nov. 3	Admin & Finance to perform additional analysis per City Council's direction
Sept 29	Final CIP no changes (DMC)
Mid Oct??	RPU's final numbers (?) Middle of October if need for Nov 10th meeting
November 10	City Council Study Session review of final budget, CIP & Decision Packages, if needed. Spreadsheet listing of changes to recommended budget would be provided. No new book issued till final budget is adopted.
November 20	Final budget presentation and materials preparation for December 1 meeting
Dec 1	Budget hearing and adopt final budget (operating and CIP)
Dec 31 or asap	Admin & Finance to provide Adopted Levy information and City Council Resolutions to Olmsted County
Dec 31	Finance Director file Property Tax Levy Report– MN Dept of Revenue
January 1	Final 2026-2027 Adopted Budget Document Posted to Website
January 31	Finance Director file Minn Summary Budget to Office State Auditor (OSA)
???	Finance Director file Public Notice