



# Memo

**To:** City Council & Department Heads  
**From:** Peter Brixius, City Manager & Mindy Elliott, Finance Director  
**Date:** 07/07/25  
**Re:** Proposed 2026 Budget Schedule

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**The following is a proposed budget schedule for fiscal year 2026 budget preparation, review, and adoption.**

**Monday, July 28<sup>th</sup>:**

The Finance Director will provide Budget sheets to City Manager/Department Heads. Budget sheets will include actuals through June 2025.

**Friday, August 15<sup>th</sup>:**

City Manager/Department Heads submit budget sheets to the Finance Director.

**Monday, August 18<sup>th</sup> through Friday, August 22<sup>nd</sup>:**

Dept. Heads, City Manager, and Finance Director meet to discuss capital projects, personnel needs and operations (full budgets).

**Thursday, September 18<sup>th</sup> – 7:30 am:**

Full day 2026 Budget Planning Session with City Council and Dept. Heads.

**Wednesday, October 1<sup>st</sup>:**

Finance Director delivers the draft budget with updated changes from the full day budget session to City Council and Department Heads for review.

**Tuesday, October 14<sup>th</sup> – 3 :00 pm Workshop (if needed) :**

2026 Budget workshop to go over any questions council may have on the draft budget before presenting for introduction.

**Tuesday, October 28<sup>th</sup> :**

Budget Ordinance Hearing, Introduction and First Reading.

**Tuesday, November 11<sup>th</sup> :**

Budget Ordinance Second Reading.