



## 2026 BUDGET PREPARATION CALENDAR

### Notable dates in 2025:

May 8	Budget calendar and budget instructions to department heads
May 16	Position requests
May 27	Budget group training sessions
May 30	Capital Improvement Plan draft due
June 3	City Council Study Session budget discussion
June 20	Operating budget & CIP requests due
July 8 & 10	Directors operating and capital budget planning session
July 15	City Council Study Session preliminary budget discussion
July 15-18	Directors meet with City Administrator regarding operating and CIP requests
August 1	Department of Revenue certify Local Government Aid
August 4	Directors complete goals, accomplishments, CIP requests for 2026-2034
August 26, 27 & September 9	Directors present budget requests at City Council Workshops
September 16	City Council adopt proposed property tax and budget
September 30	Certify proposed levy to Steele County
December 2	City Council discussion on budget and property tax levy
December 16	City Council adopt final budget and levy
December 30	Certify final adopted property tax levy to Steele County Auditor
December 30	Payable 2026 Tax Levy Report and Truth in Taxation Form due to Department of Revenue